

THE NATIONAL PROFESSIONAL PRACTICE EXAMINATION

The examination is based on professionalism, law and ethics and is administered in January, April, July and October in most engineering associations throughout the participating provinces and territories, and in other centres throughout the world by special consent. The National Professional Practice Examination (NPP Exam) is currently being used by eleven Canadian associations. ASET is the first technologist Association to utilize the NPP Exam.

SCOPE AND SYLLABUS OF THE EXAMINATION

The following major subject areas are included in the National Professional Practice Examination:

A. PROFESSIONALISM (10%)

- A.1** Definition and Interpretation of Professionalism and Professional Status
- A.2** The Roles and Responsibilities of Professionals in Society
- A.3** Engineering and Geoscience Professions in Canada; Definitions and Scopes of Practice
- A.4** The Value of Engineering and Geoscience Professions to Society
- A.5** The Roles and Responsibilities of Professionals to Management

B. ETHICS (20%)

- B.1** The Role of Ethics in Society; Cultures and Customs
- B.2** Classical and Modern Ethical theories and Principles
- B.3** Codes of Ethics of Professional engineers and Geoscientists in Canada
- B.4** Ethical Standards and Codes and Their Relationship to the Conduct of a Professional
- B.5** Common ethical issues and Dilemmas; Making Ethical Decisions

C. PROFESSIONAL PRACTICE (27%)

- C.1** Professional Accountability for Work, Workplace Issues, Job Responsibilities and Standards of Practice
- C.2** Relations with Other Professionals and Non-professionals; Business Practices
- C.3** Statutory and Non-Statutory Standards and Codes of Practice
- C.4** Insurance, Risk Management and Quality Management; Due Diligence
- C.5** Environmental Responsibilities and Sustainable Development
- C.6** Use of Software, Computers and Internet-based Tools; Liability for Software Errors
- C.7** Documentation Authentication and Control
- C.8** Duty to Inform; Whistleblowing

D. COMMUNICATION (1%)

D.1 Legal, Ethical and Practical Aspects of Communication

D.2 The Professional Relationship

D.3 Communication Skills

E. LAW FOR PROFESSIONAL PRACTICE (23%)

E.1 The Canadian Legal System

E.2 Contract Law - Elements, Principles, and Applications

E.3 Tort Law – Elements, Principles, and Applications

E.4 Civil Code in Quebec and Common Law in Rest of Canada

E.5 Business, Employment, and Labour Law

E.6 Arbitration and Alternative Dispute Resolution (ADR)

E.7 Intellectual Property – Patents, Trademarks, Trade Secrets, Software Issues, Copyright

E.8 Expert Witness

E.9 Construction Liens

E.10 International Law

E.11 Environmental Law

E.12 Workers Compensation and Occupational Health & Safety

E.13 Human Rights and Privacy Legislation

F. PROFESSIONAL LAW (8%)

F.1 The Acts Regulations and Bylaws Provincial and territorial Acts

F.2 Codes of Ethics; Conflicts of Interest

F.3 Admission to the Professions

F.4 Illegal Practice; Enforcement Against Unlicensed Practice and Misuse of Title

F.5 Professional and Technical Societies

G. REGULATION & DISCIPLINE PROCESSES (11%)

G.1 Discipline and Enforcement Procedures

G.2 Professional Inspection; Practice Reviews of Individuals

G.3 Response to Complaints

G.4 Licensing Corporations and Practice Review of Firms

G.5 Response to Unethical or Incompetent Practice; Consequences of Unethical Practice

G.6 Canadian and International Mobility

G.7 Continuing Professional Development

G.8 Use of Seals and Stamps

The NPP Examination consists of 100 multiple-choice questions. It is closed-book and is two hours in duration. The questions are distributed in accordance with the percentages shown above. All candidates, regardless of whether they intend to practice engineering or geoscience, are required to write and pass the NPP Examination.

The pass mark is 65%*. The examination results are reported as “pass” or “fail” with a Mastery Report provided only to candidates who have failed, indicating the candidate’s specific performance in each category. You are not penalized for wrong answers. The grade is final.

**Pass marks may be slightly adjusted for individual sessions based on valid psychometric factors designed to ensure that over time, and among groups of candidates, pass-fail decisions are made on a consistent basis.*

APPLYING TO WRITE THE EXAMINATION

The form, *Application to Write The National Professional Practice Examination*, must be used when applying. It provides more information on fees, deadline dates, examination session dates, etc., and must be accompanied with the appropriate fees or credit card details to apply fees to. It must also be received on or before the deadline date to apply indicated on the application.

Approximately three weeks prior to the examination date, you will receive an email advising you of the time of writing and the examination site location. You are required to bring the confirmation email along with one piece of government-issued photo identification, such as a Driver’s License, to the examination site.

Four to six weeks after the examination, you will be advised of the results by mail. For many, a pass may be the last step in the registration process. For others, there may be additional requirements before registration is granted. Failing the NPP Exam means that you will be required to rewrite it at some time in the future. You will need to submit another Application to Write, along with another examination fee. You may write the exam three times. Should you be unsuccessful in the three attempts you will be required to refrain from a fourth exam attempt for a period of 12 months.

ELIGIBILITY/EXCEPTIONS

It is recommended for applicants to have at least 18 months of work experience after completion of their formal education, before attempting to write the NPP Examination. To be eligible to write the NPP Examination, you must also have an active ID number with ASET. An exemption may be granted to applicants who have passed a similar examination in another jurisdiction or who have been registered by another Canadian association prior to the implementation of the NPP Examination, but such applicants are still required to read, and confirm in writing that they have read the Act and Code of Ethics, and agree to practice their profession accordingly.

STUDY MATERIAL - LITERATURE

The following is a list of study materials required for **ASET** examination candidates. They can be obtained from the ASET office in Edmonton by using the National Professional Practice Examination Application Form.

Basic Kit – for National Professional Practice Examination Candidates

All applicants, with the exceptions noted, will be tested on the following primary literature:

Primary Literature

1. *Canadian Professional Engineering and Geoscience: Practice and Ethics - Fourth Edition* by Gordon C. Andrews (2009 Copyright). Available for purchase from ASET
2. *Practical Law of Architecture, Engineering and Geoscience - Second Canadian Edition* by Samuels & Sanders (2011 Copyright) Available for purchase from ASET
3. *Industry Canada Booklets:*
 - A Guide to Patents - http://www.cipo.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr00026.html#patent
 - A Guide to Trade-Marks - http://www.cipo.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr00026.html#patent
 - A Guide to Industrial Design - http://www.cipo.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr00026.html#patent
 - A Guide to Copyrights - http://www.cipo.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr00026.html#patent
4. *The Engineering and Geoscience Professions Act, Regulations and Bylaws, including the Code of Ethics* - April 2012 - <http://www.aset.ab.ca/pages/AboutASET/Bylaws,Legislation,StrategicPlan.aspx>
5. *Guideline for Ethical Practice* – v2.1, June 2005 - <http://www.apegga.org/pdf/guidelines/guidelineethical.pdf>
6. *The Concepts of Professionalism* – September 2004 - <http://www.apegga.org/pdf/guidelines/professionalism.pdf>
7. *Occupational Health and Safety Act of Alberta*. Revised Statutes of Alberta 2000, Chapter 0-2 effective May 2006 - <http://www.cdnpowerpac.com/Legislation%20-%20OH%20&%20S%20Regulation%20&%20Code.pdf>
8. *Royal Bank Letter* – “The Soul of Professionalism” Vol.71, No. 6, December 1990 - http://www.rbc.com/aboutus/letter/nov_dec1990.html

SAMPLE QUESTIONS

Each question is multiple-choice with four possible answers. Old examinations are not available, however, sample test questions are provided below:

1. According to most Provincial and Territorial Acts, which activity by a professional member would be considered UNETHICAL?
 - A. Not charging a fee for presenting a speech
 - B. Signing plans prepared by an unknown person without thoroughly reviewing those plans
 - C. Reviewing the work of another member with that member's consent
 - D. Providing professional services as a consultant

B. is correct. Most Provincial and Territorial Acts stipulate that before professionals sign plans that were not prepared by themselves or under their direct supervision, they must first thoroughly review those plans. Failing to do so means that the professional failed to comply with the Act, and, therefore, was in violation of the Code of Ethics.

2. Which of the following is an example of a fraudulent, contractual misrepresentation?
 - A. A party is coerced into signing a contract by means of intimidation
 - B. A party knowingly makes false statements to induce another party into a contract
 - C. A party induces his son-in-law to sign an unfair contract
 - D. A party unknowingly provides false information about a portion of a contract

B. is correct. Knowingly providing false information to induce a contract is fraudulent misrepresentation.

3. Contractual disputes of a technical nature may be most expeditiously and effectively solved through:
 - A. A lawsuit
 - B. Court appeals
 - C. Contract renegotiations
 - D. Arbitration

D. is correct. Arbitration provides an effective, expeditious resolution to technical disputes.

4. Which type of original work below is automatically protected by copyright upon creation?
 - A. Paintings
 - B. Inventions
 - C. Clothing designs
 - D. Signatures

A. is correct. Of the works listed above, only a painting is protected by copyright law.

5. In order for compensation to be awarded to a plaintiff in a tort liability case, the defendant must have:

- A. Caused injury to the plaintiff
- B. Been willfully negligent
- C. Signed a contract of performance
- D. Performed under supervision

A. is correct. Injury is one of three criteria that must be met for compensation to be awarded in a tort liability case.

6. Which of the following is the most common job activity of top-level managers?

- A. Writing and reading corporate financial reports
- B. Developing and testing new products
- C. Designing and implementing production systems
- D. Directing and interacting with people

D. is correct. Most top-level managers spend most of their time interacting with other people.

7. The professional's standard of care and skill establishes the point at which a professional:

- A. May or may not charge a fee for services
- B. Has the duty to apply "reasonable care"
- C. May be judged negligent in the performance of services
- D. Has met the minimum requirements for registration

C. is correct. The standard of care is used to judge whether or not a professional has been negligent in the performance of services.

8. To effectively reduce liability exposure, the professional engineer, geologist or geophysicist should:

- A. Pursue continuing educational opportunities
- B. Work under the supervision of a senior engineer, geologist or geophysicist
- C. Maintain professional standards in practice
- D. Provide clients with frequent progress reports

C. is correct. Maintaining professional standards of practice is the most effective way of reducing liability exposure.