

SELF-CHECK LIST

(It is not necessary to submit this page with your experience report)

This self-check list will help ensure that you have completed all components and the report is written in a manner acceptable to the Experience Review Committee. Before submitting your report to APEGS, the following items should have been completed and/or checked over:

- I have read and am familiar with the requirements as shown in the following documents:
 1. *Experience Guideline 1 – Guideline on Work Experience Reporting for Members-in-Training, Supervisors and Mentors*
 2. *Experience Guideline 2* for engineers-in-training
 3. *Experience Guideline 3* for geoscientists-in-training
 4. The hyperlinks contained within the experience reporting form
- I have downloaded and used a new experience reporting form from the APEGS Web site to ensure that I am using the most recent version of the form.
- This report covers experience for one job only (even if it was work done for the same employer, a change in job function constitutes a change in job and thus a separate experience report for that work).
- Each point within the report is concise (i.e. only information needed in order to describe actual projects worked on is included).
- Each point within the report includes specific descriptions of actual projects I worked on.
- Each point within the report is written in the first person singular (i.e. you have used the pronoun “I” in each point). It is acceptable to provide a description of the work of the team you were a part of if that is the case, however, each example should be concluded with a sentence beginning with “I” in order to specify your role. DO NOT use words such as “assisted”, “involved with” or “participated” or similar general references to your work because these are not direct enough in identifying the work you did personally.
- If work is a continuation of experience reported in a previous report, then I have described the project(s) and also included information on where specifically the project(s) have progressed and where I have progressed professionally (such as an increase in complexity, difficulty and in the level of independent responsibility).
- For thesis-Masters and PhD reports, I have attached the thesis abstract and list of publications.
- All acronyms have been written out in full the first time they are used in the report.
- I have edited the report carefully.
- I have completed the Work Experience Report Summary Form and included all reports that I have previously submitted, the current report and any future reports I plan to submit in order to obtain four years of experience credit. The reports are listed in chronological order.
- I have shared the experience report with my supervisor(s) (and mentor (s) if applicable) electronically so that they may enter comments. (Comments entered by supervisors and mentors are very valuable to the Experience Review Committee and have saved many experience reports from re-submission in the past).
- My supervisor (and mentor if applicable) have signed the form in all the places requested. Note that supervisors and mentors may submit your experience report directly to the APEGS office without your review. If that is the case and you have not signed the report yet, we may contact you separately for a signature.

The main reason that reports must be resubmitted is that they contain general, vague statements that do not refer to specific projects and it is not clearly stated whether the work described is the work of the member-in-training personally. If confidentiality of projects is a concern, substitute project names and locations with surrogate names (for example, Project X located in Town Q).