

Date: January 31, 2016

Report to: **Council for Decision**

From: David Harvey, P.Eng., Struct.Eng., FEC,
Chair, Registration Committee

Subject: Policy regarding Applicants who Cannot Provide Traditional Documentation

Linkage to Strategic Plan: Support potential members in acquiring the competencies required for professional registration; and
Provide effective support and recognition for volunteers and staff

Purpose:	To create provisions for refugees, displaced persons and persons in a refugee-like situation who are unable to obtain or provide traditional documentary evidence, while ensuring administrative fairness and requiring sufficient proof that standards have been met.
Motion:	that the Policy regarding Applicants who are Unable to Provide Traditionally-Required Documentation be approved.

Background

At its November meeting, the Council approved that the application fee be waived for designated refugees as a first step in a refugee policy for APEGBC. On behalf of the Registration Committee, staff conducted research and consultation and have developed a policy for applicants who are refugees or in a refugee-like situation and who are unable to provide documentation, typically from their country of education or work, which is traditionally required to support their applications for registration. The research and consultation included:

- discussions with Engineers Canada staff who have drafted guidance with respect to treatment of designated refugees applying for professional engineer registration in its document: *How Professional Regulators Can Facilitate Integration of Convention Refugees*,
- discussions with colleagues in the provincial government on the principles in the Engineers Canada guidance document
- research on related policies at Engineers Canada regulatory bodies; and
- discussions and feedback on the draft policy with colleagues from APEGA

Discussion

The draft policy is attached in [Appendix A](#),

It is based on the following principles:

- i. when a refugee or an applicant in a situation similar to that of a refugee is unable to provide traditional means of proof of academic or experience qualification, APEGBC will provide a route for alternate means of proof
- ii. the alternate means of proof will be robust and when provided, will be considered

- to be comparable to traditional means of proof;
- iii. all applicants will be assessed and assigned equivalent requirements whether traditional documentary evidence or acceptable alternate means of proof have been provided;
 - iv. there will be no more- or less-favourable treatment in the assessment of the applicant as a result of his or her refugee or refugee-like status; and
 - v. the policy is complementary to, and consistent with the principles of administrative fairness and other registration policies in accordance with APEGBC's [Guidelines for Developing and Implementing Registration Policy](#).

Recommendation

that the Policy regarding Applicants who are Unable to Provide Traditionally-Required Documentation be approved..

Appendix A

■ Draft Policy re: Applicants who are Unable to Provide Traditionally-Required Documentation

PURPOSE

1. To create provisions for refugees, displaced persons and persons in a refugee-like situation who are unable to obtain or provide traditional documentary evidence to:
 - a. verify education (including copies); and
 - b. verify and/or validate work experience and fulfilment of required competencies for registration or licence; and
2. To ensure administrative fairness while providing proof of qualifications that is sufficient to determine that standards have been met

CREATED

BY:	Date:	Reference:
COUNCIL	February 12, 2016	CO 16-XX

POLICY:

1. All applicants who are designated refugees or are in a refugee-like situation and who for a valid reason and in spite of their best efforts cannot document the qualifications they claim through originals or copies will be afforded the opportunity to provide alternate means of proof;
2. Alternate means of proof will be sufficient to ensure that standards have been met and will be comparable with respect to validity to traditional means of required documentary evidence of qualifications
3. All applicants will be assessed and assigned equivalent requirements whether traditional documentary evidence or acceptable alternate means of proof have been provided.
4. There will be no more- or less-favourable treatment in the assessment of the applicant as a result of his or her refugee or refugee-like status
5. Acceptable Alternate Means of Proof :
 - a. Academic Documents (Transcripts, Proof of Graduation, Course Descriptions and Translations)
In lieu of providing academic documentation directly from the applicant's institution(s) of graduation, certified copies of authenticated academic documentation from a trusted third party or copies of academic documentation whose authenticity is verified by a sworn statement by the applicant, the following will be accepted as equivalent:
 - i. a detailed description from the applicant in his or her own words of his or her academic qualifications, listing the institution attended, the coursework completed, the date of graduation and all other details relevant to their academic criteria, with supporting evidence if available. APEGBC may provide a template related to the Canadian Engineering Qualifications Board Syllabus to assist the applicant and examiners;
 - ii. a sworn statement by the applicant (affidavit) that the description

- provided accurately reflects the education they have completed;
- iii. verification by APEGBC staff using available documented means at their disposal including third party corroboration by trusted certifying bodies and institutions; and
 - iv. Attendance at an interview by the examiner and an interviewer versed in the academic programs claimed (e.g. a member educated in the country in which the education was gained), with a positive recommendation from the interviewers as to the authenticity of the education claimed.

Should relevant academic documentation become available at a later date, the applicant must contact APEGBC and submit the documentation for review.

b. Proof of Experience, Competency and References

In lieu of providing and appropriately-validated competency self-assessment the following may be accepted::

- i. Completion of a Competency Self- Assessment, validated with reference questions (additional feedback) completed as possible; and as directed by the Registration Committee:
- ii. Submission of an Engineering Report* validated through a successful interview with members practising in a similar field of engineering or geoscience.

**The report is to be 5000 to 10000 words long, and based on a design study or a report of original authorship. The topic will be assigned by the Registration Committee and must be suitable to the applicant's experience and provide opportunity for the applicant to demonstrate technical competence to the standard of an exemplifying qualification.*

**CROSS
REFERENCES**

- [Engineers Canada's *How Professional Regulators Can Facilitate Integration of Convention Refugees*](#)
- [Siadat v. Ontario College of Teachers, 83 O.R. \(3d\) 401, Ont.Sup. Ct, 2007](#)
- [Lisbon Recognition Convention Article VII](#)
- APEGBC's [Guidelines for Developing and Implementing Registration Policy.](#)
- APEGBC [Policy re Swearing of Affidavits in lieu of Transcripts Provided Directly by Institution](#)