



Association of Professional Geoscientists
of Nova Scotia (APGNS)

Guide and Forms for the APGNS Mentorship Program

The Mentorship Program provides the uniform approach to the evaluation of relevant geoscience work experience.

The program documents compliance with the requirements for professional geoscience registration and improves the mobility and transportability of experience for the Member-In-Training (MIT).

To practice geoscience in Nova Scotia, the **Geoscience Profession Act** requires that an individual must be registered by APGNS. Professional registration is based on the combination of academic training and geoscience practice experience which enables an individual to practice in a competent manner, consistent with generally accepted standards in the profession, without supervision or direction, and within a reasonable timeframe.

APGNS is the regulatory and licensing body for geoscience practice in Nova Scotia. The requirements for registration as a P.Ge. are based on protection of the public, national standards and the demand for quality and transferability.

Member-In-Training Experience (MIT)

The minimum experience requirement for professional registration is 48 months of cumulative and progressive geoscience work experience. The experience must introduce the MIT to the five, quality based criteria used to assess geoscience experience, as outlined by the Geoscience Knowledge and Experience Requirements for Professional Registration in Canada; these are:

- 1) Application of Technical Theory,
- 2) Practical Experience,
- 3) Management Techniques,
- 4) Communications, and
- 5) Social Implications.

Mentorship Program

The Mentorship program is a means of auditing the geoscience work experience gained by an MIT. The Mentor, a Professional Geoscientist approved by the Admissions Board, will guide, audit and assess the cumulative and progressive professional geoscience experience requirement.

Assignment of Mentors

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

The Criteria for a Mentor

- Professional Geoscientist with a minimum of 7 years of professional experience;
- Should be of the same discipline/stream as the MIT or have direct knowledge of the scope;
- May not be related to the MIT;
- Direct Supervisors may serve as the Mentor only in special circumstances and on approval by the Registrar and the Admissions Board; and
- The Mentor must confirm in writing that they are willing to serve.

Role of a Mentor

The Mentor is the liaison between the MIT and the Registrar and is responsible for ensuring that the MIT is engaged in work having suitable and sufficient geoscience content and that the experience is reported in the Diary. The Mentor should consult with the Registrar to confirm the acceptability of the work experience.

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:

1. Set an example of professional excellence.
2. Develop and encourage a comfortable relationship.
3. Display a positive and helpful attitude.
4. Encourage and guide the MIT towards a successful career.
5. Give suggestions to avoid pitfalls in achieving professional goals.

Reporting Schedule

The experience report is called a "Professional Experience Diary" and, in prose form, the MIT must describe the geoscience work performed during the period and calculate the percentage of experience gained in each of the 5 characteristics of professional geoscience.

The diary prepared by the MIT must be approved, and signed off, by the MIT's direct supervisor.

The Reporting Schedule is to be determined between the MIT and the Mentor but should be as follows:

Year 1 – one (1) Diary report every 3 months;
Year 2, 3 & 4 – the reporting schedule may be extended to one (1) Diary report every 6 months, only if the Mentor concludes that past Diaries merit such an extension.

The Diary reporting schedule, in Years 2, 3 and 4, must be provided by the Mentor to the MIT in writing, with a copy provided to the Registrar. Note that the Mentor may approach the MIT's direct supervisor, and request clarification on any information contained in the diary, as the Mentor deems appropriate.

Submission of Diaries

The MIT's are responsible for 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 forward a copy of the Diary to the Registrar with a recommendation of the number of months/weeks experience to be granted. The MIT should confirm the total credit with the Mentor.

The Mentor may request a consultation or assistance with or from the Registrar on the experience claimed or granted.

The Registrar, in consultation with the Admissions Board, will address issues put forth by either the Mentor or the Member-in-Training.



APGNS Mentor Program MIT Diary Submission Form *

This report must be forwarded to the Mentor by the Member-in-Training (MIT) along with 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, assessment and approval.

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

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

Comments:

Note: This form must be submitted by the MIT to their Mentor along with a copy of their Diary.

APGNS Mentor Program Mentor's Submission Form *



This report must be forwarded to APGNS Registrar by the Mentor subsequent to the approval of each diary submission by the Member-in-Training (MIT).

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 Approved by Mentor: _____

If total weeks approved is different from total weeks submitted, please provide reasons:

Comments:

Signature of Mentor: _____ Date: _____

Note: This form is to be submitted, by the Mentor, along with a copy of the MIT Diaries, to the Registrar. The Mentor should retain a copy for their records.

APGNS, c/o 1460 B Bedford Highway, Bedford, N.S., B4A 1E4
Phone 902-420-9928
Email: registrar@geoscientistsns.ca web site: www.geoscientistsns.ca

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Mentorship Program Evaluation

This report should be completed by the Member-in-Training and forwarded to APGNS Office at the following milestones in the Program:

(Please indicate the report being submitted)

- Within 6 months from the beginning of the Program;
- 2 year experience mark (this submission is optional);
- At the conclusion of the 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: _____

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POINTS TO REMEMBER WHEN WRITING WORK EXPERIENCE DIARIES

Style

MIT Diaries should be prose, not point form. The Diaries should be written in the first person.

Content

The Diaries should report the geoscience-related work you have undertaken and completed. It is NOT intended to be a summary of what the company has done.

Length

A 6-month Diary should average 4 pages on the APGNS Diary form. However, most importantly and whatever the length, the Mentor must be able to determine from the content that the MIT has gained relevant and various, cumulative and progressive, geoscience experience.

If more than 6 months is being reported on a Diary, adjust the length accordingly.

Time

On the last page of the Diary, please indicate the total time being claimed - in weeks.

What Not To Report

The time spent on courses, in seminars, etc. is not reportable on the Diary as experience.

Post-Graduate Work

Completion of geoscience work during post-graduate period may be credited only once, after the degree has been conferred.

This period must be documented by a separate Diary written to cover that period.

Should the post-graduate program not be completed, the geoscience work (not the courses) which was undertaken and completed within that period may be claimed as geoscience work.

Pre-Graduation Experience

A Member-in-Training may document the Diary package claiming credit for this experience, completed after the first half of the academic requirements have been completed, and submit it directly to the Registrar.