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

1. Purpose

To assist APEGA staff in developing appropriate questions for 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.

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 Screening Group (PPESG) provides expertise as to the appropriateness of National Professional Practice Examination questions to the professions of engineering and geosciences, including ensuring that questions are applicable to both the engineering and geosciences professions across all participating regulators. Specifically, the PPESG will:

- Review and assess new questions developed for consideration for experimental testing questions to ensure that they are appropriate for their jurisdiction, their profession, the blueprint, and for comprehension.

Questions that have been experimentally tested will be forwarded to the Professional Practice Examination Committee (PPEC) for further consideration.

4. Membership

Role	Required or Optional	Position to fill this role	Term	Voting
(5) Regulator Members	Required	Member representing each Nominating Regulator Group (Regulator Staff or Volunteer)	3 years	Yes
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 PPESG 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 PPESG to maintain diversity of the group, including ensuring at least one representative 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 review four consecutive question packages 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

The PPESG has no decision-making authority but provides input to the question development process for consideration by the facilitator, question writers, and editors.

The PPESG shall be accountable to the PPEC for its work.

The PPESG 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 PPESG will operate largely without meetings. Instead, questions will be circulated periodically, in batches, for review by PPESG members. PPESG members will be required to comment on each question they have reviewed to acknowledge they have reviewed it and identify any concerns.


The PPESG will meet on an ad-hoc basis at discretion of the facilitator, if additional input or clarification is required on comments received. Meetings will be held virtually and informally.

A combined in-person meeting for both the PPEC and PPESG will be held annually at an APEGA office for the purposes of training and team building.

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

7. Communications

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

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The Facilitator shall report on the work of the PPESG annually, or more frequently as required, to the PPEC.

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 PPESG 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:

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
2025-03-01	1.0	Group Created