



FORM
COMPETENCY-BASED ASSESSMENT
EXPERIENCE RECORDS

February 2026

APPLICANT INFORMATION

DATE: _____

PEO FILE NUMBER: _____

LAST NAME: _____

FIRST NAME: _____

Please email your completed CBA Experience documents to experiencedocs@peo.on.ca

WORK EXPERIENCE EXAMPLE 1

Please provide PEO with your professional engineering experience information. You may add multiple examples of experience.

COMPANY NAME: _____

COMPANY ADDRESS: _____

START DATE: _____

IS THIS YOUR CURRENT ROLE? YES NO

IF "NO", WHEN WAS THE END DATE?: _____

JOB RESPONSIBILITIES:

WAS THIS EMPLOYMENT COMPLETED BEFORE GRADUATION? YES NO

WORK EXPERIENCE EXAMPLE 2

Please provide PEO with your professional engineering experience information. You may add multiple examples of experience.

COMPANY NAME: _____

COMPANY ADDRESS: _____

START DATE: _____

IS THIS YOUR CURRENT ROLE? YES NO

IF "NO", WHEN WAS THE END DATE?: _____

JOB RESPONSIBILITIES:

WAS THIS EMPLOYMENT COMPLETED BEFORE GRADUATION? YES NO

WORK EXPERIENCE EXAMPLE 3

Please provide PEO with your professional engineering experience information. You may add multiple examples of experience.

COMPANY NAME: _____

COMPANY ADDRESS: _____

START DATE: _____

IS THIS YOUR CURRENT ROLE? YES NO

IF "NO", WHEN WAS THE END DATE?: _____

JOB RESPONSIBILITIES:

WAS THIS EMPLOYMENT COMPLETED BEFORE GRADUATION? YES NO

WORK EXPERIENCE EXAMPLE 4

Please provide PEO with your professional engineering experience information. You may add multiple examples of experience.

COMPANY NAME: _____

COMPANY ADDRESS: _____

START DATE: _____

IS THIS YOUR CURRENT ROLE? YES NO

IF "NO", WHEN WAS THE END DATE?: _____

JOB RESPONSIBILITIES:

WAS THIS EMPLOYMENT COMPLETED BEFORE GRADUATION? YES NO

WORK EXPERIENCE EXAMPLE 5

Please provide PEO with your professional engineering experience information. You may add multiple examples of experience.

COMPANY NAME: _____

COMPANY ADDRESS: _____

START DATE: _____

IS THIS YOUR CURRENT ROLE? YES NO

IF "NO", WHEN WAS THE END DATE?: _____

JOB RESPONSIBILITIES:

WAS THIS EMPLOYMENT COMPLETED BEFORE GRADUATION? YES NO

SELF-ASSESSMENT RATING SHEET

You must complete a self-assessment to specify your level of knowledge and experience for each competency. Make sure to attach this completed Self-Assessment Rating Sheet to your CBA Application Form. Download the CBA Application Form by clicking this [link](#).

IMPORTANT: Read the [CBA Applicant Guide](#) to learn how to complete the self-assessment. An explanation of the rating levels is available on page 10 of the guide.

Using the rating scale, assign a score from 0 to 5, where 0 indicates no experience with the competency and 5 indicates advanced or leadership-level competency.

COMPETENCY CATEGORY 1: TECHNICAL COMPETENCE

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

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| 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. | |
| 1.2 You understand the materials, operations, project and design constraints that best fit the intended purpose and can address interdisciplinary impacts. | |
| 1.3 You analyze technical risks and propose solutions to reduce them. | |
| 1.4 You apply engineering knowledge to design solutions. | |
| 1.5 You understand solution methods and can independently verify the results. | |
| 1.6 You know the safety regulations, codes, and standards used in Canada or the equivalent international standard. This is a professional standards competency. | |
| 1.7 You understand systems and components of systems. | |
| 1.8 You have been exposed to the stages of a process or project life cycle, from concept and feasibility analysis through implementation. | |
| 1.9 You understand the roles of peer review and quality management. This is a professional standards competency. | |
| 1.10 You can transfer design intentions and information to drawings and design documents. | |

COMPETENCY CATEGORY 2: COMMUNICATION

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.

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| 2.1 You demonstrate effective verbal communication skills when interacting with team members, clients, contractors and the public. | |
| 2.2 You demonstrate effective written communication skills when interacting with team members, clients, contractors and the public. | |
| 2.3 You can review essential documents. This is an a professional standards competency. | |

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.

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| 3.1 You understand project management principles. | |
| 3.2 You take on progressive responsibility in project planning and execution. | |
| 3.3 You adjust expectations based on available resources. | |
| 3.4 You understand the financial aspects of the work. | |
| 3.5 You request and respond to feedback. | |

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.

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| 4.1 You collaborate respectfully with others, including those from other disciplines. | |
| 4.2 You work to resolve differences. | |

COMPETENCY CATEGORY 5: PROFESSIONAL ACCOUNTABILITY (ETHICS & PROFESSIONALISM)

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.

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| 5.1 You can apply the Code of Ethics principles or its international equivalent standard in the engineering environment. This is professional standards competency | |
| 5.2 You are aware of your scope of practice and professional limitations. | |
| 5.3 You understand how conflict of interest affects professional practice. | |
| 5.4 You understand professional accountability. | |
| 5.5 You understand the appropriate use of the stamp and seal. | |
| 5.6 You understand your strengths and weaknesses and how they affect your work. | |

COMPETENCY CATEGORY 6: SOCIAL, ECONOMIC, ENVIRONMENTAL AND 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.

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| 6.1 Demonstrate an understanding of the safeguards required to protect the public and the methods of mitigating adverse impacts. | |
| 6.2 Demonstrate an understanding of the relationship between the engineering activity and the public. | |
| 6.3 Understand the role of regulatory bodies on the practice of engineering. | |
| 6.4 Be aware of any specific sustainability clauses that have been added to practice guidelines that apply to their area | |
| 6.5 To the extent possible, recognizing the applicant's position of influence, consider how sustainability principles could be applied and promoted in their specific work. | |

COMPETENCY CATEGORY 7: 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.

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| 7.1 You demonstrate completion of professional development activities. | |
| 7.2 You are aware of your knowledge gaps and areas requiring development. | |
| 7.3 You have a professional development plan to address knowledge gaps and stay current in your practice. | |

VALIDATOR INFORMATION

Please provide validator information. Ensure that your validators meet the requirements outlined in the CBA guide. [Click here to view the CBA guide](#). If you intend to provide more than five validators, please contact experiencedocs@peo.on.ca.

VALIDATOR 1:

| |
|---|
| First name: |
| Last name: |
| Which competencies will this validator attest to? Ensure that all 34 are accounted for between your validators. |
| Company: |
| Email address: |
| PEO licence number or other registration numbers: |

VALIDATOR 2:

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|---|
| First name: |
| Last name: |
| Which competencies will this validator attest to? Ensure that all 34 are accounted for between your validators. |
| Company: |
| Email address: |
| PEO licence number or other registration numbers: |

VALIDATOR 3:

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|---|
| First name: |
| Last name: |
| Which competencies will this validator attest to? Ensure that all 34 are accounted for between your validators. |
| Company: |
| Email address: |
| PEO licence number or other registration numbers: |

VALIDATOR 4:

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|---|
| First name: |
| Last name: |
| Which competencies will this validator attest to? Ensure that all 34 are accounted for between your validators. |
| Company: |
| Email address: |
| PEO licence number or other registration numbers: |

VALIDATOR 5:

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|---|
| First name: |
| Last name: |
| Which competencies will this validator attest to? Ensure that all 34 are accounted for between your validators. |
| Company: |
| Email address: |
| PEO licence number or other registration numbers: |

DECLARATION

I declare that the information provided is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation may disqualify me for a licence. I agree to provide additional information and documentation as requested from time to time by PEO and/or if the response to any question on this application changes between now and the date of my licensing as a professional engineer in Ontario.

Professional Engineers Ontario shares relevant applicant/practitioner information with other licensing bodies, including North American professional engineering licensing bodies, pursuant to the PEO Privacy Policy and the Memorandum of Understanding on Discipline and Enforcement for Associations/Order of Professional Engineers in Canada and the Agreement on Mobility of Professional Engineers within Canada.

I agree

Date: _____

Signature: _____