



Professional Engineers  
Ontario



# COMPETENCY-BASED ASSESSMENT P.ENG. APPLICATION FORM

February 2026

**IMPORTANT**

Review the [CBA applicant guide](#) before completing and submitting your experience records for the competency-based assessment.

To fill out this form electronically, download it first. You can then complete it using Adobe's free [Acrobat Reader](#).

By submitting your application, you certify that you have prepared all included work samples yourself and that they truthfully and accurately represent your professional experience. If you have used AI tools or other aids in drafting your responses, you take full responsibility for ensuring the accuracy and authenticity of the information you have provided.

**FULL NAME:** \_\_\_\_\_

**FILE NUMBER:** \_\_\_\_\_

When describing your work examples for each competency on the following pages, please use the fields at the bottom of the page to specify the name of the company where the work example occurred, along with the corresponding validator's name.

# COMPETENCY CATEGORY 1: TECHNICAL COMPETENCE

In this category, you must show the ability to integrate safety regulations, technical codes and standards into project design.

1.1

You demonstrate knowledge of the regulations, codes and standards used in Canada or the international equivalent, including relevant local engineering procedures and practices. This is a professional standards competency.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

1.2

You understand the materials, operations, project and design constraints that best fit the intended purpose and can address interdisciplinary impacts.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**1.3**

You analyze technical risks and propose solutions to reduce them.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

1.4

You apply engineering knowledge to design solutions.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**1.5**

You understand solution methods and can independently verify the results.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

1.6

You know the safety regulations, codes, and standards used in Canada or the equivalent international standard. This is a professional standards competency.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**1.7**

**You understand systems and components of systems.**

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**1.8**

You have been exposed to the stages of a process or project life cycle, from concept and feasibility analysis through implementation.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**1.9**

You understand the roles of peer review and quality management. This is a professional standards competency.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**1.10** You can transfer design intentions and information to drawings and design documents.

SITUATION (MAX. 300 CHARACTERS)

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ACTION TAKEN (MAX. 1,650 CHARACTERS)

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OUTCOME (MAX. 300 CHARACTERS)

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*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

## COMPETENCY CATEGORY 2: COMMUNICATION

In this category, you must show the ability to integrate safety regulations, technical codes and standards into project design.

2.1

You demonstrate effective verbal communication skills when interacting with team members, clients, contractors and the public.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**2.2**

You demonstrate effective written communication skills when interacting with team members, clients, contractors and the public.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**2.3**

**You can review essential documents. This is a professional standards competency.**

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

## COMPETENCY CATEGORY 3: PROJECT AND FINANCIAL MANAGEMENT

In this category, you must demonstrate the ability to manage resources, budgets, schedules and client expectations while understanding a project's financial and business aspects and adapting to changes throughout its lifecycle.

### 3.1 You understand project management principles.

#### SITUATION (MAX. 300 CHARACTERS)

#### ACTION TAKEN (MAX. 1,650 CHARACTERS)

#### OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**3.2**

You take on progressive responsibility in project planning and execution.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**3.3** You adjust expectations based on available resources.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**3.4** You understand the financial aspects of the work.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**3.5**

**You request and respond to feedback.**

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

## COMPETENCY CATEGORY 4: TEAM EFFECTIVENESS

In this category, you must demonstrate the ability to work with diverse professionals, actively engage in discussions, and resolve conflicts within a team.

4.1

You collaborate respectfully with others, including those from other disciplines.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

4.2

You work to resolve differences.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

## COMPETENCY CATEGORY 5: PROFESSIONAL ACCOUNTABILITY

In this category, you must demonstrate adherence to ethical standards and the ability to fulfill professional obligations, seek guidance when needed, and understand the responsibilities of self-regulation within engineering practice.

5.1

You can apply the principles of the Code of Ethics or its international equivalent standard within the engineering environment. This is a professional standards competency.

### SITUATION (MAX. 300 CHARACTERS)

### ACTION TAKEN (MAX. 1,650 CHARACTERS)

### OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**5.2**

You are aware of your scope of practice and professional limitations.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**5.3**

You understand how conflict of interest affects professional practice.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**5.4**

You understand professional accountability.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**5.5**

You understand the appropriate use of the stamp and seal.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_



## COMPETENCY CATEGORY 6: SOCIAL, ECONOMIC, ENVIRONMENTAL & SUSTAINABILITY

In this category, you must demonstrate consideration of public safety and sustainability in project design while understanding the broader impact of engineering work on society and the environment.

6.1

You know the safeguards to protect the public and methods to mitigate adverse impacts.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**6.2**

You understand the relationship between engineering activity and the public. This is a professional standards competency.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**6.3**

You understand the role of regulatory bodies in the practice of engineering.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

6.4

You are aware of specific sustainability clauses added to practice guidelines applicable to your area.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**6.5**

You consider how sustainability principles could be applied and promoted in your specific engineering work.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

## COMPETENCY CATEGORY 7: PERSONAL CONTINUING PROFESSIONAL DEVELOPMENT

In this category, you must demonstrate the ability to engage in self-directed and formal learning activities, address knowledge gaps and actively participate in professional communities to stay current in your practice.

7.1

You demonstrate completion of professional development activities.

### SITUATION (MAX. 300 CHARACTERS)

### ACTION TAKEN (MAX. 1,650 CHARACTERS)

### OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**7.2**

You are aware of your knowledge gaps and areas requiring development.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_

**7.3**

You have a professional development plan to address knowledge gaps and stay current in your practice.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

COMPANY NAME: \_\_\_\_\_

VALIDATOR NAME: \_\_\_\_\_