



## **Guidelines for the Submission of a Project Report**

Before a licence to practice can be issued by the Registrar to a member who is not entitled to survey lands in a Province of Canada, the applicant is required to submit a satisfactory Project Report. The purpose of this submission is to allow the Board of Examiners to determine that the applicant has been engaged in one of the disciplines of surveying at a responsible and professional level. This document provides guidelines to the applicant as to what constitutes an acceptable project, the required level of involvement by the candidate and general project report requirements.

1. The subject of the proposed Project Report must be approved by the Board of Examiners before the Report is submitted. In the request for approval the applicant should provide: (a) a general description of the project; (b) the role of the applicant in the project; (c) the purpose of the project, for whom it was done and when it was carried out.
2. The project must be related to one of the recognized disciplines of surveying and be of such a nature, extent and level of complexity as to demonstrate clearly the professional competence and judgement required of a Canada Lands Surveyor. The applicant must have been involved in the project at a professional level.
3. The project report shall be presented in digital format.
4. All phases of the project must be incorporated in the report. It should provide details on any research work required prior to starting the project; the actual carrying out of the project; any difficulties or problems encountered, the solutions adopted to resolve them; and any unusual methods or techniques employed. It must demonstrate the level of communications skills required by a Canada Lands Surveyor in professional practice.
5. The project report should provide details on the role and activities of the applicant.
6. The project will be assessed on its complexity, extent and the quality of the resulting submission to demonstrate that the work has been performed at a professional level. As part of the assessment the candidate may be required to defend or answer questions on the submission.