

Approved CBA Example

Educational Reference – For Learning Purposes Only

Association: Professional Engineers Ontario (PEO)

Discipline: Civil Engineering - Transportation

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CompetencyBasedAssessment.ca
Info@competencybasedassessment.ca

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Competency 1.1

Situation

As one of three members of the design team for the XYZ Metro wayfinding and signage, I was tasked with developing the Basis of Design, ensuring that our designs complied with all relevant Canadian regulations and standards, including the CROR and NFPA.

Action

Along with the team members under supervision of the PEng, I identified applicable Canadian codes and standards that were pertinent to our design. This included a thorough review of the CROR and NFPA standards.

I compiled a comprehensive list of these codes and used them as the foundation for our design basis documents. These documents detailed the requirements for dimensions, placements, and specifications of the signs to ensure compliance with the established standards and enable constructability readiness.

I worked closely with multidisciplinary stakeholders, including guideway package leads, to incorporate these standards into our design calculations (i.e., placement of the signs).

I created spreadsheets to track the complacency of our design with the necessary regulations.

I prepared detailed reports and different revisions on the basis of design documents that outlined how our designs met the regulatory requirements.

Outcome

The BoD included all railroad engineering and safety standards to place the signage along the guideway and inside the tunnels to protect the public safety and infrastructure, and was verified through QAQC reviews. I gained knowledge in implementing Canadian regulations and codes in practice.

Competency 1.2

Situation

During my project coordination, design and site inspection roles at XYZ company, I was involved in infrastructure projects such as the XYZ metro Line Extension and the XYZ Swing Bridge Rehabilitation that required working in a multidisciplinary environment and within project limitations.

Action

Along with other team members and under supervision of the design manager, I coordinated with multidisciplines within railway design for the XYZ project.

I assisted the project manager in design delivery within the defined timelines and scope, and performing QAQC procedures to ensure compliance with the PA, codes, and standards.

Through developing Wayfinding and Signage packages inside a team of 3 EITs, I worked with the PEng to coordinate with various disciplines such as Tracks, RoW, and Structures to ensure the designs were compliant with regulations and met operational requirements. I considered factors such as operational and maintenance restrictions of the project to identify and locate signage required for the project.

In the XYZ Swing Bridge Rehabilitation project, I was responsible for construction monitoring, inspection, and progress reporting during COVID-19. This required attention to detail and understanding of project constraints, including design, pandemic restriction, risk of budget overruns, and timelines to deliver the project by the summertime to open for public use.

I facilitated stakeholder engagements using advanced technologies such as Microsoft HoloLens, providing accurate and clear reporting to senior management on a regular basis to ensure that all interdisciplinary impacts were addressed.

Outcome

The successful coordination between various engineering disciplines resulted in efficient project execution and high client satisfaction.

I gained practical knowledge of recognizing the project constraints and delivering accordingly.

Competency 2.1

Situation

During my XYZ Structural Design Coordinator role, I was tasked to manage a significant challenge that arose when the client requested a cost estimate for the rail bridge coring, but the design team was on a tight deadline and unclear level of detail and required to provide a reliable estimate.

Action

Recognizing the potential delay this confusion could cause, I took the initiative to arrange a dedicated resolution meeting.

I ensured that all key stakeholders were present, including members of the project management team, and the bridge design team and leads.

During the meeting, I used my interpersonal and negotiation skills to ensure that all parties had a chance to voice their concerns and needs. The design team needed clarity on the level of detail required for the estimate, while the client wanted a fast and cost estimate.

I facilitated the discussion, ensuring that the project management team provided the necessary context, and I helped the design team outline the assumptions they would need to make in order to proceed with the cost estimation.

At the same time, I ensured that the project management team understood the constraints the design team was working under to deliver the message to the client if necessary, and I emphasized the importance of providing regular feedback to avoid further delays, which I documented in format of meeting minutes resolutions.

Then, I followed up with multiple brief progress meetings to keep track of the cost estimation progress and capture any comments or updates as early as possible.

Outcome

Ultimately, the meeting resulted in a win-win solution, where the design team was able to move forward with the cost estimation using agreed assumptions, and project management and was satisfied with the on-time delivery, level of engagement, and ensuring that any changes could be addressed quickly.

Competency 3.1

Situation

As a Project Coordinator for the XYZ Structures Design Delivery project at ABC, I supported senior management in managing the project's design efficiency, while ensuring that the project stayed within scope, time, and budget. During this period, I earned my Project Management (PMP) designation.

Action

I actively participated in monthly risk management meetings alongside senior management. These meetings were crucial for identifying and evaluating risks associated with the structure's design. I assisted in analyzing potential risks related to design complexities, delays, budget overruns, and compliance issues. My role was to ensure that risks were logged, assessed, and documented for follow-up actions with the risk management department.

A significant part of my role involved active participation in scheduling and task planning. I used project management techniques like Critical Path Method and Work Breakdown Structure to organize project tasks. By identifying the critical path, I ensured that key milestones were met on time, and by implementing WBS, I supported senior management breaking down the project deliverables into manageable components, which helped in clearly defining tasks and deliverables for the team. By completing training by senior staff, I was able to plan, update, and manage the structure investigation activities on my own, and train new employees to perform similar tasks.

My PMP training allowed me to apply key project management principles in real-time. I assisted in resource leveling, ensuring that project tasks were evenly distributed across team members to avoid overloading and delays especially as per the wide scope of work for structures team in both the investigation and design phases. Additionally, I helped senior management monitor the project's financial health by tracking the spent hours to ensure we stayed within the allocated resources.

Outcome

The results of my actions allowed for smooth planning and well-documented identified risks. My assistance to senior managers helped the project maintain its trajectory without significant delays or budget overruns, and the structures investigations were planned effectively.

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Competency 4.1

Situation

During my Project Coordinator role for ABC bridge design and investigation, I worked closely with multiple stakeholders, including client representatives, architecture and track teams, and senior project managers. My role involved coordination and communication across disciplines.

Action

I was responsible for facilitating communication and collaboration between different teams and stakeholders. I responded promptly to all requests, clarifications, and inquiries from these stakeholders, ensuring that their concerns were addressed in a timely and respectful manner.

I used my organizational, presentation, and visualization skills to communicate important updates, schedules, and decisions to all stakeholders. Recognizing that not all stakeholders were familiar with tools like ClickUp for note-taking or SharePoint for document review and submission, I respectfully explained these platforms to them and provided step-by-step guidance on how to use them effectively. By walking them through these processes, I ensured that everyone had the knowledge and resources to participate fully in the project.

I organized a resolution meeting between the design and project management teams to resolve a conflict where a client's request needed prompt response from the design team while there was not sufficient input provided. I facilitated the discussion to create an action plan that met both the client's needs and the project's technical requirements. After the meeting, I followed up with the design team weekly to ensure that the plan was progressing as agreed, keeping all stakeholders informed in a respectful and professional manner.

Throughout the project, I maintained a collaborative and respectful approach, ensuring that all team members' expertise and input were valued. I actively listened to their concerns and worked toward mutually beneficial solutions, fostering a productive and respectful work environment.

Outcome

I maintained respectful communication and coordination across teams.

I ensured that the project progressed smoothly, resolving issues quickly and keeping stakeholders informed.

I contributed in strengthening team collaboration and contributed to the timely delivery of project milestones.

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Competency 5.1

Situation

During my studies for the NPPE I've learnt about the codes of ethics of professional engineers and the ethical responsibilities they carry. I also had a chance to learn these in practice through my direct experience working under the supervision of a P.Eng for XYZ wayfinding and signage design.

Action

Along with the PEng, I participated in the design development process for wayfinding and signage design, where we ensured that the public safety requirements were met, particularly in ensuring that signage prevented trespassing into guideways and guided passengers in tunnels during incidents following NFPA and the Canadian Rail Operating Rules.

I practiced ethical responsibilities towards my peers and employer through collaborating respectfully and fulfilling obligations towards my peers in delivering the project scope especially during critical times and tight deadlines, while ensuring adherence to the local authority guidelines through proof checking with the PEng and senior design managers.

I also gained practical experience in quality management guidelines by assisting the P.Eng in reviewing, updating, and finalizing the technical documents prior to the stamping process. I contributed in implementing quality management guidelines in the preparation of technical drawings to ensure accuracy and compliance with standards. Understanding the authority of seal and sign documents, granted as a privilege to professional engineers, is associated with liabilities towards public safety, I worked closely with the PEng to facilitate the review and backcheck process to ensure capturing necessary updates for the PEng to seal the documents for submission.

I refreshed this practical knowledge through studying for NPPE, understanding how professional engineers must always prioritize the public interest and act in accordance with the Code of Ethics.

Outcome

Learned about the self-governance of professional engineers and their ethical responsibilities.

Applied professional ethics in meeting corporate directives while ensuring that all designs prioritized public safety.

All drawings met the quality standards and were reviewed by the P.Eng to stamp.

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Competency 6.1

Situation

As part of my inspection roles for ABC Rail and XYZ Swing Bridge projects, I was tasked with ensuring public safety during construction and communicating with my supervisors regarding any deviation from the safety requirement plan.

Action

I worked under the guidance of my supervisors to ensure that proper public safety measures were in place during construction. For example, I was responsible for ensuring that fencing and signage were correctly positioned to keep the public away from hazardous areas around the construction site. I took photos to document these safety measures and prepared detailed reports for my supervisors, seeking their feedback to ensure that all safety requirements were met.

A unique aspect of my role included using Microsoft HoloLens to conduct a virtual site walkthrough for stakeholders, allowing them to visually assess the site's safety measures remotely. This helped ensure that all parties were satisfied that the necessary safeguards, such as fencing and signage, were in place and functioning as intended.

During winter months, I took additional precautions by coordinating with the construction contractors to address the risks posed by frozen surfaces. For instance, I ensured that measures were implemented to prevent surface slides, which could have endangered both workers and the public. By regularly reviewing the contractor's safety protocols and providing my feedback, I helped mitigate these risks and ensured that the site remained safe throughout the construction process.

I regularly monitored and reported the construction contractor's actions towards debris management and erosion and sediment control to avoid contaminating the river the bridge was constructed over. I inspected and reported the silt fencing and dust barriers to ensure the public safeguard and environmental footprint of the construction.

Outcome

I contributed to maintaining a safe construction environment. My actions helped ensure that all safety guidelines were followed, protecting both the public and workers, as well as the environment.

Competency 7.1

Situation

I conduct an annual professional development review, assessing opportunities inside my organization, new technology, and professional licensing that are essential for career advancement. Conducting these yearly meetings with my hiring manager allows me to identify skill gaps and prioritize development activities necessary for my advancement.

Action

Every year, I go through an examination of my career objectives and skills, focusing on the latest technology and certification required for available career growth opportunities. For example, in 2020, I saw the need to obtain a drone pilot license through formal study in order to support my growing involvement in site monitoring programs.

Creating a Professional Development strategy: Using annual reviews, I establish a structured strategy for the future year. For example, in 2021, I focused on self-learning to pass PEO-required technical examinations, whereas in 2022, I prioritized understanding innovative technologies like Microsoft Azure, BIM, and VR. I attended formal online classes and studied self-paced courses to prepare for my PMP certification in 2023, and I have been focusing on completing my PEng licensing requirements in the current year, specifically the NPPE and Competency-Based Assessment (CBA).

I participate in a combination of formal and self-directed learning activities depending on the learning topic. For example, I received formal training for my drone pilot license and PMP certification, but self-learning helped me master Azure, BIM, and VR technologies. These activities are part of my professional development strategy to keep current and improve my skills.

I applied AR, VR, and drone technologies to monitor the construction progress of major projects such as the Trillium Line and Warsaw Bridge, improving site monitoring and progress reporting. Additionally, the project management skills and knowledge I had been trained from earning my PMP certification helped me support the structural design project manager on the ONxpress project and understand the project management methodologies in practice.

Outcome

As a result, I have taken on greater responsibilities in my projects. I have been able to deliver outstanding contributions to projects, resulting in award nominations within the organization and other institutions

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such as Transportation Association of Canada, as well as receiving feedback of excellence from my managers.

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