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## APPENDICES

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INTRODUCTION

Engineers Nova Scotia is the licensing and regulatory body for approximately 6,200 Professional Engineers and Engineers-in-Training (EIT’s) practicing in Nova Scotia or on Nova Scotia projects.

To practice professional engineering in the Province of Nova Scotia, engineering graduates must meet the requirements of the Nova Scotia Engineering Profession Act and By-Laws and obtain a license with the designation of Professional Engineer (P.Eng.)

All applicants must successfully complete the academic requirements, a minimum 4-year period of practical engineering work experience, and the professional practice examination before the professional status may be granted.

The Mentor Program was established in 1983 by Council approval of By-Law 13(A) wherein it became mandatory for an EIT to report to an approved Mentor concerning the engineering experience being gained. This formal program incorporates the role of Mentor, who becomes the liaison between the EIT and the Board of Examiners. The Mentor will monitor the progress and assess the experience being gained by the EIT, and provide feedback to the EIT and Engineers Nova Scotia at regular intervals during this mandatory training period.

The EIT, employed in the engineering field, must comply with the EIT Mentorship Program and complete the requirements in the five years following graduation.

The EIT is required to prepare professional work experience records, for periodic submission to the Mentor on forms approved for use by the Board of Examiners. The EIT is to record in chronological order the nature and details of experience gained on all engineering projects, including the extent of assigned responsibility; problems encountered and the application of engineering knowledge by the EIT in resolving the problem; and any other engineering activities required of the EIT to complete assigned work projects.

The professional work experience record is extremely important to the Mentor in assessing the acceptability of the experience being gained. It is the variety of experience gained during this important mandatory training period that will help the EIT to progress to the level of maturity required for making reliable professional judgements. Therefore great care must be exercised by the EIT in completing engineering experience records to ensure that entries reflect all work-related activities and provide a complete work history. The EIT’s personal responsibilities and functions should be clearly documented.

Besides the specific work experience, the EIT should record all professional development activities undertaken, such as attendance at seminars, courses, and involvement with technical societies. However, no experience credits will be granted for coursework.

This program guide will assist EIT’s and their Mentors in the application of the requirements of the Mentor Program, as they apply to the development of the EIT as a professional member of the Association.

Persons referring to this guideline should be aware that it is intended as an aide only, and that conformance with its suggestions does not constitute a guarantee of registration. In all cases, the applicant bears the onus for meeting all requirements for registration as stipulated by Council, to the satisfaction of the Board of Examiners. Board recommendations are subject to the approval of Council.

Please Note: It is your responsibility as an EIT to maintain current contact information by updating this information in your online account or, notify Engineers Nova Scotia of the changes in writing.
1.1 OBJECTIVE

The main objective of this program guide is to clarify the general criteria for attaining satisfactory engineering work experience, and to facilitate a uniform approach to the interpretation of the recommendations contained in the Engineers Canada Guidelines for entry into the Practice of Professional Engineering in Canada. It has been designed to ensure that professional engineers registered in Nova Scotia meet the levels of responsibility and accountability required for professional practice in Nova Scotia, and to improve mobility between jurisdictions.

Specific goals aimed at achieving this objective are meant to:

1. Provide a detailed framework to assist the EIT and the Mentor in (a) understanding prescribed training requirements, (b) ensuring requisite training is being received, and (c) monitoring progress of the EIT’s experience.

2. Encourage the EIT to establish a basic foundation on which to build a meaningful professional career by the practical application of a variety of technical and business concepts.

3. Ensure consistency of EIT training experience.

4. Monitor and audit the EIT in the gaining of practical engineering work experience, and ensure that the experience being gained is of an acceptable level in both quality and quantity.

5. Assist the EIT by facilitating, where possible, the transportability of experience from one employer to another, one Province to another, when continuous employment with a single employer is not available (or practical) during the training period.

6. Indicate to the EIT the importance of becoming mobile in today's marketplace.

1.2 STRUCTURED PROGRAM

A structured program for gaining experience helps to make the Engineer-In-Training's experience transportable. Candidates in such a program have a better assurance of gaining work experience acceptable to the Board of Examiners, and in the minimum time frame.

The program outlined in this guide is meant to:

1. Enable the EIT to receive an acceptable level of practical experience.

2. Establish a reporting program to assist the Board of Examiners in determining the competence of applicants for professional status.

3. Provide a method for working towards professional standards that are recognized and accepted throughout Canada and internationally.

4. Assist EIT's in achieving full professional status in a manner in keeping with Engineers Nova Scotia policies for the self-regulation of the profession.
5. Address increasing specialization in engineering.

6. Promote values, ethics, public safety, and social conscience in the engineering profession.

7. Instill pride and promote excellence in the engineering profession by providing a broader understanding of the structured experience required prior to acceptance as a full member.

1.3 DEVELOPMENT OF PROFESSIONAL TRAITS

Through work experience as outlined in this guideline, it is expected that the EIT will acquire and develop professional traits, such as:

1. The ability to fully understand the objectives of an enterprise (e.g., employer's organization, project, operating procedures, modus operandi, etc.).

2. The development and use of sound judgement in carrying out assigned responsibilities.

3. An opportunity to observe the application of the Engineering Act; the Code of Ethics, Bylaws, and Regulations; business and social ethics, in a professional engineering work environment.

4. Developing a social and environmental awareness.

5. Understanding the role of the profession in society.

6. Understanding and applying the concepts of professionalism with respect to public safety and including the support of Engineers Nova Scotia by each member, in return for the privilege of practicing in a self-regulating profession and in a restricted scope of practice.

7. The continuous development of technical competence, organizational, personal, team, and business skills through ongoing experience and formal upgrading.

8. The ability to effectively communicate verbally, and in writing, in the English language.

9. Observe and understand the importance of working at all times within the limits of personal training, experience, and current technology.

1.4 PROFESSIONAL REGISTRATION

Registration as a full member of Engineers Nova Scotia at the conclusion of the mandatory training period is subject to the acceptance of the candidate's qualifications by the Board of Examiners and the approval of the Board's recommendation by Council.

A brief description of the Board of Examiners, its procedures, and board member's qualification requirements can be found in Section 2.
2.1 BOARD OF EXAMINERS

Before being registered to practice engineering in the Province of Nova Scotia, every candidate must meet various admission requirements. These requirements are found in The Nova Scotia Engineering Profession Act, hereinafter referred to as the "Act".

Authority for ensuring full compliance with all requirements for registration is vested in the Board of Examiners. Appointments to the Board are approved by Council. The Board's duties include the assessment of the academic qualifications and practical experience of each applicant, and reporting the results with their recommendations to Council.

2.2 PRACTICAL EXPERIENCE

2.2.1 GENERAL

Experience must be sufficiently current to be acceptable. This is particularly important in the light of the introduction of new technologies. Engineers Nova Scotia reserves the right to deny credit for experience gained early in the career of an applicant, if such experience is deemed by the Board to be out-of-date. At least one full year of the mandatory experience requirement must have been gained in a Canadian environment.

Work experience, with the exception of acceptable pre-graduation experience, must have been obtained after academic requirements have been met.

2.2.2 CANDIDATES MEETING ACADEMIC REQUIREMENTS

Academic requirements are met by obtaining an accredited university degree or by completing an examination program assigned by the Board of Examiners to make up deficiencies in the applicant's academic qualifications. After academic requirements are met, a minimum of four years of engineering work experience satisfactory to the Board of Examiners is required.

A candidate whose experience is in a discipline markedly different from the discipline of the degree obtained may be required to acquire additional experience in order to qualify.

2.2.3 ADDITIONAL REQUIREMENTS

In addition to the above stated academic and practical experience requirements, all candidates must meet the following general requirements of the Board of Examiners:

1. Completion of a mandatory Professional Practice Examination (PPE) prescribed by the Board and described in greater detail in Section 2.3.

2. Where the applicant's first language is not English, satisfactory communication skills in the English language must be demonstrated. This may be accomplished through successful completion of approved tests of English as a Foreign Language, such as the TOEFL, an alternative test acceptable to the Board, or documentation acceptable to the Board.
3. The applicant must provide three references to vouch for his/her professional engineering experience, good character and reputation. Two of the references must be registered professional engineers in good standing in Canada. The references must have known the applicant for a minimum of 12 months.

2.3 PROFESSIONAL PRACTICE EXAMINATION

Engineers Nova Scotia requires that applicants pass a Professional Practice Examination (PPE) before professional status will be granted. The National Professional Practice Examination, a computer based test conducted in English or French, is held five times a year. A one day optional Professional Practice Workshop is held twice a year in June and November. The exam may be taken in other centers in Canada and the United States. Candidates may write the NPPE at any time after registration. The Board of Examiners recommends that EITs have 24 months of approved experience before taking the exam.

On completion of the work experience requirement, the NPPE must be written within 12 months.

Details of the examination and workshop schedules, application deadlines, recommended reference books, and fees etc., are available at www.engineersnovascotia.ca under National Examinations.

The NPPE is based on the syllabus of Engineers Canada. The syllabus has two sections: Professional Practice and Law and Professional Liability.

2.3.1 PROFESSIONAL PRACTICE

Topics to be covered in the general areas of engineering practice and ethics will include; the definition of professional engineering; the role of the association and the responsibilities associated with self-governance; professional accountability, conduct and ethics; the professional engineer's responsibility to the public and the duty to report illegal or unethical engineering practice; the ethical use of the engineer's seal; continuing competence; and the social and environmental impacts of engineering on society.

2.3.2 ENGINEERING LAW

Topics include, but need not be limited to: basic structure of the Canadian legal system, common law, Quebec civil law, statute law and the provincial court system; tort law, liability and liability issues; business organizations; contract law, specifications and tendering, discharge and breach of contract, bonding, estoppel and construction lien legislation; intellectual property, patents, technology transfer, copyrights, trademarks, industrial designs and trade secrets; fiduciary responsibility; professional advertising, unfair competition and merchandising rights; dispute resolution, negotiation and arbitration; litigation and the engineer as expert witness; the Canadian Human Rights Act; environmental legislation; worker's compensation and occupational health and safety legislation. The examination is designed to ensure that each successful candidate is aware of the principles of professional practice, has a general understanding of Canadian law as it applies to engineers, and understands the laws and regulations governing the practice of engineering in Nova Scotia.
2.4 PROFESSIONAL DEVELOPMENT

Membership with Engineers Nova Scotia carries with it the right to practice engineering in the Province of Nova Scotia. It also imposes the responsibility on each member to practice at, and to maintain a professional level of quality.

There are many ways in which professional development may be pursued, including the following:
- Continuing Education Courses, such as those offered by Dalhousie University.
- Involvement with Engineers Nova Scotia
- Membership in technical associations and societies
- Participation in seminars, trade shows etc.
- Keeping abreast of current technology by making use of technical libraries, attendance at manufacturers and industry associations' briefings etc.
SECTION 3 - EIT EXPERIENCE REQUIREMENTS

3.1 GENERAL

After having satisfied the academic requirements for membership, the EIT is required to complete a minimum of four years of acceptable engineering work experience, showing progression in technical capability, mature judgement, responsibility, and proficiency in communicating in the English language. In the event that some, or all, of the experience is considered not to be acceptable, the EIT must gain additional experience of an acceptable nature in order to complete this requirement.

The EIT, employed in the engineering field, must comply with the EIT Mentorship Program and complete the requirements in the five years following graduation.

Newly registered EIT’s are encouraged to identify a Professional Engineer who has agreed to serve as their Mentor. A Mentor Approval Request Form must be submitted to Engineers Nova Scotia signed by the EIT and the Professional Engineer. The Professional Engineer will then be registered as the EIT’s Mentor and will be sent Mentor Forms for submission to Engineers Nova Scotia. Please refer to Section 4.1 Mentorship – General for a list of criteria for selecting a Mentor.

It is essential that the EIT keep accurate records of the work experience gained during the mandatory training period. The work experience is to be recorded in English on work experience record forms approved by Engineers Nova Scotia. Records are to be signed by the EIT’s Supervisor and submitted to the Mentor for assessment according to a pre-arranged schedule. The record of experience must describe the engineering performed and calculate the percentage of experience gained in each of the five components of engineering.

The EIT must submit a copy of the experience record to the Mentor either manually or electronically. The suggested schedule for reporting work experience is every six months.

Engineers Nova Scotia does not require a copy of the experience records, however, EIT’s must keep a copy, as experience records are subject to random audits by the Board of Examiners.

The Mentor will review the experience record, including any pre-grad experience, and forward an Interim Report to Engineers Nova Scotia, with a copy to the EIT, indicating the number of months of experience credit granted. Engineers Nova Scotia does not receive or retain copies of experience records.

If an EIT is unable to comply with the Mentor Program the Mentor and the Director of Registration must be notified in writing.

3.2 GUIDELINES FOR ACCEPTABLE WORK EXPERIENCE

The objective of the work experience requirement is to ensure that all candidates for membership gain acceptable experience that is rich and varied; to allow them to progress to the level of maturity required to make reliable professional judgements. It is desirable that, a Professional Engineer from a similar discipline mentor the EIT, wherever possible.
Acceptable work experience is based on various elements. It should reflect that the candidate is applying the knowledge learned at University, and show evidence of both professional and personal development. It should include, but not be limited to:

(a) application of theory
(b) practical experience
(c) management of engineering
(d) communication skills in the English language
(e) social implications of engineering

Work experience can be gained through:

(a) observing performance of practicing professional engineers
(b) exposure to practical engineering problems in order to obtain a better appreciation of all pertinent considerations (i.e.-technical, environmental, regulatory, etc.) to be taken in arriving at an acceptable solution.
(c) visits to locations where engineering designs are being put into practice, i.e.- preparation, assembly, installation, testing, commissioning
(d) observation of project organization and management, including how the individual elements are brought together to result in the completed project
(e) exposure to problems that arise during construction and/or implementation, such as the practicality of design tolerances, adjusting designs to solve practical problems, application of Codes, solutions to safety, health or environmental problems, etc.

3.3 APPLICATION OF TECHNICAL THEORY

The application of theory is the backbone of acceptable engineering experience, and it is important for the EIT to be exposed to this type of experience. Candidates should also, at the minimum, have had exposure to each of the other four components (broad areas of engineering experience; engineering management; oral communications; social implications of engineering).

The skillful application of theory is an important component of engineering. A candidate's experience should include active participation and supervised responsibility in several aspects of the following:

(a) project analysis, including scope and operating conditions, safety and environmental issues, economic feasibility, technical merit.

(b) design, including specifications, compliance with codes and standards, human and environmental aspects.

(c) testing, including methodology and techniques.
SECTION 3 - EIT EXPERIENCE REQUIREMENTS

(d) implementation, including engineering cost studies, cost/benefit analysis, quality assurance implementation, and safety, environmental assessment.

(e) follow-up of projects.

The EIT may gain experience in applying technical theory in the following ways:

Collecting Information & Data: The EIT should collect information and data relevant to assigned tasks and responsibilities such as applicable user-specified requirements, existing and historical conditions, readings/samples, numeric data, anticipated future conditions, constraints etc.

Understanding Tasks, Information & Data: The EIT should understand assigned tasks and appreciate what the related collected information and data represents. The EIT should determine the relevance of the information and data through a combination of judgement, experience, and consultation. This should lead to the efficient use of time and resources in accomplishing assigned tasks and assure the information and data collected is relevant and useful.

Analysis of Information & Data Collected:

The EIT should (with appropriate assistance when necessary) analyze the collected information and data that is relevant to the assigned tasks and projects, determine the conclusions to be drawn, determine appropriate action to be taken, or the extent of designs to be created. This may, for example, require the EIT to determine specific applicable conditions and constraints, the availability of relevant problem-solving technology and programs, the applicability of "Code" requirements, the benefits (including cost benefits), and the economic feasibility and sustainability considering, when applicable, capital and operating costs, amortization, fixed and variable costs and present value analysis.

Selecting Solutions:

The EIT should select appropriate solutions based on sound technical judgement, to be checked and approved by a Professional Engineer, who should normally be the EIT’s supervisor.

Preparing & Testing Designs:

The EIT should prepare and check detailed designs, using appropriate technical practices, procedures, systems and programs, under the supervision of a Professional Engineer, who should normally be the EIT’s supervisor at his place at work.

3.4 PRACTICAL EXPERIENCE

The EIT may gain practical experience in several ways, including the following:

Work Site Visits:

The EIT should carry out specific tasks at sites that are associated with assigned responsibilities, or should visit such sites on a periodic basis. If this is not possible, the EIT should arrange to visit sites where work is similar to that associated with his or her assigned responsibilities. This will provide the opportunity to experience the significance of time and quality in the design process and to observe practical applications of designs.
Interdependencies:

The EIT should have an opportunity from time to time to observe, and recognize in practice, the interdependence of diverse disciplines and activities in overall systems. This may include the functions and responsibilities of the EIT's department and other departments in the employer's organization, information flow, work performance structures, and the importance of systems.

Recognizing Limitations:

The EIT should learn to recognize limiting conditions to designs by observing work in progress at appropriate stages and locations.

Applying Codes:

The EIT should apply statutory and regulatory requirements (codes) to designs.

Enhancing Technical Education:

The EIT should enhance his or her technical education as it applies to assigned tasks.

Developing Working Relationships:

The EIT should have the opportunity to develop appropriate working relationships with those involved in on-site work and the end use of the work.

3.5 MANAGEMENT TECHNIQUES

Because management of technical resources is such an important component of engineering, it is essential that the EIT gain firsthand knowledge through exposure to various management techniques during the EIT training period. As with all other facets of engineering, the assumption of increased responsibility is an important aspect of qualifying experience. Such exposure to management techniques will be gained through:

Managing Resources:

The EIT should ensure that assigned projects are effectively managed, giving due consideration to time, manpower, material and equipment constraints.

Management Knowledge:

The EIT may require training in discipline areas that include:

- Planning
- Scheduling
- Estimating
- Budgeting
- Cost Control
- Budgeting

These discipline areas may be in addition to those directly related to assigned tasks but, as a minimum, they should relate to assigned tasks. EIT's should solicit the cooperation of their employer in gaining this facet of experience.
**Record Keeping:**

The EIT should observe and participate in all record-keeping requirements and practices of the employer for calculations, notes, project documents etc.

**Understanding Contracts:**

The EIT should read and become familiar with the legal aspects of all relevant contracts and ensure the terms are followed.

**Ethics:**

The EIT should achieve an understanding of professional and business ethics and practice in an ethical manner.

**Develop Team Skills:**

The EIT should gain insight into the importance of being part of a team, and participate in team-building activities.

**Corporate Structure:**

The EIT should observe and become knowledgeable about organizational structure, including the functions and responsibilities of key positions.

**Participating in Quality Assurance:**

The EIT should participate in quality improvement programs and other quality assurance functions.

### 3.6 COMMUNICATIONS

During the training period, the EIT must learn to communicate effectively with management, co-workers, clients, government regulators, and the general public.

The EIT is to take advantage of all opportunities presented to develop both oral and written communications abilities in the English language:

**Oral Communications:**

Report or make presentations to management or peers. This can include project status reviews, research or study reports, and presentations at public forums. The EIT can establish public speaking skills through business and community activities. Discussion skills can be developed through active participation in meetings.

**Written Communications:**

The EIT should become proficient in the written presentation of engineering from daily correspondence and record keeping, to the production of major reports. Technical reports will clearly describe the project and summarize the results.
3.7 SOCIAL IMPLICATIONS

The EIT should become familiar with and practice the following social implications of professional practice:

Public Safeguards:

The EIT should understand and practice the role and responsibilities of professional practice in the areas of public safety, protection of the environment, sustainable development, and workplace health and safety.

Benefits to the Public:

The EIT should be exposed to the benefits that the profession provides to the public.

Regulation Agencies:

The EIT should develop an appreciation and understanding of the roles and responsibilities of regulating agencies in his/her professional practice.

3.8 PRE-GRAD & POST-GRAD DEGREE EXPERIENCE

3.8.1 PRE-GRAD EXPERIENCE

In general, Section 3.1 – 3.7 apply, except for the following changes and additions:

- Pre-Grad Experience gained following the completion of at least 50% of the engineering program may qualify for up to one year of the required four years of experience.
- Only registered EIT’s may submit Pre-Grad Experience documentation for consideration.
- Submissions are made to the Mentor. The Mentor will review the EIT’s documentation to ensure that the work experience has suitable and sufficient engineering content.
- The EIT must submit experience records on the forms and in the manner specified by Engineers Nova Scotia. The Supervisor’s report forms part of the EIT’s Submission.

3.8.2 POST-GRAD DEGREE EXPERIENCE

Section 3.1 – 3.7 apply to the experience requirements. The following points are added for clarification:

- Post-graduate degree experience must be submitted to the Board of Examiners for approval.
- Completion of engineering work experience during post-graduate degree studies may be eligible for credit of up to 12 months once the degree has been conferred.
- Course work is not eligible for experience credit as this is academic study work not engineering experience.
- Detailed engineering experience records must be submitted addressing the five components of acceptable engineering experience, as per Section 3.3 – 3.7
- The experience records must be of 4 – 6 pages per year of experience and signed by the Supervisor to verify that the work was performed.
- Post-Grad degree experience obtained in Canada may be used to satisfy the one-year Canadian environment experience requirement.
3.8.3 CANADIAN ENVIRONMENT EXPERIENCE REQUIREMENT

Experience acquired both prior to and after graduation is eligible for consideration toward fulfillment of the Canadian environment experience requirement. The assessor is expected to ensure that the requirements of Sections 3 – EIT Experience Requirements are satisfied.

To satisfy the Canadian Environment experience requirement, the pre-graduation experience must show clear evidence that the candidate is familiar with applicable Canadian engineering laws, practices, standards, customs, codes, conditions and climates.

3.9 TRANSPORTABILITY OF ENGINEERING EXPERIENCE

The Board of Examiners will accept the experience credit granted by a constituent Association where an Engineer-in-Training was registered. If the EIT was working in another Province but was not registered with the constituent Association, the experience will be assessed, and credit assigned, providing it is recorded in the approved manner and P. Eng. references are available.
Engineers Nova Scotia requires an EIT to satisfactorily complete the Mentor Program as one of the requirements for admission as a full member. The EIT is required to locate a Mentor using the following criteria:

### 4.1 MENTORSHIP - GENERAL

[Ref: Board of Examiners Minutes 97BW1 May 10, 2017]

Engineers Nova Scotia requires an EIT to satisfactorily complete the Mentor Program as one of the requirements for admission as a full member. The EIT is required to locate a Mentor using the following criteria:

#### 4.1.1 MENTOR CRITERIA

- Professional Engineer registered with Engineers Nova Scotia as the home association
- 7 years of engineering experience.
- Same discipline as the EIT or has direct knowledge of the job scope.
- Is not related to the EIT.
- A direct Supervisor should not be a Mentor. Where there is no other alternative and both parties agree and are aware of the conflict of interest, the Board of Examiners will determine if it is acceptable.
- Agreement to mentor must be received from the P.Eng. on the Mentor Approval Request form.

### 4.2 MENTOR'S ROLE

The Mentor is the liaison between the EIT and the Board of Examiners. The Mentor is responsible to the Board for ensuring that the EIT is engaged in work having suitable and sufficient engineering content, and that the experience is acceptable engineering experience which would warrant a decision by the Board to recommend the EIT to Council for admission as a full member.

The Mentor should become very familiar with the guidelines for acceptable experience, as outlined in Section 3. If, at any time during the EIT's mandatory training period, the Mentor should have any doubts as to the acceptability of experience being gained by the EIT, the Board of Examiners is to be consulted through the Director of Registration.

The following points will help the Mentor to guide and counsel the EIT:

1. Hold all discussions with the EIT confidential.
2. Examine the EIT’s engineering experience records according to the agreed upon schedule to assess the engineering experience only. Do not participate in the EIT's work in any way, nor offer advice on any aspects of the work itself.
3. Encourage the EIT to follow the agreed schedule for the submission of engineering experience records. If the EIT fails to submit experience records at regular six-month intervals, the Mentor should contact the EIT to determine the reason. The Mentor is to advise the Director of Registration, if the EIT fails to submit experience records within 12 months.
4. Complete the Mentor’s Interim Report Form as experience is reviewed and approved. Indicate the number of months credited and forward, electronically, when possible, to the Engineers Nova Scotia and the EIT. The Mentor and the EIT should keep a copy of the experience record.
5. When the Mentor has approved the final engineering experience record the "Mentor's Final Report" form is to be completed and forwarded to Engineers Nova Scotia and the EIT.

It is important to remember that the role of the Mentor is to encourage and guide. The Mentor must not take responsibility, either technical or professional, for the work of the EIT.
4.3 CHARACTERISTICS OF A MENTOR

A Mentor should exhibit the following characteristics:

1. Set an example of professional excellence.
2. Develop and encourage a comfortable relationship.
3. Display a positive and helpful attitude.
4. Encourage and guide the EIT towards a successful career.
5. Be prepared to give suggestions to the EIT so as to avoid pitfalls in achieving personal goals.

4.4 MENTOR APPROVAL/ASSIGNMENT

When a candidate is accepted as an Engineer-In-Training, he/she is enrolled in the Mentorship Program. A Mentor Approval Request form must be signed by the EIT and the Mentor and returned to Engineers Nova Scotia. If the EIT is unable to identify a Mentor, a request to have a Mentor assigned must be submitted to Engineers Nova Scotia in writing. The EIT is to arrange an initial meeting with the Mentor as soon as possible, at which time, a schedule is set for the regular submission of the EIT experience records to the Mentor. The frequency of the Mentor/EIT contacts should be at least once every 6 months.

Should any problem arise between the Mentor and the EIT, either party should notify the Director of Registration in writing, so action may be taken to resolve the problem.

4.5 MENTORSHIP PROGRAM EVALUATION REPORT

The EIT is to complete an evaluation of the Mentorship Program at scheduled intervals.

- First report within 6 months of the assignment of Mentor;
- One report at the end of the EIT’s Mentorship Program.

4.6 PROFESSIONAL DEVELOPMENT CREDIT FOR MENTORS

The commitment by each Mentor is recognized by Engineers Nova Scotia Council, Board of Examiners and Professional Development Committee.

A Member of Engineers Nova Scotia, who is currently assigned as the Mentor of an EIT in the Mentorship Program, may record up to 20 Professional Development Hours (PDH’s) per year under the Participation category, towards the CPD Program. Every hour of Participation is equal to one PDH.
SECTION 5 - EXPERIENCE RECORD

5.1 GENERAL

The Mentor system was established by Council as a means of auditing the engineering experience gained by an EIT. When the EIT is accepted in the Mentor program, he/she will forward the Mentor Approval Request and the chosen Mentor will be appointed to guide, audit and assess the mandatory professional experience requirement.

The EIT and the Mentor will be provided with a copy of the Engineer-in-Training Mentor Program Guide, which contains copies of the reporting forms required throughout the Mentorship Program. This Guide and the associated forms are available on the Engineers Nova Scotia web site for electronic use at www.engineersnovascotia.ca under Mentor Program.

At the initial meeting between the Mentor and the EIT a timetable for the regular submission of the experience record reports will be agreed. The engineering experience record forms are to be used by the EIT for documenting assignment and/or project experience. It is the responsibility of the EIT to maintain detailed engineering experience records describing the engineering nature of the projects worked on, identifying specific applications of theory, problems encountered, application of engineering knowledge in providing a solution to these problems, and an indication of increasing responsibility.

The EIT is to assign a percentage to each of the five components of engineering and provide evidence that the required components are being achieved.

As the information recorded in the experience record will be used by the Mentor to assess acceptability of the experience being gained, it is very important that the EIT includes sufficient information to permit a proper assessment. The EIT must have their engineering experience record signed by the supervisor in the workplace prior to submission to the Mentor. Unsigned submissions may be returned with no credit assigned.

5.2 REPORTING SCHEDULE

Engineering experience records should be submitted to the Mentor at least every 6 months. If no experience records are submitted within a 12-month period, the EIT will be in non-compliance with the Mentor Program.

5.3 NON-COMPLIANCE OF EIT’S TO MENTOR PROGRAM

An EIT is in non-compliance with the Mentorship Program when:

1. Work experience records have not been submitted for a 12-month period. Extenuating circumstances preventing submission of experience records should be reported to Engineers Nova Scotia to avoid removal of the EIT from the register for non-compliance.
2. The Professional Practice exam has not been completed within 12 months of completing the experience requirement.
3. An application for Full membership has not been submitted within 30 days of completion of the experience and PPE exam requirements.
When an Engineer-in-Training is in non-compliance, the following procedures will apply:

1. The EIT will be notified in writing, with a copy to the Mentor, that work experience record credits have not been received within the last 12 months. Outstanding work experience credit reports must be submitted within 30 days.

2. If the EIT has completed the experience requirement more than 12 months previously and has not written the Professional Practice Exam (PPE), the EIT will be advised that an application for the next available sitting must be submitted within 30 days.

3. If an application for Full membership is not received within 30 days of completion of the experience requirement and the PPE exam, the EIT will be contacted to submit an application within 30 days.

4. When the grace period given in sections 1, 2 and/or 3 has expired, EITs that are still non-compliant, will receive a registered letter from the Registrar. The letter will advise EITs that they will be removed from the register, if all outstanding requirements are not received within 30 days. If the EIT is non-compliant 30 days after sending the registered letter, the file will be closed and the EIT will not be invoiced for the upcoming year. To re-enter the program a new application, including all outstanding requirements, must be submitted.

5. If the EIT, removed from the register, is employed as an engineer or is otherwise performing engineering, the file will be forwarded to the Director of Professional Affairs for follow-up.

6. If a notice is received in error, Engineers Nova Scotia must be advised in writing.
APPENDICES
Mentor Program
Mentor Approval Request

It is the responsibility of the Engineer-in-Training (EIT) to complete this form and have the Mentor sign acceptance. Forward the completed form the Registration Department by email to mentors@engineersnovascotia.ca.

A. Engineer-in-Training Acceptance of Mentor

EIT Name: _______________________________ Registration No: _______________________________

(print)

Address: ____________________________________________________________

Company: ____________________________________________________________

Phone: (Res.): _______________________________ (Bus.): _______________________________ (Fax): _______________________________

Email: _______________________________

EIT Signature: _______________________________ Date: _______________________________

B. Mentor Acceptance of EIT

Mentor Name: _______________________________ Registration No: _______________________________

(print)

Address: ____________________________________________________________

Company: ____________________________________________________________

Phone: (Res.): _______________________________ (Bus.): _______________________________ (Fax): _______________________________

Email: _______________________________

Mentor Signature: _______________________________ Date: _______________________________
Mentor Program

Experience Credit Request Form - EIT to Mentor

This form is a cover page for the EIT to submit experience records to the Mentor. This form is not for submission to Engineers Nova Scotia. The Mentor is to submit a Mentor’s Interim Report to report on the experience gained by the EIT.

Date: ____________________________  Submission No: ____________________________

From: ____________________________  (EIT Name)  (EIT No)

To: ____________________________  (Mentor Name)  (Member No)

Attached is an Engineering Experience Record for your review

Work Experience Covering the Period:  From: ____________________________  To: ____________________________

(month/day/year)  (month/day/year)

Total Months Being Claimed: ____________________________

Comments: ____________________________

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ENGINEERING EXPERIENCE RECORD WRITING TIPS

 Format in six-month chronological reports with dates and time frames clearly indicated. Dates must not be overlapped.

 The reports should not be project based unless the project is within the six-month period.

 Write in full sentences in the first person and describe engineering experience in detail.

 Report engineering-related work you have performed, not what the company is involved in. The Reviewer requires sufficient detail in order to determine from the content that you have gained relevant and varied engineering experience.

 Complete a minimum of 4 pages per 6-months of experience on the Engineers Nova Scotia Detailed Engineering Experience Record form.

 Indicate the total time being claimed - in months, on the engineering experience record submission form.

 Submit time spent on courses, in seminars, etc., as professional development. However, coursework does not count toward the 48 months experience requirement.

THE FOLLOWING DOCUMENTS ARE AVAILABLE ON THE ENGINEERS NOVA SCOTIA WEBSITE

www.engineersnovascotia.ca

Under Publications

The Nova Scotia Engineering Profession Act

Manual of Professional Practice

Under Registration / Engineer-in-Training

Engineer-in-Training / Mentor Program Guide
**DETAILED ENGINEERING EXPERIENCE RECORD**

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<th>Discipline:</th>
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**Applicant / Member Signature:**

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<tr>
<th>Company Name:</th>
<th>Company Location/Country:</th>
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**Supervisor’s Name:**

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<tr>
<th>Supervisor’s contact information to verify your work experience</th>
<th>Supervisor’s Signature:</th>
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**Work Period** month/day/year: From: To:

**Work Experience** – Show how engineering principles are applied and the percentage of time allocated to equal 100%

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<th>Technical Theory</th>
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<th>Practical Experience</th>
<th>/100</th>
<th>Management</th>
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<th>Communications</th>
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<th>Social Implications</th>
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## Detailed Engineering Experience Record – Pre-Grad

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<td>Company Name:</td>
<td>Company Location/Country:</td>
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<tr>
<td>Supervisor’s Name:</td>
<td>Supervisor’s Signature:</td>
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<tr>
<td>Supervisor’s contact information to verify your work experience</td>
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### Work Period

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<th>Work Experience – Show how engineering principles are applied and the percentage of time allocated to equal 100%</th>
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<td>Technical Theory /100</td>
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ENS April 4, 2019
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<td>Technical Theory /100</td>
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Mentor Program  
Mentor’s First Report  

Forward this form to the Registration Department at Engineers Nova Scotia after the first meeting with the Engineer-in-Training (EIT). Email the completed form to mentors@engineersnovascotia.ca.

EIT Name: __________________________ Registration No.: __________________________

Start Date of Eligible Work Experience: __________________________  
(month/day/year)

Dates Arranged for Submission of Engineering Experience Record Reports: (6-month intervals)  
(Please indicate if a submission is Pre-Grad experience)

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If you could not make contact with the EIT or you have any concerns, please complete the following section:

- [ ] The EIT has failed to contact me
- [ ] Other (comment below)

Comments: ______________________________________________________

___________________________________________________________

[ ] __________________________  
Mentor Name: __________________________  Date: __________________________

Mentor Signature: __________________________
Mentor Program
Mentor’s Pre-Grad Interim Report

This form is to be forwarded to the Registration Department at Engineers Nova Scotia by the Mentor after review of each Engineer-in-Training (EIT) Experience Record submission. Email the completed form to mentors@engineersnovascotia.ca.

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Mentor Name:|

Date: |

Mentor Signature:
# Mentor Program

## Mentor’s Interim Report

*The Mentor must forward this form to the Registration Department at Engineers Nova Scotia after approval of each Engineer-in-Training (EIT) Experience Record submission. Please use this form with each experience record submission. Email the completed form to mentors@engineersnovascotia.ca.*

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Mentor Program
Mentor’s Final Report

The Mentor is to forward this form to the Registration Department at Engineers Nova Scotia after all Interim Reports totaling 48 months have been submitted to Engineers Nova Scotia. The Mentor’s Final Report is a summary of the EIT’s total experience. This report signifies completion of the work experience requirement of the Engineer-in-Training (EIT) and provides an assessment of the quality of the experience gained and the reports submitted. Email the completed form to mentors@engineersnovascotia.ca.

EIT Name: ____________________  Registration No.: ____________________

This Final Report confirms that the EIT named above has completed the 48 month experience requirement as follows:

Total Months Approved: ____________________  From: ____________________  To: ____________________

(month/day/year)  (month/day/year)

GENERAL ASSESSMENT

1. My rating of the quality of the experience gained by this EIT:
   Excellent [ ]  Good [ ]  Acceptable [ ]  Fair [ ]  Poor [ ]

2. My rating of the quality of the Engineering Experience Record Reports by this EIT:
   Excellent [ ]  Good [ ]  Acceptable [ ]  Fair [ ]  Poor [ ]

COMMENTS

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Mentor Name: ____________________  Date: ____________________

Mentor Signature: ____________________
Mentor Program
Evaluation Report

This report should be completed by the Engineer-in-Training and forwarded to the Registration Department at Engineers Nova Scotia by email to mentors@engineersnovascotia.ca at the following milestones in the Program:

(Check one)
- Within 6 months from the beginning of the Program;
- 2 year experience mark
- At the conclusion of the Program.

EIT Name: ____________________________  Registration No.: ____________________________

GENERAL ASSESSMENT

1. My rating of the quality of service Engineers Nova Scotia provides through this Program:
   Excellent ☐  Good ☐  Acceptable ☐  Fair ☐  Poor ☐

2. My rating of the interaction with my Mentor on the Engineering Experience Record Reports:
   Excellent ☐  Good ☐  Acceptable ☐  Fair ☐  Poor ☐

3. My rating of the approachability of Engineers Nova Scotia Staff to answer questions:
   Excellent ☐  Good ☐  Acceptable ☐  Fair ☐  Poor ☐

4. My rating of the approachability of my Mentor to answer questions:
   Excellent ☐  Good ☐  Acceptable ☐  Fair ☐  Poor ☐

Comments and Suggestions:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Signature: ____________________________  Date: ____________________________
Engineers Canada

Engineers Canada is the national organization of the provincial and territorial associations/ordre that govern the profession of engineering in Canada and license the country's 160,000 professional engineers.

The following National Guidelines and more are available on the Engineers Canada website at http://www.engineerscanada.ca:

- Admission to the Practice of Engineering in Canada
- Accreditation Report
- Engineers Canada Annual Report
- Engineers Canada Examination Syllabus
- Engineering Survey
- National Mobility
- International Mobility

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Ottawa, Ontario
K2P 2K3
TEL: (613) 232-2474
FAX: (613) 230-5759