	Terms of Reference	<i>Not controlled when printed</i>
	Professional Practice Examination Committee	

1. Purpose

To ensure that a current, meaningful, and relevant examination (the “National Professional Practice Examination” (NPPE)) of the professional, ethical, regulatory, and legal responsibilities of a practicing licensed professional is available to applicants for licensure.

2. Term

This Terms of Reference is effective from March 1st, 2025 and will be ongoing until terminated by agreement by the original authority establishing this group and Terms of Reference.

See Section 10 for review cycle or renewal/extension of this Terms of Reference.

3. Scope/Jurisdiction


The Professional Practice Examination Committee (PPEC) ensures the appropriateness of the National Professional Practice Examination to the professions of engineering and geosciences, including ensuring that a common exam is applicable to both the engineering and geosciences professions across all participating regulators. Specifically, the PPEC will:

- Build and maintain the question bank to be 10 times the number of unique (non-enemy) items used in a single examination administration by:
 - Reviewing and assessing questions that have been experimentally tested to ensure they meet standards to become operational.
 - Reviewing and assessing existing questions that are identified as having poor performance.
- Periodically review the existing Professional Practice Examination blueprint and propose updates as required to meet the changing needs of their nominating regulator group.
- Solicit information on the needs and problems of licensed professionals in the areas outlined by the National Professional Practice Examination blueprint.
- Review and approve suggested study materials and/or deletion of existing study materials consistent with the National Professional Practice Examination blueprint content and the purpose of the examination.
- Review the work of the Professional Practice Examination Screening Group (PPESG) and provide feedback for continuous improvement.
- Review nominations and make appointments to the PPESG.

For clarity, the APEGA Examinations Manager is responsible for the preparation, implementation, and administration of the examination, including ensuring psychometric defensibility of the exam program detailed in “Standards for Educational and Psychological Testing”. The APEGA Examinations Manager is responsible for all statistical and psychometric aspects of the examination.

4. Membership

Role	Required or Optional	Position to fill this role	Term	Voting
Chair	Required	Elected by the committee from its membership	2 years	If Needed
Vice-Chair	Required	Elected by the committee from its membership	2 years	Yes
(10) Regulator Members	Required	(2) Members representing each Nominating Regulator Group (Regulator Staff or Volunteer)	3 years	Yes

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Facilitator (ex-officio)	Required	APEGA Examinations Manager	-	No
Administrator (ex-officio)	Optional	APEGA Examinations Administrator	-	No
Question writers, editors (ex-officio)	Optional	APEGA staff or contractor	-	No

Nominations to the PPEC are made with the approval of Chief Executive Officers (CEO) (or equivalent positions) of the regulatory bodies noted in the nominating regulator groups below. Each nominating group is to provide a minimum of two nominees for each vacant position that have an appropriate background and are willing and available to execute the responsibilities. A role descriptor will be provided by APEGA. The PPEC shall review the nominations and appoint members to the PPEC to maintain diversity of the committee, including ensuring adequate representation of each of the engineering and geoscience professions. If the PPEC is unable to ensure sufficient diversity, they may request further nominations from the nominating groups. A lack of diversity or numbers shall not prevent the PPESG from proceeding with its work.

All terms are renewable, by approval of the PPEC.

The CEO of each regulatory body in the nominating regulator groups shall be informed if members fail to attend four consecutive meetings or six in any twelve-month period or do not complete the question review agenda for four consecutive meetings or six in any twelve-month period. The PPEC may remove a member who is not adequately contributing.

Nominating regulator groups may withdraw members at their discretion and make new nominations.

In the event of disagreements within regulator groups, positions shall be assigned based on the number of applicants for the examination in the previous calendar year.

Nominating Regulator Groups are:

- Group I: EGBC & Engineers Yukon
- Group II: APEGA & ASET
- Group III: APEGS, EGM, NAPEG
- Group IV: PEO & PGO
- Group V: PEGNL, APEGNB, Engineers PEI, Engineers Nova Scotia, Geoscientists Nova Scotia

5. Governance

Decisions will typically be based on a simple majority of PPEC members in attendance and eligible to vote. The Chair shall not vote except to break a tie. Ex-officio members shall not vote.

Approval of questions for use in the question bank shall be by consensus.

Quorum comprises a minimum of three committee members, excluding ex-officio members.

The PPEC shall be accountable to the APEGA Registrar & Chief Executive Officer (RCEO) or their delegate.

In the absence of the Chair or Vice-Chair, a majority of the PPEC shall appoint an acting Chair who shall have all the powers of the Chair.

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The PPEC is subject to the APEGA Volunteer Code of Conduct Policy, Travel and Business Expense Policy – Staff and Volunteers, Volunteer Eligibility Policy, Volunteer Privacy Policy, the Volunteer Acknowledgement and Agreement, and the Non-Disclosure Acknowledgement.

6. Meetings

The PPEC will meet twice monthly, except during the months of July, August and December, for up to 90 minutes, or longer at the discretion of the chair. Meetings will be organized by the Facilitator or Administrator and will be chaired by the Chair. The question review agenda will be circulated approximately two weeks prior to the meeting and must be reviewed by each member prior to the meeting. The meeting agenda will be set by the Chair and the Facilitator and circulated at least two days in advance of each meeting.

Meetings to discuss routine business will be held virtually.

An in-person meeting will be held annually at an APEGA office for the purposes of training and team building.

Expenses directly related to attendance of PPEC members for in-person meetings will be borne by APEGA and subject to APEGA's travel and business expense policies.

Partner regulators may send representatives at their own cost to attend PPEC meetings as observers, subject to a non-disclosure acknowledgement.

Minutes will be taken by APEGA staff and circulated to PPEC members monthly.

7. Communications

Communication with the PPEC shall be managed by the Facilitator and Administrator. PPEC documentation is posted on APEGA's secure document management system, specific to PPEC, and on the item bank hosting site. PPEC members shall be notified of updates, including meetings, using their preferred e-mail address. All information related to the PPEC is confidential.

The PPEC shall report annually, or more frequently as required, to the APEGA RCEO. The APEGA RCEO will circulate the report to partner regulators.

8. Relationships to Other Groups

None

9. Resources and Budget


The budget for the PPEC is managed by the Deputy Chief Regulatory Officer. Costs for the PPEC shall be the responsibility of APEGA except as noted above.

10. Document Life Cycle and Review

10.1. This Terms of Reference shall be reviewed and updated as required, as follows:

10.1.1. At an interval, not to exceed 36 months following the last published revision.

10.2. Document responsibilities:

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10.2.1. Document Owner (for document maintenance) – Examinations Manager

10.2.2. Document Approvers:

10.2.2.1. Process Owner – Deputy Chief Regulatory Officer

10.2.2.2. Program Owner – Deputy Registrar & Chief Regulatory Officer

10.2.2.3. Document Approver – Registrar & CEO

10.2.3. Contributors – Chief Financial & Corporate Officer; Examinations Manager; Partner Regulators

11. References

11.1. American Educational Research Association, American Psychological Association, & National Council on Measurement in Education. (2014). Standards for educational and psychological testing. Washington, DC: American Educational Research Association.

12. Revision Record

DATE	REVISION #	REVISION DESCRIPTION
2002-12	1.0	Initial release. Approved by APEGA Board of Examiners.
2016-12-02	2.0	Approved by APEGA Board of Examiners.
2023-04	3.0	Separation from APEGA Board of Examiners.
2025-03-01	4.0	Alignment of Terms of Reference to Regulator Contracts