



# Application for CanBIM CP Certification (Certified Professional)

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**Applicant Name:** \_\_\_\_\_

**Is this an initial Application or a Re-Submission?:**                      **Initial**                      **Re-Submission**

**Date of Initial Application:** \_\_\_\_\_

**Date of Re-submission (if applicable):** \_\_\_\_\_

**Are you P3 Certified?**                                                              **Yes**                                                              **No**



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**November 2018**

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**1.0 APPLICATION & SUBMISSION GUIDELINES**

1. Required Prerequisite: CanBIM P3 Certification: Requirements for Professional Level 3 must be either previously satisfied or satisfied within this application.

**NOTE: If applicant is applying for CP Certification without the pre-requisite of P3 Certification being previously satisfied, the requirements of P3 Certification must be satisfied with this application prior to being considered for CP Certification. Applicant must provide all the information required within the body of this application.**

2. Documents required for CanBIM CP:
  - a) Completed Application Form, with all relevant information, signed by applicant and dated as required
  - b) Appendix A/CP- Experience Summary for Certified Professional (CP) - describing your primary role and responsibilities in the implementation and facilitation of multiple projects utilizing a fully integrated multi-discipline Building Information Modelling process. Assessment targets to be considered are:
  - c) A current, up-to-date, Curriculum Vitae or Resume'.

3. Submission of Application & Documents:
  - a) Combine all documents into A SINGLE PDF FILE in the following order:
    - i. Completed and signed Application for Certification with Appendix/Appendices
    - ii. Any additional material to support the Appendices (if applicable)
    - iii. Copy/copies of Academic Degree and/or Diploma (if applicable)
    - iv. Curriculum Vitae/Résumé
    - v. Transcript/certificate or letter of confirmation (if applicable)
  - b) Submit your completed application form and all supporting documentation **AS A SINGLE PDF FILE** via email to [certification@canbim.com](mailto:certification@canbim.com)
  - c) All supporting documentation must be appended/added at the end of the application form. DO NOT remove, reorder or insert pages from body of the application.
  - d) Your SINGLE PDF FILE naming format:  
**Application\_"CertificationLevel"\_"LastName"\_"FirstName"\_"Round (MM.YYYY)"**  
**Example: Application\_CP\_Smith\_John\_04.2020.**

4. General Guidelines
  - a) Processing of this application may take up to 12 weeks from the date of receipt
  - b) Do not remove any pages from the body of the application (See Section 3 above)
  - c) Do not insert any pages within the body of the application (See Section 3 above)
  - d) All sections of this application must be filled in – insert “Not Applicable” or “N/A” for sections which do not apply.
  - e) An invoice for the application fee will be sent to applicant after the submission deadline, applicant will have the option to pay online or by cheque. Payment of a non-refundable application fee is required to secure application. Application will not be processed without payment of the required application fee.
  - f) **Failure to submit application as per the submission instructions will result in application being deferred, until such time that a revised application is received.**

**2.0 PERSONAL INFORMATION****Name**

|                             |                                                         |
|-----------------------------|---------------------------------------------------------|
| Prefix:                     | Are you a member of CanBIM: Yes                      No |
| First Name:                 | Middle Name:                                            |
| Surname:                    | Maiden Name:                                            |
| Date of Birth (yyyy/mm/dd): |                                                         |

**Home Address**

|                      |           |              |
|----------------------|-----------|--------------|
| Full Street Address: |           | Postal Code: |
| City/Town:           | Province: | Country:     |

**Applicant's Contact Information**

| Residence    | Work         |
|--------------|--------------|
| Telephone #: | Telephone #: |
| Email:       | Email:       |
| Mobile #:    | Mobile #:    |

I prefer to be contacted and receive correspondence at:                      Home                      Work

**Current Employment**

I am currently not employed

|                                                                                                                     |           |             |
|---------------------------------------------------------------------------------------------------------------------|-----------|-------------|
| Company/Employer:                                                                                                   |           |             |
| Full Street Address                                                                                                 |           | Postal Code |
| City/Town:                                                                                                          | Province: | Country:    |
| Telephone #:                                                                                                        | Website:  |             |
| Company/Employer's Building-related Discipline: (e.g. architectural, engineering, construction, design-build, etc.) |           |             |
| Is the Company/Employer a CanBIM Member?                      Yes                      No                           |           |             |

**3.0 CURRENT OR PREVIOUS AFFILIATIONS OR PROFESSIONAL ASSOCIATIONS:**

Are you now or have you ever been a member of any professional associations or are you now or have you ever received a designated certification?

Yes

No

If yes, please indicate:

| Affiliation/Association 1   |                                   |
|-----------------------------|-----------------------------------|
| Name of Association:        |                                   |
| Province:                   | Country:                          |
| # of Year(s):               | Member/License #: (if applicable) |
| Designation/Classification: |                                   |

| Affiliation/Association 2   |                                  |
|-----------------------------|----------------------------------|
| Name of Association:        |                                  |
| Province:                   | Country:                         |
| # of Year(s):               | Member/License # (if applicable) |
| Designation/Classification: |                                  |

| Affiliation/Association 3   |                                   |
|-----------------------------|-----------------------------------|
| Name of Association:        |                                   |
| Province:                   | Country:                          |
| # Year(s):                  | Member/License #: (if applicable) |
| Designation/Classification: |                                   |

**4.0 FORMAL ACADEMIC EDUCATION**

**Please provide all information as requested.** Verification of all formal education information must accompany the Application for Certification. Please include non-returnable photocopies of all degrees, or diplomas. Please include copies of any additional documents that may assist with the review of your application.

Discipline of study:

Architecture      Architectural Technology      Construction Management      Engineering Technology  
Engineering      Construction Engineering      Construction Eng. Technology      Facilities Management

Other \_\_\_\_\_

| Formal Academic Education 1  |       |           |               |          |
|------------------------------|-------|-----------|---------------|----------|
| College/University Attended: |       |           |               |          |
| Degree/Diploma Granted:      |       |           | Year Granted: |          |
| Location                     |       |           |               |          |
| City:                        |       | Province: |               | Country: |
| Years of Study:              | From  |           | To            |          |
|                              | Month | Year      | Month         | Year     |
|                              |       |           |               |          |

| Formal Academic Education 2  |       |           |               |          |
|------------------------------|-------|-----------|---------------|----------|
| College/University Attended: |       |           |               |          |
| Degree/Diploma Granted:      |       |           | Year Granted: |          |
| Location                     |       |           |               |          |
| City:                        |       | Province: |               | Country: |
| Years of Study:              | From  |           | To            |          |
|                              | Month | Year      | Month         | Year     |
|                              |       |           |               |          |

| Formal Academic Education 3  |       |           |               |          |
|------------------------------|-------|-----------|---------------|----------|
| College/University Attended: |       |           |               |          |
| Degree/Diploma Granted:      |       |           | Year Granted: |          |
| Location                     |       |           |               |          |
| City:                        |       | Province: |               | Country: |
| Years of Study:              | From  |           | To            |          |
|                              | Month | Year      | Month         | Year     |
|                              |       |           |               |          |

**5.0 OTHER RELATED EDUCATION**

Please indicate any additional courses taken in addition to any Formal Education

| Other Related Education 1              |       |           |               |          |
|----------------------------------------|-------|-----------|---------------|----------|
| Institution/School/Education Provider: |       |           |               |          |
| Degree/Diploma/Certificate Granted:    |       |           | Year Granted: |          |
| Location                               |       |           |               |          |
| City:                                  |       | Province: |               | Country: |
| Years of Study:                        | From  |           | To            |          |
|                                        | Month | Year      | Month         | Year     |
|                                        |       |           |               |          |

| Other Related Education 2              |       |           |               |          |
|----------------------------------------|-------|-----------|---------------|----------|
| Institution/School/Education Provider: |       |           |               |          |
| Degree/Diploma/Certificate Granted:    |       |           | Year Granted: |          |
| Location                               |       |           |               |          |
| City:                                  |       | Province: |               | Country: |
| Years of Study:                        | From  |           | To            |          |
|                                        | Month | Year      | Month         | Year     |
|                                        |       |           |               |          |

| Other Related Education 3              |       |           |               |          |
|----------------------------------------|-------|-----------|---------------|----------|
| Institution/School/Education Provider: |       |           |               |          |
| Degree/Diploma/Certificate Granted:    |       |           | Year Granted: |          |
| Location                               |       |           |               |          |
| City:                                  |       | Province: |               | Country: |
| Years of Study:                        | From  |           | To            |          |
|                                        | Month | Year      | Month         | Year     |
|                                        |       |           |               |          |

Please provide all information for your **present employment position**. Please attach copies of any documents that may assist with the review of your application.



**7.0 VERIFICATION OF PRESENT EMPLOYMENT & JOB DESCRIPTION**

Please provide the following completed statement as verification of your **present job description**. The statement must be completed by your direct supervisor or any other responsible person as evidence that the description of your present job functions and roles are valid. The section should only be signed once the job description portion of this application is completed in full. Insufficiently completed sections may result in a delay in the review of your application by the CanBIM Certification Assessment Panel.

I, \_\_\_\_\_ verify that the Present Employment and  
Print Supervisor's Name

Job Description as described above by \_\_\_\_\_ is accurate.  
Print Applicant's Name

|                           |                     |
|---------------------------|---------------------|
| Supervisor's Title:       |                     |
| Company:                  |                     |
| Supervisor's Signature:   | Date:               |
| Supervisor's Telephone #: | Supervisor's Email: |

**8.0 PREVIOUS EMPLOYMENT & JOB DESCRIPTION**

Please provide all information for employment positions you have held **prior to your present position**. Please attach copies of any documents that may assist with the review of your application.

| Previous Employment 1                                                                                                                                                   |       |      |                             |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-----------------------------|------|
| Job Title:                                                                                                                                                              |       |      |                             |      |
| Company Name:                                                                                                                                                           |       |      |                             |      |
| Department:                                                                                                                                                             |       |      |                             |      |
| Name of Direct Supervisor:                                                                                                                                              |       |      | Title of Direct Supervisor: |      |
| Company Telephone #:                                                                                                                                                    |       |      | Company Website:            |      |
| Employer's Building-related Discipline: (e.g. architectural, engineering, construction, design-build, etc.)                                                             |       |      |                             |      |
| Dates of Employment:                                                                                                                                                    | From  |      | To                          |      |
|                                                                                                                                                                         | Month | Year | Month                       | Year |
|                                                                                                                                                                         |       |      |                             |      |
| Describe the primary role, function & responsibilities of your previous job and, where applicable, indicate <u>specific</u> BIM-related functions and responsibilities. |       |      |                             |      |
|                                                                                                                                                                         |       |      |                             |      |





**9.0 PROFESSIONAL REFERENCES**

Please provide the names and contact information of at least two people, not including your present supervisor, who have a good knowledge of your capabilities and work experience and support your application. These professional references may be contacted on your behalf.

| Reference 1                                                                                                |                  |
|------------------------------------------------------------------------------------------------------------|------------------|
| Name:                                                                                                      |                  |
| Title:                                                                                                     |                  |
| Company Name:                                                                                              |                  |
| Email Address:                                                                                             |                  |
| Company Telephone #:                                                                                       | Company Website: |
| Company's Building-related Discipline: (e.g. architectural, engineering, construction, design-build, etc.) |                  |

| Reference 2                                                                                                |                  |
|------------------------------------------------------------------------------------------------------------|------------------|
| Name:                                                                                                      |                  |
| Title:                                                                                                     |                  |
| Company Name:                                                                                              |                  |
| Email Address:                                                                                             |                  |
| Company Telephone #:                                                                                       | Company Website: |
| Company's Building-related Discipline: (e.g. architectural, engineering, construction, design-build, etc.) |                  |

**10.0 TERMS AND CONDITIONS**

I, \_\_\_\_\_ *the Applicant, hereto:*

1. Agree to pay to the Canada BIM Council a non-refundable application fee and non-refundable certification fee.
2. Understand that CanBIM may terminate my certification at any time without any refund of payment being made, in the following circumstances;
  - Failure to meet the necessary requirements of the certification
  - Misrepresentation or providing incorrect information to CanBIM
  - Failure to settle any payments within 30 days of receiving an invoice
3. Understand that any certification document issued by Canada BIM Council remains the property of Canada BIM Council and shall be returned upon request or if my certification should cease for any reason.
4. Authorize Canada BIM Council to collect and retain the information provided within this application form and any appendices or accompanying documents on file for the duration of my certification with Canada BIM Council.
5. Hereby certify all statements made and information provided within this application form to be true, complete and correct to the best of my knowledge.

**11.0 DECLARATION BY APPLICANT**

|                      |       |
|----------------------|-------|
| Name: (please print) |       |
| Signature:           | Date: |

**12.0 APPLICATION FEES**

Upon submission of the application, CanBIM will send an invoice after the submission deadline for the application fees with an option to pay online or by cheque. Payment is due upon receipt.

Member Application Fee \$70.00 + applicable taxes per your province

Non-Member Application \$95.00 + applicable taxes per your province

**13.0 CERTIFICATION FEES**

| Certification Fees                                                                                                                                                    |                              |                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------|
| Certification Fees are <u>not due at this time</u> . A Certification Fee will be billed once this application has been reviewed and level of certification confirmed. |                              |                           |
| Subsequent Certification Fees are as follows:                                                                                                                         | <b><u>CanBIM Members</u></b> | <b><u>Non-Members</u></b> |
| CanBIM P1                                                                                                                                                             | \$110.00 for 2 Years         | \$160.00 for 2 Years      |
| CanBIM P2                                                                                                                                                             | \$210.00 for 2 Years         | \$260.00 for 2 Years      |
| CanBIM P3                                                                                                                                                             | \$310.00 for 2 Years         | \$360.00 for 2 years      |
| CanBIM CP                                                                                                                                                             | \$410.00 for 2 Years         | \$460.00 for 2 years      |

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# START OF P3 APPLICATION

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Verification of P3 Certification Status

I am currently P3 Certified

Yes

No

If Yes, proceed to, review and complete pages 40-49 ONLY

If No, proceed to, review and complete pages 16-49

## 14.0 INFORMATION REGARDING APPENDICES FOR CANBIM P3 CERTIFICATION

P3 Certification is a competency-based assessment, which recognizes knowledge and skills acquired either exclusively through professional experience or through a combination of formal training coupled with professional experience. The submitted description of professional experience provided in **Appendix A/P3** and **Appendix B/P3** will be assessed according to the minimum Assessment Targets for CanBIM P3 certification.

### **P3 Assessment Targets:**

#### **1. Pre-requisite of CanBIM Professional Level 2 (P2) Certification**

- Applicant must satisfy having met the P2 requirements; Requirements for Professional Level 2 must be either previously satisfied or satisfied within this application.

#### **2. Advanced proficiency in the use of software and computer applications related to the BIM process**

- Applicant must satisfy the requirement of advanced technical skills/application of tools, software and working methods within the BIM process.
  - Sufficient evidence of having effectively and successfully logged the required hours of professional experience in the use of BIM-related software within a building-related or infrastructure-related discipline (see page 16).

#### **3. Administration of the BIM process as related to the business, project, design or construction management aspects of a project within the Applicant's designated discipline.**

- Command of the management plan; and protocols within the BIM process
  - Sufficient evidence of having effectively and successfully logged the required hours in a management/administrative role in building and/or infrastructure projects within a multi-discipline Building Information Modelling process.

For example, consideration may be given to the following:

- Specifying/defining BIM objectives, goals and deliverables
- Software selection, configuration and training
- Guide and assist design and/or field personnel to maximize productivity
- Understand the management of changes, contracts, methods of project delivery, data formats, data sharing, integration, collaboration and coordination and inter-operability within the BIM environment
- Develop, manage and maintain BIM procedures, protocols and processes
- Quality control of model production/consistency
- Coordinating BIM team members
- Data sharing; Collaboration & coordination; inter-operability
- Understand the following within the BIM process: Contracts & Specs, Cost Estimating, Scheduling, Project Procurement, Project Coordination, Construction Documentation

### **NOTE 1: Examples:**

The list above consists of non-exclusive and non-exhaustive examples only and applicants should not consider it a limitation in knowledge or skills. The above-noted examples are only intended to provide general direction and guidance on the level and degree of management responsibility that should be distinguished and detailed in the enclosed **Appendix B/P3 - Experience Summary for Professional Level 3 - Management**. Applicants are encouraged to expand beyond the points listed above, if applicable, in order to further outline their professional experience in a management/administrative role.

### **NOTE 2: P2 Pre-requisite (REQUIRED)**

Where an applicant is applying directly to CanBIM P3 without having the required CanBIM P2 prerequisite, the applicant MUST fulfill the required CanBIM P2 prerequisite in completing **Appendix A/P3** and **Appendix B/P3** included in this document.

**15.0 CERTIFICATION ELIGIBILITY AND REQUIREMENTS FOR P3**

In the Matrix shown below, select which option best reflects your status to determine professional hours required.

If the applicant **has completed** a course(s) which has been certified as *CanBIM Foundations*:

Refer to Section 'A' of the chart below and select the Foundations level to which the course(s) have been certified. Each CanBIM Foundations designation corresponds to the minimum number of professional hours required for application to the CanBIM P3 certification.

If the applicant **has not completed** a course(s) which has been certified as *CanBIM Foundations* and wishes to proceed based on professional hours of experience alone:

Refer to the chart below and Section 'B', indicating the minimum number of professional hours required for application to the CanBIM P3 certification.

| Reference Matrix for Determining Certification Eligibility and Requirements                                                                                                                                                                                                                   |        |                                        |                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------|--------------------------------------|
| Section A:<br>If a CanBIM Foundations Course(s) and/or Program has/have been completed:<br>The following hours are required for application to the respective CanBIM Professional Certification levels.<br>A list of CanBIM Foundations certified courses can be found on the CanBIM website. |        | Hours Required<br>for<br>P3 Management | Hours Required<br>for<br>P3 Software |
| CanBIM Foundations - Theory                                                                                                                                                                                                                                                                   | Select |                                        |                                      |
| Introductory Theory                                                                                                                                                                                                                                                                           |        | 3470                                   | 6000                                 |
| Intermediate Theory                                                                                                                                                                                                                                                                           |        | 3440                                   | 6000                                 |
| Advanced Theory                                                                                                                                                                                                                                                                               |        | 3350                                   | 6000                                 |
| Proficient Theory                                                                                                                                                                                                                                                                             |        | 3290                                   | 6000                                 |
| CanBIM Foundations - Software Skills                                                                                                                                                                                                                                                          |        |                                        |                                      |
| Introductory Software Skills                                                                                                                                                                                                                                                                  |        | 3500                                   | 5825                                 |
| Intermediate Software Skills                                                                                                                                                                                                                                                                  |        | 3500                                   | 5665                                 |
| Advanced Software Skills                                                                                                                                                                                                                                                                      |        | 3500                                   | 5445                                 |
| Proficient Software Skills                                                                                                                                                                                                                                                                    |        | 3500                                   | 5240                                 |
| CanBIM Foundations - Theory & Software Skills                                                                                                                                                                                                                                                 |        |                                        |                                      |
| Introductory Theory & Software Skills                                                                                                                                                                                                                                                         |        | 3470                                   | 5825                                 |
| Intermediate Theory & Software Skills                                                                                                                                                                                                                                                         |        | 3440                                   | 5665                                 |
| Advanced Theory & Software Skills                                                                                                                                                                                                                                                             |        | 3350                                   | 5445                                 |
| Proficient Theory & Software Skills                                                                                                                                                                                                                                                           |        | 3290                                   | 5240                                 |
| CanBIM Foundations - Applied Learning                                                                                                                                                                                                                                                         |        |                                        |                                      |
| Practicum Applied Learning                                                                                                                                                                                                                                                                    |        | 2500                                   | 3000                                 |
| Professional Applied Learning                                                                                                                                                                                                                                                                 |        | 2000                                   | 2500                                 |
| Section B:                                                                                                                                                                                                                                                                                    |        |                                        |                                      |
|                                                                                                                                                                                                                                                                                               |        | Hours Required<br>for<br>P3 Management | Hours Required<br>for<br>P3 Software |
| If a CanBIM Foundations Course(s) and/or Program has <b>NOT</b> been completed OR if a Course has been completed but is <b>NOT</b> CanBIM Certified<br>(See CanBIM website for list of CanBIM Certified Courses/Programs)                                                                     |        | 3500                                   | 6000                                 |
| If the Applicant is currently CanBIM P2 Certified                                                                                                                                                                                                                                             |        | 2500                                   | 4000                                 |

**16.0 SELECTION OF P3 CERTIFICATION PATHWAY TYPE**

Select **ONLY one (1)** of the **three (3)** certification pathways below which best reflects your status. Refer to page 17 to determine professional hours required.

| CanBIM P3 Certification (Professional Level 3) |                                               |            |                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------|-----------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Required</b>                                | Box 1                                         |            | Completed Application Form, signed and dated as required.                                                                                                                                                                                                                                                                           |
| <b>Required</b>                                | Box 2                                         |            | A current, up-to-date, Curriculum Vitae or Resume'.                                                                                                                                                                                                                                                                                 |
| <b>AND</b>                                     |                                               |            |                                                                                                                                                                                                                                                                                                                                     |
| <b>Complete only ONE Option of the three</b>   | <b>OPTION 1</b>                               | Box 3      | <b>I am not CanBIM P2 Certified</b>                                                                                                                                                                                                                                                                                                 |
|                                                | <b>Not P2-Certified</b>                       | Box 4      | Proof, in the form of a Transcript, Certificate, or Letter of Confirmation of the successful completion of a <b>CanBIM Foundations Certified</b> course(s) (see CanBIM website for criteria and levels).                                                                                                                            |
|                                                |                                               | <b>AND</b> |                                                                                                                                                                                                                                                                                                                                     |
|                                                | <b>CanBIM Foundations Course + Experience</b> | Box 5      | <b>Appendix A/P3- Experience Summary for Professional Level 3 - Software</b> describing, in detail, the required hours of professional experience (See Page 16) of BIM related software within a building-related or infrastructure-related discipline.                                                                             |
|                                                |                                               | <b>AND</b> |                                                                                                                                                                                                                                                                                                                                     |
|                                                | <b>(Complete Box 3 to 6)</b>                  | Box 6      | <b>Appendix B/P3 - Experience Summary for Professional Level 3 - Management</b> describing in detail, the required hours of professional experience (See Page 16) in the management of the BIM process as related to the business, project, design or construction management aspects of a project                                  |
|                                                | <b>OR</b>                                     |            |                                                                                                                                                                                                                                                                                                                                     |
|                                                | <b>OPTION 2</b>                               | Box 7      | <b>I am not CanBIM P2 Certified</b>                                                                                                                                                                                                                                                                                                 |
|                                                | <b>Not P2-Certified</b>                       | Box 8      | In the case where a CanBIM Foundations Certified course(s) <u>has not been completed</u> , <b>Appendix A/P3- Experience Summary for Professional Level 3 - Software</b> describing, in detail, <b>6000 hours</b> of professional experience of BIM related software within a building-related or infrastructure-related discipline. |
|                                                |                                               | <b>AND</b> |                                                                                                                                                                                                                                                                                                                                     |
|                                                | <b>Professional Experience Only</b>           | Box 9      | <b>Appendix B/P3 - Experience Summary for Professional Level 3 - Management</b> describing in detail, <b>3500 hours</b> of professional experience (see pages 15-18 for guidelines) in the management of the BIM process as related to the business, project, design or construction management aspects of a project                |
|                                                |                                               | <b>OR</b>  |                                                                                                                                                                                                                                                                                                                                     |
| <b>Complete only ONE Option of the three</b>   | <b>OPTION 3</b>                               | Box 10     | <b>I am CanBIM P2 Certified</b>                                                                                                                                                                                                                                                                                                     |
|                                                | <b>P2-Certified</b>                           | Box 11     | In the case where a CanBIM Foundations Certified course(s) <u>has not been completed</u> , <b>Appendix A/P3- Experience Summary for Professional Level 3 - Software</b> describing, in detail, <b>4000 hours</b> of professional experience of BIM related software within a building-related or infrastructure-related discipline. |
|                                                |                                               | <b>AND</b> |                                                                                                                                                                                                                                                                                                                                     |
|                                                | <b>(Complete Box 10 to 12)</b>                | Box 12     | <b>Appendix B/P3 - Experience Summary for Professional Level 3 - Management</b> describing in detail, <b>2500 hours</b> of professional experience (see pages 16 for guidelines) in the management of the BIM process as related to the business, project, design or construction management aspects of a project                   |

**Note:**

If the applicant has completed an introductory-level course in BIM foundations/fundamentals that **is not** CanBIM-certified, the applicant must select Option 2 above. The course outline and confirmation of course completion may be included by the applicant as supplementary/additional information for consideration during the Certification review and assessment. If unsure whether the completed course is CanBIM-certified please visit the CanBIM website and/or check with your learning provider.

**To the Applicant: For CanBIM P3 Certification, both Appendix A/P3 and Appendix B/P3 must be completed**

To claim hours of professional experience, complete the appropriate appendix/appendices and submit together with your *Application for Certification*. Applicants must demonstrate the appropriate professional experience in their respective building-related or infrastructure-related discipline. The purpose of this summary is to illustrate the understanding and experience acquired in the applicant's specific discipline.

To assist with the review of your professional experience and help ensure that your Appendices provide the appropriate information, it is suggested that your summary be organized as follows:

- Indicate all required information (including company name, location, employment dates and total hours)
- For each position reported, provide a summary describing the nature of work performed.

**When describing your practical experience:**

- Focus on what **you** did as it relates to the BIM process for the project.
- Be specific about what **you** did as opposed to the work of the team.
- Provide sufficient information about the nature and complexity of the tasks **you've** completed.

**Appendix A/P3 and Appendix B/P3 each contain summary pages for your use - use these pages and any additional pages as required. You may include additional appendices or documentation, including project documents, where there is appropriate reference to the work and, which supplement the summary and will serve as support documentation. If additional pages are added it is REQUIRED that the applicant append the pages at the end of the document with corresponding page numbers in order to allow CanBIM Reviewers and Assessors to adequately interpret the information in its proper order. Failure to do this may result in a deferral and/or delay in the processing of the application.**

**Instructions:**

1. Complete this *Appendix* by providing all required information.
2. Sign the Declaration by Applicant
3. Have your Direct Supervisor for the work, review the information, and sign the Direct Supervisor's Declaration.
4. Submit the signed *Appendix* with your *Application for CanBIM P3 Certification*.
5. ***It is recommended that:***
  - a. ***descriptions be as specific as possible with examples and***
  - b. ***direct references to the BIM process be provided where applicable and that***
  - c. ***the applicant maximize the use of all pages of Appendices provided in the summary.***
6. If required or applicable, the Applicant may choose to add additional project summaries immediately following Page 38 of this Application.

**DECLARATION BY APPLICANT**

*I hereby certify all statements made and information provided within the Appendices (including any attachments hereto) to be true, complete and correct to the best of my knowledge.*

|                      |       |
|----------------------|-------|
| Name: (please print) |       |
| Signature:           | Date: |

## **Appendix A/P3**

### **Experience Summary for Professional Level 3 – Software**

*The information and details provided in this Appendix will be assessed to determine if the applicant has, through professional experience:*

- 1. Mastered an advanced proficiency in the use of software and computer application related to the BIM process and*
- 2. Provided a sufficient descriptive summary in the use of BIM-related software within a building and/or infrastructure-related discipline*

---

*This appendix contains eight (8) summary pages for your use; use these pages and any additional pages as required.*

*The applicant may include additional appendices or documentation, including project documents, where there is appropriate reference to the work and, which supplement the summary and will serve as support documentation.*

*If additional pages are added it is REQUIRED that the applicant append the pages at the end of the document with corresponding page numbers in order to allow CanBIM Reviewers and Assessors to adequately interpret the information in its proper order. Failure to do this may result in a deferral and/or delay in the processing of the application.*

---

**Appendix A/P3- Experience Summary for Professional Level 3 – Software**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |      |       |                    |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------|--------------------|----------------|
| <b>Project #: 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |      |       |                    |                |
| Project Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |      |       | Project Location:  |                |
| Employer/Company Name:                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |      |       | Software Utilized: |                |
| Practical<br>Experience                                                                                                                                                                                                                                                                                                                                                                                                                                          | From  |      | To    |                    | Total<br>Hours |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Month | Year | Month | Year               |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |      |       |                    |                |
| <p>Referring to the instructions indicated on page 15 &amp; 18, provide a <u>detailed</u> summary about the nature and complexity of work undertaken, in the specific discipline within the BIM process, demonstrating applied working knowledge and skills in the use of BIM-related software. It is recommended that descriptions be <u>as specific as possible</u> with examples where applicable. Direct references to the BIM process must be provided.</p> |       |      |       |                    |                |

Continue next page (if required)

Continued (if required)

**Direct Supervisor's Declaration:**

I declare that the preceding information and description is an accurate summary of the applicant's experience.

|                             |       |
|-----------------------------|-------|
| Signature:                  |       |
| Name:                       | Date: |
| Supervisor's Email Address: |       |
| Supervisor's Tel. No:       |       |

**Appendix A/P3- Experience Summary for Professional Level 3 – Software**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |      |       |                    |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------|--------------------|----------------|
| <b>Project #: 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |      |       |                    |                |
| Project Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |      |       | Project Location:  |                |
| Employer/Company Name:                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |      |       | Software Utilized: |                |
| Practical<br>Experience                                                                                                                                                                                                                                                                                                                                                                                                                                          | From  |      | To    |                    | Total<br>Hours |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Month | Year | Month | Year               |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |      |       |                    |                |
| <p>Referring to the instructions indicated on page 15 &amp; 18, provide a <u>detailed</u> summary about the nature and complexity of work undertaken, in the specific discipline within the BIM process, demonstrating applied working knowledge and skills in the use of BIM-related software. It is recommended that descriptions be <u>as specific as possible</u> with examples where applicable. Direct references to the BIM process must be provided.</p> |       |      |       |                    |                |

Continue next page (if required)

Continued (if required)

**Direct Supervisor's Declaration:**

I declare that the preceding information and description is an accurate summary of the applicant's experience.

|                             |       |
|-----------------------------|-------|
| Signature:                  |       |
| Name:                       | Date: |
| Supervisor's Email Address: |       |
| Supervisor's Tel. No:       |       |

**Appendix A/P3- Experience Summary for Professional Level 3 – Software**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |      |       |                    |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------|--------------------|----------------|
| <b>Project #: 3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |      |       |                    |                |
| Project Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |      |       | Project Location:  |                |
| Employer/Company Name:                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |      |       | Software Utilized: |                |
| Practical<br>Experience                                                                                                                                                                                                                                                                                                                                                                                                                                          | From  |      | To    |                    | Total<br>Hours |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Month | Year | Month | Year               |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |      |       |                    |                |
| <p>Referring to the instructions indicated on page 15 &amp; 18, provide a <u>detailed</u> summary about the nature and complexity of work undertaken, in the specific discipline within the BIM process, demonstrating applied working knowledge and skills in the use of BIM-related software. It is recommended that descriptions be <u>as specific as possible</u> with examples where applicable. Direct references to the BIM process must be provided.</p> |       |      |       |                    |                |

Continue next page (if required)

Continued (if required)

**Direct Supervisor's Declaration:**

I declare that the preceding information and description is an accurate summary of the applicant's experience.

|                             |       |
|-----------------------------|-------|
| Signature:                  |       |
| Name:                       | Date: |
| Supervisor's Email Address: |       |
| Supervisor's Tel. No:       |       |

**Appendix A/P3- Experience Summary for Professional Level 3 – Software**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |      |       |                    |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------|--------------------|----------------|
| <b>Project #:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |      |       |                    |                |
| Project Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |      |       | Project Location:  |                |
| Employer/Company Name:                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |      |       | Software Utilized: |                |
| Practical<br>Experience                                                                                                                                                                                                                                                                                                                                                                                                                                          | From  |      | To    |                    | Total<br>Hours |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Month | Year | Month | Year               |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |      |       |                    |                |
| <p>Referring to the instructions indicated on page 15 &amp; 18, provide a <u>detailed</u> summary about the nature and complexity of work undertaken, in the specific discipline within the BIM process, demonstrating applied working knowledge and skills in the use of BIM-related software. It is recommended that descriptions be <u>as specific as possible</u> with examples where applicable. Direct references to the BIM process must be provided.</p> |       |      |       |                    |                |

Continue next page (if required)

Continued (if required)

**Direct Supervisor's Declaration:**

I declare that the preceding information and description is an accurate summary of the applicant's experience.

|                             |       |
|-----------------------------|-------|
| Signature:                  |       |
| Name:                       | Date: |
| Supervisor's Email Address: |       |
| Supervisor's Tel. No:       |       |

## ***Appendix B/P3***

### ***Experience Summary for Professional Level 3 – Management***

*The information and details provided in this Appendix will be assessed to determine if the applicant has:*

- 1. Through professional experience, successfully mastered the management of the BIM process as related to the business, project, design or construction management aspects of a project within the applicant's designated discipline*
- 2. A command of the management plan and protocols in a management/administrative role in building and/or infrastructure projects within a multi-discipline Building Information Modelling process.*

---

*This appendix contains eight (8) summary pages for your use; use these pages and any additional pages as required.*

*The applicant may include additional appendices or documentation, including project documents, where there is appropriate reference to the work and, which supplement the summary and will serve as support documentation.*

*If additional pages are added it is REQUIRED that the applicant append the pages at the end of the document with corresponding page numbers in order to allow CanBIM Reviewers and Assessors to adequately interpret the information in its proper order. Failure to do this may result in a deferral and/or delay in the processing of the application.*

---

**Appendix B/P3 – Experience Summary for Professional Level 3 - Management**

| Project #1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |      |                   |      |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------------------|------|-------------|
| Project Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |      | Project Location: |      |             |
| Employer/Company Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |      | Applicant's Role: |      |             |
| Practical Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | From  |      | To                |      | Total Hours |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Month | Year | Month             | Year |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |      |                   |      |             |
| <p>Referring to the instructions indicated on page 15 &amp; 18, provide a <u>detailed</u> summary of your specific role, activities and responsibilities in the management of the BIM process as related to business management, and/or project management and/or design management and/or construction management in your designated discipline. It is recommended that descriptions be as specific as possible with examples where applicable. Direct references to the BIM process must be provided.</p> |       |      |                   |      |             |

Continue next page (if required)

Continued (if required)

**Direct Supervisor's Declaration:**

I declare that the preceding information and description is an accurate summary of the applicant's experience.

|                             |       |
|-----------------------------|-------|
| Signature:                  |       |
| Name:                       | Date: |
| Supervisor's Email Address: |       |
| Supervisor's Tel. No:       |       |

**Appendix B/P3 – Experience Summary for Professional Level 3 - Management**

| Project #2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |      |                   |      |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------------------|------|-------------|
| Project Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |      | Project Location: |      |             |
| Employer/Company Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |      | Applicant's Role: |      |             |
| Practical Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | From  |      | To                |      | Total Hours |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Month | Year | Month             | Year |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |      |                   |      |             |
| <p>Referring to the instructions indicated on page 15 &amp; 18, provide a <u>detailed</u> summary of your specific role, activities and responsibilities in the management of the BIM process as related to business management, and/or project management and/or design management and/or construction management in your designated discipline. It is recommended that descriptions be as specific as possible with examples where applicable. Direct references to the BIM process must be provided.</p> |       |      |                   |      |             |

Continue next page (if required)

Continued (if required)

**Direct Supervisor's Declaration:**

I declare that the preceding information and description is an accurate summary of the applicant's experience.

|                             |       |
|-----------------------------|-------|
| Signature:                  |       |
| Name:                       | Date: |
| Supervisor's Email Address: |       |
| Supervisor's Tel. No:       |       |

**Appendix B/P3 – Experience Summary for Professional Level 3 - Management**

| Project #3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |      |                   |      |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------------------|------|-------------|
| Project Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |      | Project Location: |      |             |
| Employer/Company Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |      | Applicant's Role: |      |             |
| Practical Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | From  |      | To                |      | Total Hours |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Month | Year | Month             | Year |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |      |                   |      |             |
| <p>Referring to the instructions indicated on page 15 &amp; 18, provide a <u>detailed</u> summary of your specific role, activities and responsibilities in the management of the BIM process as related to business management, and/or project management and/or design management and/or construction management in your designated discipline. It is recommended that descriptions be as specific as possible with examples where applicable. Direct references to the BIM process must be provided.</p> |       |      |                   |      |             |

Continue next page (if required)

Continued (if required)

**Direct Supervisor's Declaration:**

I declare that the preceding information and description is an accurate summary of the applicant's experience.

|                             |       |
|-----------------------------|-------|
| Signature:                  |       |
| Name:                       | Date: |
| Supervisor's Email Address: |       |
| Supervisor's Tel. No:       |       |

**Appendix B/P3 – Experience Summary for Professional Level 3 - Management**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |      |       |                   |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------|-------------------|----------------|
| <b>Project #:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |      |       |                   |                |
| Project Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |      |       | Project Location: |                |
| Employer/Company Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |      |       | Applicant's Role: |                |
| Practical<br>Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | From  |      | To    |                   | Total<br>Hours |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Month | Year | Month | Year              |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |      |       |                   |                |
| <p>Referring to the instructions indicated on page 15 &amp; 18, provide a <u>detailed</u> summary of your specific role, activities and responsibilities in the management of the BIM process as related to business management, and/or project management and/or design management and/or construction management in your designated discipline. It is recommended that descriptions be as specific as possible with examples where applicable. Direct references to the BIM process must be provided.</p> |       |      |       |                   |                |

Continue next page (if required)

Continued (if required)

**Direct Supervisor's Declaration:**

I declare that the preceding information and description is an accurate summary of the applicant's experience.

|                             |       |
|-----------------------------|-------|
| Signature:                  |       |
| Name:                       | Date: |
| Supervisor's Email Address: |       |
| Supervisor's Tel. No:       |       |

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## END OF P3 APPENDICES

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Any additional material to support these Appendices (if applicable) should be inserted immediately following this page.

Please see page 3 of this application for information on order of documents.

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## START OF CP APPENDIX

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**INFORMATION REGARDING APPENDIX FOR CANBIM CP CERTIFICATION**

CP Certification is a competency-based assessment, which recognizes knowledge and skills repeatedly practiced over the course of multiple projects, ***exclusively within a professional setting***. The submitted description of professional experience provided in Appendix A/CP will be assessed according to the minimum Competency Targets for CanBIM CP certification.

**CP Competency Targets:**

1. Pre-requisite: CanBIM Professional Level 3 (P3) Certification
2. Competency: Command of the work processes, core skills common to all fields
  - Sufficient evidence of their role in multiple building/infrastructure projects utilizing an integrated multi-discipline Building Information Modelling process
  - Sufficient evidence of having defined the standard Building Information Modelling processes and established the Building Information Modelling implementation strategies for those projects
  - Sufficient evidence of having developed company-wide implementation strategies for the adoption of BIM practices within their organization
  - Sufficient evidence of having developed the organizational execution plan and BIM procurement plan using the BIM planning protocol to assess level of detail requirements for BIMs using the Level of Development (LOD) framework of Development (LOD) framework.

Note: Some Capabilities in Implementation Strategies: (this list is non-exhaustive)

- Evaluate the processes involved in establishing BIM implementation strategies for design and construction.
- Create strategic planning guidelines for adopting BIM practices within an organization.
- Execute an organizational BIM plan within the operational structure of a company.
- Assemble a BIM procurement plan by implementing control guidelines and contractual requirements.
- Develop a standard BIM project execution plan.
- Prepare needs assessment for various industry stakeholders for BIM project planning and implementation.
- Determine the level of detail requirements for BIM models using the Level of Development (LOD) framework.
- Implement a consistent LOD standard throughout the organization for effective planning and execution of construction projects.
- Conduct initial process consultations to define Building Information Modeling goals and deliverables.
- Facilitate BIM software selection, configuration, and training. Manage integration, collaboration and interoperability within the BIM environment.
- Implement BIM processes effectively within integrated project design and construction.
- Create and manipulate Building Information Models for each of the LOD phases

**NOTE 1: Examples:**

The list above consists of non-exclusive and non-exhaustive examples only and applicants should not consider it a limitation in knowledge or skills. The above-noted examples are only intended to provide general direction and guidance on the level and degree that should be distinguished and detailed in the enclosed **Appendix A/CP - Experience Summary for Certified Professional (CP)**. Applicants are encouraged to expand beyond the points listed above, if applicable, in order to further outline their professional experience.

**NOTE 2: P3 Pre-requisite (REQUIRED)**

Where an applicant is applying directly to CanBIM CP without having the required CanBIM P3 prerequisite, the applicant **MUST** fulfill the required CanBIM P3 prerequisite in completing **Appendix A/P3** and **Appendix B/P3** included in this document.

## ***Appendix A/CP***

### ***Experience Summary for Certified Professional (CP)***

*The information provided in this Appendix will be assessed to determine if the applicant has provided sufficient evidence of their professional experience in the implementation and facilitation of multiple projects utilizing a fully integrated multi-discipline Building Information Modelling process. Assessment targets to be considered are:*

- 1. Defining the standard Building Information Modelling processes and established the Building Information Modelling implementation strategies for those projects.*
- 2. Developing company-wide implementation strategies for the adoption of Building Information Modelling practices within their organization.*
- 3. Developing the organizational execution plan and Building Information Modelling procurement plan using the Building Information Modelling planning protocol to assess level of detail requirements for BIMs using the Level of Development (LOD) framework of Development (LOD) framework.*

---

*This appendix contains eight (8) summary pages for your use; use these pages and any additional pages as required.*

*The applicant may include additional appendices or documentation, including project documents, where there is appropriate reference to the work and, which supplement the summary and will serve as support documentation.*

*If additional pages are added it is REQUIRED that the applicant append the pages at the end of the document with corresponding page numbers in order to allow CanBIM Reviewers and Assessors to adequately interpret the information in its proper order. Failure to do this may result in a deferral and/or delay in the processing of the application.*

---

**Appendix A/CP – Experience Summary for Certified Professional CP**

| Project #1                                                                                                                                                                                                                                                                                                                                              |       |      |                   |      |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------------------|------|----------------|
| Project Name:                                                                                                                                                                                                                                                                                                                                           |       |      | Project Location: |      |                |
| Employer/Company Name:                                                                                                                                                                                                                                                                                                                                  |       |      | Applicant's Role: |      |                |
| Practical<br>Experience                                                                                                                                                                                                                                                                                                                                 | From  |      | To                |      | Total<br>Hours |
|                                                                                                                                                                                                                                                                                                                                                         | Month | Year | Month             | Year |                |
|                                                                                                                                                                                                                                                                                                                                                         |       |      |                   |      |                |
| <p>Referring to the information/guidelines provided on pages 40 and 41, provide a <u>detailed</u> summary of your specific role, activities and responsibilities. It is strongly recommended that descriptions be as specific as possible with examples where applicable. Direct references to items indicated on pages 40 and 41 must be provided.</p> |       |      |                   |      |                |

Continue next page (if required)

Continued (if required)

**Direct Supervisor's Declaration:**

I declare that the preceding information and description is an accurate summary of the applicant's experience.

|                             |       |
|-----------------------------|-------|
| Signature:                  |       |
| Name:                       | Date: |
| Supervisor's Email Address: |       |
| Supervisor's Tel. No:       |       |

**Appendix A/CP – Experience Summary for Certified Professional CP**

| Project #2                                                                                                                                                                                                                                                                                                                                              |       |      |                   |      |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------------------|------|-------------|
| Project Name:                                                                                                                                                                                                                                                                                                                                           |       |      | Project Location: |      |             |
| Employer/Company Name:                                                                                                                                                                                                                                                                                                                                  |       |      | Applicant's Role: |      |             |
| Practical Experience                                                                                                                                                                                                                                                                                                                                    | From  |      | To                |      | Total Hours |
|                                                                                                                                                                                                                                                                                                                                                         | Month | Year | Month             | Year |             |
|                                                                                                                                                                                                                                                                                                                                                         |       |      |                   |      |             |
| <p>Referring to the information/guidelines provided on pages 40 and 41, provide a <u>detailed</u> summary of your specific role, activities and responsibilities. It is strongly recommended that descriptions be as specific as possible with examples where applicable. Direct references to items indicated on pages 40 and 41 must be provided.</p> |       |      |                   |      |             |

Continue next page (if required)

**Continued (if required)****Direct Supervisor's Declaration:**

I declare that the preceding information and description is an accurate summary of the applicant's experience.

|                             |       |
|-----------------------------|-------|
| Signature:                  |       |
| Name:                       | Date: |
| Supervisor's Email Address: |       |
| Supervisor's Tel. No:       |       |

**Appendix A/CP – Experience Summary for Certified Professional CP**

| Project #3                                                                                                                                                                                                                                                                                                                                              |       |      |                   |      |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------------------|------|-------------|
| Project Name:                                                                                                                                                                                                                                                                                                                                           |       |      | Project Location: |      |             |
| Employer/Company Name:                                                                                                                                                                                                                                                                                                                                  |       |      | Applicant's Role: |      |             |
| Practical Experience                                                                                                                                                                                                                                                                                                                                    | From  |      | To                |      | Total Hours |
|                                                                                                                                                                                                                                                                                                                                                         | Month | Year | Month             | Year |             |
|                                                                                                                                                                                                                                                                                                                                                         |       |      |                   |      |             |
| <p>Referring to the information/guidelines provided on pages 40 and 41, provide a <u>detailed</u> summary of your specific role, activities and responsibilities. It is strongly recommended that descriptions be as specific as possible with examples where applicable. Direct references to items indicated on pages 40 and 41 must be provided.</p> |       |      |                   |      |             |

Continue next page (if required)

Continued (if required)

**Direct Supervisor's Declaration:**

I declare that the preceding information and description is an accurate summary of the applicant's experience.

|                             |       |
|-----------------------------|-------|
| Signature:                  |       |
| Name:                       | Date: |
| Supervisor's Email Address: |       |
| Supervisor's Tel. No:       |       |

**Appendix A/CP – Experience Summary for Certified Professional CP**

|                                                                                                                                                                                                                                                                                                                                                         |       |      |       |                   |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------|-------------------|----------------|
| <b>Project #:</b>                                                                                                                                                                                                                                                                                                                                       |       |      |       |                   |                |
| Project Name:                                                                                                                                                                                                                                                                                                                                           |       |      |       | Project Location: |                |
| Employer/Company Name:                                                                                                                                                                                                                                                                                                                                  |       |      |       | Applicant's Role: |                |
| Practical<br>Experience                                                                                                                                                                                                                                                                                                                                 | From  |      | To    |                   | Total<br>Hours |
|                                                                                                                                                                                                                                                                                                                                                         | Month | Year | Month | Year              |                |
|                                                                                                                                                                                                                                                                                                                                                         |       |      |       |                   |                |
| <p>Referring to the information/guidelines provided on pages 40 and 41, provide a <u>detailed</u> summary of your specific role, activities and responsibilities. It is strongly recommended that descriptions be as specific as possible with examples where applicable. Direct references to items indicated on pages 40 and 41 must be provided.</p> |       |      |       |                   |                |

Continue next page (if required)

Continued (if required)

**Direct Supervisor's Declaration:**

I declare that the preceding information and description is an accurate summary of the applicant's experience.

|                             |       |
|-----------------------------|-------|
| Signature:                  |       |
| Name:                       | Date: |
| Supervisor's Email Address: |       |
| Supervisor's Tel. No:       |       |

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# END OF CP APPENDIX & END OF APPLICATION FORM

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Any additional material to support these Appendices (if applicable) should be inserted immediately following this page.

Please see page 3 of this application for information on order of documents and submission instructions.