Association of Professional Geoscientists of Nova Scotia (APGNS)

Program Guide and Reporting Forms for the APGNS Member-in-Training Program

The Member-in-Training Program provides a uniform and consistent approach to the evaluation of relevant geoscience experience.
This facilitates professional registration and improves the mobility and transportability of experience for the Member-In-Training (MIT).

Geoscience is a regulated profession in Nova Scotia.
To offer, provide or undertake geoscience work in Nova Scotia, an individual is required by the ***Geoscience Profession Act***, to be registered as a Professional Geoscientist (P.Geo) or as a Member-in-Training (MIT) by the Association of Professional Geoscientists of Nova Scotia (APGNS).

APGNS is the licensing and regulatory body for Professional Geoscientists practicing in Nova Scotia or on Nova Scotia projects.

The requirements for being granted registration as a P.Geo or an MIT are consistent with national standards and a growing marketplace demand for quality and integrity and professional competence.

Member-In-Training Experience (MIT)
The minimum required geoscience work experience period for professional registration is four years (48 months). The geoscience experience attained by the MIT must introduce him/her the required quality based criteria, as defined by the, Canadian Geoscience Standards Board (CGSB), ***Geoscience Knowledge and Experience Requirements for Professional Registration in Canada*** (GKE); these include:

- Application of Geoscience Theory,
- Practical Experience,
- Management of Geoscience Projects,
- Communications Skills,
- Professional Accountability and Ethical Responsibilities, and
- Awareness of the Societal Implications of Geoscience.

Additional information, forms and guide are available on the APGNS website: www.geoscientistsns.ca or from the Registrar at registrar@geoscientistsns.ca

Mentorship Program

The MIT registration program was established by APGNS as a means of evaluating the geoscience experience acquired by the MIT in order to transfer to registration as a P.Geo. The Mentor, a Professional Geoscientist who has been approved by the Board, will guide, audit and assess the mandatory professional experience requirements.

Assignment of Mentors

Newly registered MIT's are encouraged to identify a Professional Geoscientist who has volunteered to serve as their Mentor.

The Criteria for a Mentor

- registered as a Professional Geoscientist;
- 5 years of post-registration professional experience;
- should be the same discipline as the MIT or has direct knowledge of the geoscience work scope;
- should not be related to the MIT;
- direct Supervisors may serve as a Mentor, only if all other avenues to identify one have been exhausted; and
- the P.Geo mentor must confirm, in writing, that they are willing to serve.

Role of a Mentor

The Mentor is the liaison between the MIT, the Registrar and the Admissions Board. The Mentor is responsible to the Board for ensuring that the MIT is engaged in work which has suitable, sufficient and appropriate geoscience content, and that the experience is reported in Diaries. If the Mentor should have any doubts as to the acceptability of the reported experience, the Board may be consulted through the office of the Registrar.

It is important to remember that the role of the Mentor is to encourage and guide. The Mentor must not take responsibility, either technical or professional, for the work of the MIT.

A Mentor should exhibit the following characteristics:

- Set an example of professional excellence.
- Develop and encourage a comfortable relationship.
- Display a positive and helpful attitude.
- Encourage and guide the MIT towards setting and achieving goals, avoiding pitfalls and developing a successful professional career.

Reporting Schedule

The experience report is called a "***Geoscience Experience Record***" and, written in prose, the MIT must describe the geoscience experience gained during the reporting period and calculate the percentage of experience gained in each of the areas of professional geoscience experience required.

The diary, prepared by the MIT, must be approved, signed and stamped, by the Mentor and/or direct professional supervisor of the work.

The Reporting Schedule must be agreed between the MIT and the Mentor, but the following minimum is recommended:

- Year #1 - 1 diary report every 3 months.
- Year's #2, 3 & 4 - 1 diary report every 6 months, if the Mentor agrees that year 1 reporting merits such an extension.

The schedule for submission of the diaries will be at the discretion of the Mentor. The schedule for Year's 2, 3 and 4, must be indicated by the Mentor to the MIT, in writing, with a copy provided to the Registrar.

The Mentor may approach the MIT's direct professional supervisor, and request clarification on any information contained in the diary, as the Mentor deems appropriate.

Submission of Diaries

The MIT is responsible for the preparation and submission of their Diaries and should retain copies. The Diary may be submitted to the Mentor either manually or electronically depending on the arrangement made.

Once reviewed and approved, the Mentor will complete the submission form noting the number of months/weeks of experience documented. The MIT is responsible to submit the diaries and the mentor approval form to the Registrar for review and final approval by the Board.

The Mentor may request a consultation with the Registrar on the acceptability or the duration of experience claimed. The Registrar will address any issues put forth by either the Mentor or the MIT with the Board.

APGNS Mentor Program
MIT Diary Submission Form *

This form should be submitted to the Mentor by the MIT as a request for review and approval of each diary submission.

FROM: (MIT Name and Registration No.) _____

TO: (Mentor Name and Registration No.) _____

DATE: _____

Attached: Enclosed is a Professional Experience Diary for your review and assessment.

Period Covered (Mo. &Yr.): **Start** _____ **Finish** _____

Total Time Being Claimed: **Weeks** _____ **Days** _____

Comments:

_____

_____

_____

_____

_____

_____

***Note:**
This form is to be submitted by the MIT to their Mentor along with a copy of their diary.
The completed form should be included with the approved diary submitted by the MIT to the Registrar.

The APGNS Registrar,
P.O. Box 91, Main Station,
Enfield, Nova Scotia
B2T 1C6
phone: 902-420-9928
email: registrar@geoscientistsns.ca

APGNS Mentor Program
Mentor's Submission Form *

This report should be completed by the Mentor and submitted to the Registrar by the Member-in-Training (MIT) along with the diary submission.

Name of MIT and Registration No.:_____

Start and Finish Dates Covered by This Diary: **S:**_____ **F**_____

Total Number of Weeks/Months Submitted for Approval: _____

Total Number of Weeks/Months Approved by Mentor:_____
If total weeks/months approved is different from total weeks/months submitted, please give reasons:

Comments:

_____

_____

_____

_____

_____

Signature of Mentor: _____ **Date:**_____

***Note:**
This form is to be completed by the Mentor and returned to the MIT.
The MIT should submit the form along with the diary, and retain a copy for their records.

The APGNS Registrar,
P.O. Box 91, Main Station,
Enfield, Nova Scotia B2T 1C6
phone: 902-420-9928
email: registrar@geoscientistsns.ca

The Association of Professional Geoscientists of Nova Scotia

Mentorship Program Evaluation Form

This report should be completed by the MIT and submitted to the Registrar at the following milestones in the MIT Program: (Please indicate the report being submitted.)

- 3 months from the beginning of the MIT Program; ☐
- 6 months from the beginning of the MIT Program; ☐
- 12 months from the beginning of the MIT Program; ☐
- 2nd year/24 months experience mark; ☐
- 3rd year/36 months experience mark; ☐
- 4th year/ 48 months experience mark; the conclusion of the MIT Program. ☐

Name of MIT and Registration No.:_____

GENERAL ASSESSMENT

1. My rating of the quality of service APGNS provides through this Program:

   Excellent ☐ **Good** ☐ **Acceptable** ☐ **Fair** ☐ **Poor** ☐

2. My rating of the interaction with my Mentor on the Professional Experience Diary Reports:

   Excellent ☐ **Good** ☐ **Acceptable** ☐ **Fair** ☐ **Poor** ☐

3. My rating of the approachability of APGNS Staff to answer questions:

   Excellent ☐ **Good** ☐ **Acceptable** ☐ **Fair** ☐ **Poor** ☐

4. My rating of the approachability of my Mentor to answer questions:

   Excellent ☐ **Good** ☐ **Acceptable** ☐ **Fair** ☐ **Poor** ☐

Comments and Suggestions:

_____

_____

_____

Date:_____ **Signature:**_____

The APGNS Registrar,
P.O. Box 91, Main Station,
Enfield, Nova Scotia B2T 1C6
phone: 902-420-9928
email: registrar@geoscientistsns.ca

Important points to remember when WRITING Work Experience Diaries

Style
The diaries must be written in prose, use full sentences, not point form. Write in the first person.

Content
Report on the geoscience-related work you have performed. Do not report what the company is doing or has been involved in.

Length
A 6 month diary report should average 3 to 4 pages on the APGNS diary form (see attached examples). However, most importantly and whatever the length, the Mentor should be able to determine from the content that the MIT has gained relevant and various geoscience experience.

Time
The diary report should clearly indicate the total time being claimed for each entry as well as the total time claimed for the period of the report.

What Not To Report
Time spent attending short courses, seminars, presentations, etc., is not reportable.

Post Graduate Work
Completion of geoscience work during the post-graduate period may be credited once the degree has been conferred. This period must be recorded in a separate Diary report written to cover this period.

Should a post-graduate program not be completed, work (not courses) performed within the period may be claimed for credit as any other work.

Pre-Graduation Experience
The MIT may record and report this information, acquired during the second half of the academic training, and request credit for this experience. It will be reviewed by the Board to determine if it is acceptable.

MIT Diary Submission Form

for the

Association of Professional Geoscientists of Nova Scotia

This report should be completed by the MIT; it must be signed and stamped by the MIT's direct Supervisor and/or Mentor and submitted to the Registrar with the diaries. (Please indicate the report being submitted.)

Date: _____

Attached are MIT geoscience experience diaries for: _____

submitted to APGNS as a
complete description of work experience for the period of: _____

these diaries have been approved as a professionally presented (spell checked, grammar checked, and in the proper format) by the MIT's Mentor: _____

these diaries have also been validated as a true and accurate description of work experience by the MIT by the MIT's work supervisor: _____

Respectfully submitted: _____

General Instructions:

The MIT will describe their work experience according to the instructions described in the APGNS MIT Program Guide, and will have each work activity vetted for content, format, presentation and accuracy by their Mentor and/or direct work supervisor (via initials). These diaries must be submitted to the Registrar (at the address below) progressively as required throughout the work experience.

By mail:
The Registrar
Geoscientists Nova Scotia
P.O. Box 91, Main Station,
Enfield, Nova Scotia, B2T 1C6

By email: (a scanned version of the signed/initialed forms, in PDF format) to registrar@geoscientistsns.ca

PLEASE ATTACH ADDITIONAL PAGES OR CONTACT THE REGISTRAR AS REQUIRED FOR COMMENTS BY MENTOR OR SUPERVISOR

From (y/m/d)	*To (y/m/d)*	*Title & Description of Work*	*A*	*B*	*C*	*D*	*E*	*F*	*Super. Initials*	*Mentor Initials*
		This section should provide a summary of geoscience work experience (job title, employer, job description, how the experience criteria was satisfied). Provide enough detail to describe the work, the application of geoscience principles, and why the work was being done. This should be a description of individual responsibilities and accomplishments, not a corporate description of the project.	These sections should breakdown the time into the percentage which is applicable to the required experience. See notes below.						Name, address and signature and stamp of the P.Geo.; include Association name & registration number	
		EXAMPLE #1								
13/01/07	13/03/29 12 weeks	**Exploration Geologist**: I logged ~2,250 m of NQ drill core from 3 oriented diamond drill holes on a mesothermal gold exploration property. This involved orienting the drill core using the marks made by the driller, and fitting broken pieces of core together. I then measured the core depth down-hole, and calculated core recovery on a 'per meter' basis. I also made RQD measurements (sum of >10 cm pieces per meter). I then identified principle and secondary lithologies and their boundaries in the core, described the lithologies using information about primary texture, mineralogy, mineral abundances, and structural features. I then described any hydrothermal alteration features present, including information regarding mineral assemblage, texture, intensity, and cross-cutting relationships. Lastly, I measured the alpha and beta angles for bedding and foliation planes, and intersection and mineral lineations, in the core. Once logging was complete, I entered the surveyed DDH collar points and down-hole navigation information, as well as all other drill core logging information, into a drill core logging database. I then produced strip logs of each drill core, and stereonets of bedding and foliation planes, and intersection and mineral lineations, using the drill core software. Lastly, I produced an oblique cross-section, projecting the three drill cores onto section using the drill core software, to provide a vertical perspective of the prospect area.	75	15	0	10	0	0		

Key: the letters **A** through **F** refer to the six different types of experience described on page 11 of the GKE; MITs will record the proportion of a work activity involving each type of experience (rounded to the nearest 5%; see above for description).

A) Practical Geoscience Experience
B) Application of Geoscience Theory
C) Geoscience Project Management
D) Communication Skills
E) Professional Accountability and Ethical Responsibilities
F) Awareness of the Societal Implications of Geoscience

		EXAMPLE #2								
01/13/2013	03/29/2013	**Exploration Geologist – John Doe Exploration Co.**: I logged ~2,250 m of NQ drill core from 3 oriented diamond drill holes on a gold exploration property. This involved orienting the drill core and fitting broken pieces of core together. I then measured the core depth and calculated core recovery on a 'per meter' basis. I also calculated the RQD (sum of >10 cm pieces per meter) ... I then produced strip logs of each drill core, and stereonets of bedding and foliation planes, and intersection and mineral lineations, using the drill core software …	75	15	0	10	0	0		
		EXAMPLE #3								
01/06/2009	01/01/2010	**Environmental Geoscientist – ABS Consulting Ltd.:** My role involved participating in phased environmental site assessments (ESA). I started by reading relevant material and job shadowing. I became familiar with the RBCA user guide, the CSA standards for Phase I and Phase II ESA's and the CCME guidelines … Job shadowing included learning various aspects of field work such as drilling and testpit programs as well as proper soil and water sampling techniques … Upon completion of the training I was assigned to various tasks in support of senior colleagues to gain the experience required to work independently …	25	50	5	10	5	5		
		EXAMPLE #4								
13/05/25	13/07/31	**Geochemical Field Assistant – 123 Exploration Co.:** As member of a four-person sampling team, I collected soil samples in a 980 sample geochemical survey covering a 1000 by 4000 m area, with a 50 m sample spacing and 100 m line spacing on a porphyry Sn exploration property. All samples were collected from the B-horizon of brunisolic and podsolic soils (Bm and Bf, respectively) developed over basal till at depths between 15 and 40 cm. Where alluvium overburden covered till, no samples were collected. Duplicate samples were collected from separate holes within 3 m of the original hole at a frequency of 5 %. Information collected at each sample site included location, soil horizon, texture, vegetation, topography, and anthropogenic information. Samples were stored in cloth bags, dried in the sun, and shipped to the laboratory in batches of 200 samples. Reference materials were inserted into each batch at a frequency of 5%. All field information was entered into an Excel® spreadsheet for future data evaluation purposes.	90	10	0	0	0	0		