



CANADIAN HYDROGRAPHER CERTIFICATION PANEL

CBEPS EXEMPTION REQUEST – INSTRUCTIONS

The Canadian Board of Examiners for Professional Surveyors (CBEPS) establishes, assesses and certifies the academic qualifications of individuals who apply to become land surveyors and/or geomatics professionals in Canada, except for Ontario and Quebec. Detailed descriptions of C1, C2, C4, C5, C6, C7, C12 and E2 are on the CBEPS website under Study Resources, Learning Outcomes and Study Guides at <https://cbeps-cceag.ca/learning-outcomes-and-study-guides>. For each CBEPS syllabus item, list the course(s) having equivalent content.

For your exemption submission, PLEASE only include those CBEPS syllabus items for which you are applying. For instance, if you are only claiming an exemption for E2 then only use those pages specifically related to E2, whilst the rest can be deleted. This is to avoid submitting to the CHCP uncompleted forms which are not relevant to the candidate's application.

Remember: The candidate is expected to be able to prove to the satisfaction of the CHCP, any statements associated with an Exemption Request. The candidate cannot just make an assertion of knowledge competence.

For each Full Time or Part Time academic learning institution or training course(s) the candidate uses for justification PLEASE provide as much of the following information as possible for each course for the CBEPS syllabus item for which you believe you should be awarded an exemption:

- A listing of the relevant learning institution and/or training courses.
- An official transcript of marks (official copy to be mailed directly to the ACLS Registrar).*
- A summary listing of the relevant learning institution and/or training course classroom and laboratory hours.
- A generalized course description.
- For each subject within the course provide total number of hours with a breakdown of the classroom and laboratory hours in each academic term / session / semester.
- For each subject within the course provide a detailed subject description of the material covered in the subject.

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- For each chapter in the CBEPS syllabi for which an exemption is being requested provide a listing of the relevant learning institution and/or training courses which provided the same or similar training.

*Foreign trained professionals also need to provide an international credential evaluation report (basic), see: <http://www.canalliance.org/> (original to be mailed directly to the ACLS Registrar). However for C12 and E2 exemption requests, where the academic training was provided in English or French, then an international credential evaluation report is not required as the CHCP has sufficient experience to perform its' own evaluation.

For each CBEPS syllabus item for which an exemption is requested the candidate will have to complete a number of tables as outlined below.

Learning Institutions and / or Training Courses Attended

Names of Learning Institutions and / or Training Courses attended relevant to the Exemption Request with acronym, program title, location and year(s) attended which are being used to justify the CBEPS syllabi exemption being requested in reverse chronological order (latest is first). Generally the listing should be for Full Time or Part Time academic institutions. However other relevant multi day training obtained after the academic training should also be listed if applicable.

Learning Institutions and / or Training Courses	Acronym	Program Title	Location	Year(s) Attended

Comments on Learning Institutions and / or Training Courses

Using the Acronyms listed above provide comments on the course marks, whether a certificate for the course is enclosed, and any relevant comments on the course particularly if a multi-day course to explain to the CHCP why the course is relevant.

Acronym	Course Marks	Certificate Enclosed	Comments

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Learning Institutions and / or Training Course Hours - Summary

Using the Acronyms listed above provide the dates for each study period. List the total number of hours per academic term / session / semester, and per each additional multi day training course in reverse chronological order (latest is first). Provide a breakdown for classroom and laboratory hours. Provide any comments to justify the hours claimed. For learning institutions the hours quoted below should be the total hours as a detailed breakdown for each subject has to be provided later.

Acronym	Study Period	Total	Classroom	Laboratory	Comments on Hours Claimed

General Course Description

For Full Time or Part Time academic institution course(s) mentioned above provide a suitable general course description with a suitable web link. For recent course(s) there will likely be a suitable online version with a direct web link which should be provided as part of the source information. For older courses that are not online then a copy of a suitable general course description from an official academic institution publication should be provided including source information and a web link.

Learning Institutions Hours - Breakdown

For Full Time or Part Time academic institution course(s) mentioned above provide breakdown the number of hours per term / session / semester for classroom and laboratory hours for each subject which is used to justify the CBEPS syllabi exemption being requested. If a subject is not relevant to the Exemption Request it should not be included.

Acronym	Subject Name	Total	Classroom	Laboratory	Comments
	Total Hours				Equals the number of hours quote above

Subject Descriptions

For each subject mentioned above provide a suitable subject description will be provided. For recent course(s) there will likely be a suitable online version with a direct web link which should be provided as part of the source information. For older courses that are not online then a copy of a suitable subject description from an official academic institution publication should be provided including source information and a web link. These subject descriptions should be provided in the same order as listed above.

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Acronym	Subject Name	Subject Description

Comparison of CBEPS Requirements and Candidate’s Training by Chapter

Based on the assessment of the candidate, the best training choices are to be ranked Primary, Secondary and Tertiary which may be from the academic learning institutions, training courses or other significant related events such as writing a book or paper on topic; attending a course or seminar; and work related training, etc., which show that the same or similar learning outcomes as detailed in each chapter of the CBEPS syllabi. If extra information is needed to be added, each Chapter has two (2) rows for “Others” which can be completed as required. If more rows are required then the number of rows in that particular table can be increased. Typically all of the entries for each chapter will be in reverse chronological order (latest is first) as the latest should be the most relevant.

Equivalency	Acronym	Subject Description	Comments
Primary			
Secondary			
Tertiary			
Other			
Other			

For relevant one day course(s) the candidate chooses to include, then the general layout to be included in the Comments above would be as follows: “Held on [dd month year] by [name of course provider] in [where held]. [x] hours of classroom time.”

At the time of writing there is no accredited CBEPS course for E2. Consequently the candidate wishing to claim an exemption of E2 will have to provide the necessary information and evidence which clearly demonstrates the candidate’s eligibility for the requested exemption.

The Exemption Request form and supporting documentation must be provided in digital format on a USB stick, DVD or via Dropbox. The documentation should be organized in a way that assessors will have the necessary information easily accessible for each subject always in a digital format. The use of folders identified by CEBPS subject numbers (for example: C1, C2, C4, etc.) is strongly recommended.

If the CHCP considers the information provided is incomplete or disorganized then the Exemption Request will not be considered and the candidate will be subsequently notified.