



<b><u>FOR OFFICE USE ONLY</u></b>
Date Received: _____
APGO File No: _____

## MEMBERSHIP REFERENCE FORM

**Note to the Applicant:** Please print neatly or type the name and address of the Referee whom you have asked to complete this form, along with the date that you are sending it to the Referee and your name as given on your application form. The Referee's name and address must also be given in Section 6 of your application form. Please include a copy of the Work Experience Record along with this form.

**Note to the Referee:** All statements will be maintained in a confidential manner.

Referee's Name:	Date:
Address:	Re: Applicant Name:  Application No: _____ (from front of application)

(Applicant is to fill in the box above)

### Dear Referee:

You have been asked by the above applicant to be a Referee to verify his or her work experience for standing as an applicant for membership and registration as a Professional Geoscientist in Ontario. This form is to be accompanied by a copy of the work experience summary completed by the applicant for the period you are asked to confirm. This document includes summary information on "Satisfactory Geoscience Experience" which you are asked to review prior to completing the form.

Please answer all questions to the best of your direct knowledge. A referee is not sponsoring the applicant for membership in APGO. The applicant is solely responsible for the accuracy and validity of the information provided in the Work Experience Record provided to you by the applicant. It is important to the applicant that you complete the form and return it to the Registrar as soon as possible.

The Association requires that you have first-hand knowledge of the applicant's work and that you can confirm that the applicant was, if necessary, under suitable supervision throughout the qualifying period. As a Referee, you are asked to consider your assessment carefully and to provide as much input and guidance as possible concerning the applicant for registration. Of interest will be your comments on the applicant's communication skills and character.

Please provide all information that might influence a decision on admission to professional practice. The granting of professional membership or licensure is based upon peer-evaluation. Therefore, your comments are necessary to the process. If you believe it necessary, you may provide additional comments in a sealed envelope addressed to the Registrar and marked "Confidential". The contents of this letter will be disclosed only to the Registrar, registration officials and those members of the Registration Committee who need to know.

If, for any reason, you feel that you cannot provide an objective assessment of this applicant, please indicate this in Section E at the end of this form, sign and return to the Registrar.

**All statements will be maintained in a confidential manner.** When completing the signature form, please provide a telephone number at which you may be contacted during the daytime in the event that further information is required.

In advance, thank you for being an important part in this aspect of the registration / licensing process for the applicant and for the Association of Professional Geoscientists of Ontario.

A handwritten signature in black ink that reads "A Waldie". The signature is written in a cursive, flowing style.

Andrea Y. Waldie  
Executive Director & Registrar

The Registration Regulation (Section 9.1) provides details on the information to be provided by the applicant and on the conditions of eligibility for a Referee.

**A. YOUR PERSONAL KNOWLEDGE OF THE APPLICANT**

A.1. For how many years have you known the applicant:

Personally? \_\_\_\_\_ Professionally? \_\_\_\_\_

A.2. In your opinion, is the applicant's character:

Acceptable       Not Acceptable (*please briefly elaborate below*):

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**B. YOUR PROFESSIONAL KNOWLEDGE OF THE APPLICANT**

*(Please provide additional comments that may assist the Registration Committee in its decision)*

B.1. What is or was your professional relationship to the applicant?

Employer    Supervisor    Mentor    Colleague    Friend    Client  
*(Please describe)*

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B.2. How long have you known the applicant? *(Please provide dates)*

From: \_\_\_\_\_ To: \_\_\_\_\_

B.3. In your opinion, does the applicant:

- |  |         |                              |                             |                                     |
|--|---------|------------------------------|-----------------------------|-------------------------------------|
| ▪ communicate effectively in English?  | Orally  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
|  | Written | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
| ▪ make written or oral presentations inside or outside his/her organization? |         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
| ▪ apply geoscience principles in a knowledgeable and accurate manner?        |         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
| ▪ possess sound professional judgement?                                      |         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
| • have the ability to recognize and work within his/her limitations?         |         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |



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**E. UNABLE TO COMPLETE**

- I am unable to complete this reference form and act as a referee for the applicant.

Please complete, sign and date the form below.

The Referee acknowledges that the APGO may contact them to clarify any information contained in this membership reference form.

<b>Signature of Referee</b>		<b>Professional Designation of Referee (if applicable)</b>	
<b>Position</b>		<b>Jurisdiction (Province or State / Country)</b>	
<b>Employer</b>		<b>Registration or License Number</b>	
<b>Address</b>		<b>Date</b>	

Please return this completed form and the applicant's Work Experience Record directly to:

**Association of Professional Geoscientists of Ontario  
 Attention: Registrar  
 60 St. Clair Avenue East, Suite 913  
 Toronto, Ontario, CANADA M4T 1N5**

## **SATISFACTORY GEOSCIENCE EXPERIENCE**

### **Confirmation**

Referees are asked to provide a confirmation of and support for the applicant's experience and to comment on other professional and personal attributes. However, a referee is not considered to be sponsoring the applicant for membership in the Association. The applicant is solely responsible for the accuracy and validity of the information provided on the Work Experience Record.

### **Referees**

The criteria listed below are to provide guidance to applicants, employers and supervisors and referees with respect to the level of experience expected of an applicant applying for professional registration or licensure with APGO.

References are requested from practicing professional geoscientists or other professionals familiar with details of the applicant's work. Present and past direct supervisors and colleagues are often the most suitable referees. If an applicant claims experience from several positions, additional references may be required by the Registration Committee of the Association.

All applicants are required to have a minimum of three (3) referees. Each should be a professional geoscientist or an equivalent with first hand knowledge of the applicant's work. At least two of the referees should have directly supervised the applicant and at least one professional geoscientist familiar with the applicant's work from outside his or her immediate company or organization should be nominated if possible. If experience gained outside Canada is to be verified, additional referees may be required. During the Transition Period and until June 30, 2002, a geoscientist who has applied for membership with APGO may act as a referee for other applicants.

Professional geoscientists with indirect knowledge of the applicant's work may be nominated only if absolutely necessary. A separate letter is required to explain the circumstances if the applicant cannot nominate the required referees. Please refer to the Guideline to Registration for more information.

### **Criteria for Acceptable Experience**

The five (5) major criteria for determination of what constitutes qualifying work experience are set out in the Registration Regulation (O. Reg. 59/01 amended to O. Reg. 378/01, s. 9.3 (1)). It is required that the applicant has met some aspects within each of the major criteria.

### **Application of the Knowledge of Geoscience Principles and Practice**

#### **a) Application of Geoscience Theory**

The skillful and practical application of geoscience knowledge is essential to earning a professional registration or licence. An applicant's experience shall include practical training and familiarization in the application of geoscience theory, active and responsible participation in the development and implementation of field or laboratory programs, mapping and systematic geoscientific evaluation (with specific reference to bedrock, unconsolidated earth materials, snow, ice, groundwater, surface water, introduced materials and constituents thereof), analysis of data and/or technology, integration and synthesis of data, use and understanding of testing methods, implementation of processes and technology and the identification of geologic hazards and risk to the public and the environment.

**b) Understanding of Geoscience Process and Systems**

An applicant shall have obtained an understanding of the function of components of geoscientific work as part of the geosystem, development of geoscience concepts, the limitations of practical geoscience and related human systems in achieving desired goals, and the significance of time in geoscientific processes.

**c) Management**

Management in geoscience includes project leadership, supervision of staff, budgeting and awareness of the societally responsible application of geoscientific principles and practices. Applicants must be able to document reasonable progression toward increasing management involvement and responsibility over time.

**d) Communication Skills**

Applicants are required to be able to communicate effectively with superiors, co-workers, government regulators, clients and the general public. They should be proficient in the written and oral presentation of geoscience, from daily record and note keeping to major reports and presentations.

**e) Societal Implications of Geoscience**

The practice of geoscience has significant impact on the public in the fields of public and environmental safety, industry, finance and education. Applicants should be aware of the geoscientist's role in society and the social impact of projects in which they are involved. They should understand the role of the geoscientist from these points of view, including, but not limited to, environmental, economic and the advancement of knowledge. The objective is to foster an awareness of the need for critical thinking and the geoscientist's professional responsibility to guard against conditions which threaten life, property or the environment and to call such conditions to the attention of those responsible.

**Character**

Character has been defined by the Canadian Council of Professional Geoscientists as the combination of qualities that distinguish one individual from another. Good character connotes moral and ethical strength and includes integrity, candor, honesty and trustworthiness. Character is what a person is, while reputation is what others believe that person to be. An applicant must be of both good character and reputation to be a member.

Determination of good character will be made by reference to the applicant's responses to several self-disclosure questions on the application form, through responses from referees, with other sources of information or through direct contact made during the application process.

**APGO Code of Ethics**

The Code of Ethics (O. Reg. 60/01), to which the applicant for membership in the Association of Professional Geoscientists of Ontario has declared to conform to and abide by, may be found on the APGO website at [www.apgo.net](http://www.apgo.net) or on the Government of Ontario website at [www.gov.on.ca](http://www.gov.on.ca) under Ontario Regulation 60/01. A copy of this regulation may be requested from the Association office.

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