The Association of
PROFESSIONAL ENGINEERS
of the Province of Prince Edward Island

ENGINEER-IN-TRAINING
Log Book
THE E.I.T. LOG BOOK

This is your log book. Its purpose is to provide you a chronological written record of your work experience and professional development required to gain professional registration. Take good care of it.

Entries should record in detail the work done since the previous entry and your responsibility for it. Entries should be made at least monthly, more often if required. Your work must be verified by a Professional Engineer (usually your mentor) who is knowledgeable in your work area.

Besides the work experience, all professional development activities such as courses, seminars and involvement with technical societies should be recorded. These activities will be seriously considered and have an impact on your ability to become registered.

Keep in mind that you will be asked to submit your log book for review prior to applying for registration as a Professional Engineer, so keep it up to date, including the dated list of employers.
ENGINEERS PEI Engineer-in-Training Experience Logbook Transmittal

This form is to be used as a transmittal form for the submission of engineering work experience logbooks and supporting documentation as required under the EIT Program. Use this form as a cover for submitting documents to both the Experience Review Board for assessment as per the established schedule and to the Engineering Qualifications Committee for final application for professional registration.

Attached is an Engineering Experience Logbook and supporting documentation for assessment as indicated below.

EIT’s Name: ___________________________ Member No.: ________

Signature: ___________________________ Date: ____________

Submitted to:

☐ Experience Review Board: Indicate milestone (i.e., 6 month, 12 month, etc) _________

☐ Engineering Qualifications Committee (for final application for professional registration)

Documents attached:
☐ Engineering Experience Logbook
☐ Employment History, Part I
☐ Employment History, Part II
☐ Application for Registration as a Professional Engineer
  (submit to the Engineering Qualifications Committee only for final application for professional registration)

Period covered by submission: Start (Month/Year) ____________________________

End (Month/Year) ____________________________

Total experience time being claimed (Months): ____________________________

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Office Use Only: Date Received: _____________ Fees and Dues Collected: $ __________________

(with final application for professional registration)

Page 1 of 1
APEPEI Engineer-In-Training Employment History (Part I: Summary)

- Use this form to summarize your employment history, including any pre-graduation or post-graduate degree positions.
- When more than one position has been held with the same company, document each separately.
- Document each in chronological order.
- Complete and attach Part II of this form for each position reported on Part I.
- Submit copies of Parts I and II to the Experience Review Board each time you submit your experience logbook.
- Submit originals of Part I and II to the Engineering Qualification Committee with the final application for professional registration.

<table>
<thead>
<tr>
<th>EIT's Name</th>
<th>Member No.</th>
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<tbody>
<tr>
<td>Start (yy/mm/dd)</td>
<td>End (yy/mm/dd)</td>
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APEPEI Engineer-In-Training Employment History (Part II: Details)

- Use this form to provide additional details for each position reported on Part I.
- Submit copies of Parts II to the Experience Review Board each time you submit your experience logbook.
- Submit originals of Part I and II to the Engineering Qualification Committee with the final application for professional registration.

<table>
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<tr>
<th>EIT’s Name</th>
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<tr>
<th>Position</th>
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<table>
<thead>
<tr>
<th>Employer</th>
<th>Employer’s Address</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Is this experience</th>
<th>Pre-graduation?</th>
<th>Post-graduate degree?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Direct Supervisor’s Name (not necessarily a P.Eng.)</th>
<th>Direct Supervisor’s Contact Info</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Telephone</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Engineer’s Name (if Supervisor is not a P.Eng.)</th>
<th>Professional Engineer’s Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Telephone</td>
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<td></td>
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</tbody>
</table>

Scope of Position (i.e. duties; position to which it reports; # of employees supervised; value of projects managed):

Supervision & Responsibility (i.e. type of direction received from supervisor; type of guidance provided to others):
APEPEI Engineer-in-Training Experience Logbook Form

- Use this form to record all engineering work experience and professional development activity, including pre-graduation and post-graduate degree experience. Please identify any professional development activities as such.
- All experience and professional development activities should be documented with a minimum of one page per month.
- Ensure that all signature verifications are completed as required.
- Submit up-to-date copies of the experience logbook forms to the Experience Review Board as per the established schedule.
- Submit originals to the Engineering Qualifications Committee with the final application for professional registration.

Writing Tips

The following writing tips are intended to provide some guidance with respect to the preparation of the engineering work experience logbook. The Experience Review Board will be able to provide additional guidance in this respect.

- Experience logbooks should be written in prose with full sentences in the first person.
- Provide detailed reports of engineering-related work that you have performed, not what your company is involved in. The reviewer requires sufficient detail in order to determine from the content that you have gained relevant and varied engineering experience.
- Reviewers will be looking for sufficient detail to see that the activities define a well-rounded work program with some experience in each of the five identified categories: practical engineering experience; application of theory; management of engineering; communication skills; and social implications of engineering.
- The information you provide should also highlight your development toward an understanding of individual limitations with respect to the practice of engineering and your progression into work of greater complexity and increased responsibility.
- Document all experience including that gained through pre-graduation employment or through post-graduate degrees.
- Document time spent on professional development activities such as courses, seminars, training, etc., for both formal activities and those offered in-house by your employer. Your activities in this area demonstrate your commitment to professional development and your profession.
- Document experience on a frequent and regular basis with a minimum of one page per month. Do not leave it all until the end!
- Ensure that the month, year and duration in days are clearly indicated for all entries.
- Ensure that proper signature verification is provided for all work experience entries. Have experience verified as you document it. Do not wait until the end!
- Submit completed experience logbook forms with the experience logbook submission form and attach any other required supporting documentation.

Refer to the sample completed experience logbook forms included with this guideline.
Sample 1: APEPEI Engineer-in-Training Experience Logbook Form

- Use this form to record all engineering work experience and professional development activity, including pre-graduation and post-graduate degree experience. Please identify any professional development activities as such.
- All experience and professional development activities should be documented with a minimum of one page per month.
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<table>
<thead>
<tr>
<th>EIT’s Name: John Somebody</th>
<th>Month: Sept. Year: 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>EIT’s Employer: ABC Company</td>
<td>Member No. 000</td>
</tr>
<tr>
<td>Is this experience: Pre-graduation? Yes ☐ No ☑ Post-graduate degree? Yes ☐ No ☑</td>
<td>Discipline: Civil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duration (# of days)</th>
<th>Work Experience - Indicate the percentage of your total time reported for this month allocated to each experience category. Ensure that the total for the categories equals 100%.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Experience 40/100</td>
<td>Application of theory 35/100</td>
</tr>
</tbody>
</table>

9 During this work period, I was primarily involved with the testing and design of filters for use in the construction of containment cells for dredge spoils in Pretend City, PEI. The testing was performed at the University of So-and-So through a joint effort by university staff and a consulting firm. My duties included supervision of testing trials and development of a design/testing standard to be incorporated into future work of this nature. The purpose of this assignment was to develop an “in-house” expertise of this type of specialized design and testing.

7 Upon completion of the previous project, I was assigned to conduct a subsoil investigation and prepare the engineering report for the location proposed for the new “project name” to be constructed in Pretend City, PEI. I hired an excavation contractor, determined the proposed location for test pits, collected samples, logged the test pits and prepared the engineering report. The report detailed the findings and made recommendations for design parameters, such as allowable bearing pressure, site drainage, frost penetration depths, parameters for retaining wall design, fill types, compaction requirements as well as suggestions for site access during construction.

4 Towards the end of this period, I became involved with the design of a containment facility for dredge spoils in Another Pretend City, PEI. My participation included scope stability analysis, construction and post construction settlement analysis and design of a graded granular filler system.

<table>
<thead>
<tr>
<th>Engineer-in-Training</th>
<th>Name: John Somebody</th>
<th>Signature:</th>
<th>Date: Oct. 6, 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Supervisor (not necessarily a P.Eng.)</td>
<td>Name: Frank Somebody Else</td>
<td>Signature:</td>
<td>Date: Oct. 7, 2004</td>
</tr>
<tr>
<td>Professional Engineer (if Supervisor is not a P.Eng.)</td>
<td>Name: Mary Engineer</td>
<td>Signature:</td>
<td>Date: Oct. 8, 2004</td>
</tr>
</tbody>
</table>

Page 1 of 3 Revised: March 2, 2005
Sample 2: APEPEI Engineer-in-Training Experience Logbook Form

- Use this form to record all engineering work experience and professional development activity, including pre-graduation and post-graduate degree experience. Please identify any professional development activities as such.
- All experience and professional development activities should be documented with a minimum of one page per month.
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- Submit originals to the Engineering Qualifications Committee with the final application for professional registration.

<table>
<thead>
<tr>
<th>EIT’s Name: Jane Somebody</th>
<th>SAMPLE</th>
<th>Month: Sept. Year: 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>EIT’s Employer: ABC Company</td>
<td></td>
<td>Member No. 000</td>
</tr>
<tr>
<td>Is this experience: Pre-graduation? Yes ☐ No ☑ Post-graduate degree? Yes ☐ No ☑</td>
<td>Disciplined: Electrical</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>Duration (# of days)</th>
<th>Work Experience - Indicate the percentage of your total time reported for this month allocated to each experience category. Ensure that the total for the categories equals 100%.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>I was asked to continue my research on the network protocols for what will be called the &quot;Name&quot; instrument. The &quot;Name&quot; is to be a modular instrument platform for performing optical profiles of any large body of water. The heart of this instrument, and those to follow, is the instrument network. The task of determining exactly how - this would be implemented and the type of networking structure to use was given completely to me. I continued my research into this problem. After a few meetings and some discussion with my supervisor, a network protocol was chosen. This coincided with the selection of the micro controller that would control the instruments electronics. This was also an important aspect of the network, so I had a large role in the selection.</td>
</tr>
<tr>
<td>7</td>
<td>As our junior hardware engineer (EIT), I began preliminary board design. I began a formal document on my design. I chose to use a standard developed by the Philips Corporation called I2C. This standard defines a method for synchronous communications between processors at a very low level abstraction. Specifically, communication is implemented by toggling the logic level of two I/O pins on the micro controller. A master device controls communication. All others are slaves. The master can initiate a serial transfer at any time, causing an addressed slave device to accept and/or receive a series of bytes. This provides a physical layer to the network.</td>
</tr>
<tr>
<td>4</td>
<td>However, the Philips standard itself was not flexible enough for our needs. We wanted a method for interchanging components in the field. This would mean that the addresses of devices in the network would be unknown at runtime. For this, a method of network discovery was needed that would allow the master device to determine what devices are on the network when the network is initialized. I work on this part of the problem toward the end of the month. This would be a very difficult feature to implement, as the I2C standard is very dependent on the address of every networked device being predetermined. However, the standard does make provisions for having multi-master systems.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Engineer-In-Training</th>
<th>Name: Jane Somebody</th>
<th>Signature:</th>
<th>Date: Oct. 6, 2004</th>
</tr>
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<tbody>
<tr>
<td>Direct Supervisor (not necessarily a P.Eng.)</td>
<td>Name: Frank Somebody Else</td>
<td>Signature:</td>
<td>Date: Oct. 7, 2004</td>
</tr>
<tr>
<td>Professional Engineer (if Supervisor is not a P.Eng.)</td>
<td>Name: Mary Engineer</td>
<td>Signature:</td>
<td>Date: Oct. 8, 2004</td>
</tr>
</tbody>
</table>

Page 2 of 3
Revised: March 2, 2005
Sample 3: APEPEI Engineer-in-Training Experience Logbook Form

- Use this form to record all engineering work experience and professional development activity, including pre-graduation and post-graduate degree experience. Please identify any professional development activities as such.
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<table>
<thead>
<tr>
<th>EIT’s Name: Jane Somebody</th>
<th>Month: Sept. Year: 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>EIT’s Employer: ABC Company</td>
<td>Member No. 000</td>
</tr>
<tr>
<td>(for the experience reported here)</td>
<td></td>
</tr>
<tr>
<td>Is this experience: Pre-graduation? Yes ☐ No ☒ Post-graduate degree? Yes ☐ No ☒</td>
<td>Discipline: Mechanical</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duration (# of days)</th>
<th>Work Experience - Indicate the percentage of your total time reported for this month allocated to each experience category. Ensure that the total for the categories equals 100%.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>In the plant we are using a central cooling system for providing temperature controlled cutting oil to all machining centers via an underground trough. I conducted an engineering study on the system in order to determine its reliability. Since the system is very crucial to the plant it is necessary to have the most reliable system possible with the least number of things to go wrong.</td>
</tr>
<tr>
<td>7</td>
<td>The system utilizes two chillers for cooling the oil. The piping as it exists now does not allow for one chiller to act as a back up for the other in case of malfunction or shutdown for maintenance. In order to correct the above, I have engineered the necessary piping changes which will allow for back up, in case either chiller goes down, thus allowing production to continue. The changes have been approved by the vendor and will be implemented in the near future.</td>
</tr>
<tr>
<td>4</td>
<td>After the installation of the coolant system we were faced with an oil mist problem in the plant. The mist was so substantial as to cover the entire plant with a thin coating of oil in a matter of a few hours. In order to solve this problem, I first determined the source of the problem. The mist was being created by the flush nozzles in the flumes which were atomizing the oil. To start with, I removed as many nozzles as possible, letting the oil flow through a standard fitting. This reduced the oil mist considerably. But the mist problem was still significant. Further control was possible by installing centrifugal type mist collectors at key points on the system, utilizing proper ducting for maximum collection with minimum head loss. Additional mist collectors were installed on all machine tools utilizing the coolant oil. The problem is now under control with most of the mist eliminated from the plant atmosphere.</td>
</tr>
</tbody>
</table>

| Engineer-in-Training Name: Jane Somebody | Signature: | Date: Oct. 6, 2004 |
| Direct Supervisor (not necessarily a P.Eng.) Name: Frank Somebody Else | Signature: | Date: Oct. 7, 2004 |
| Professional Engineer (if Supervisor is not a P.Eng.) Name: Mary Engineer | Signature: | Date: Oct. 8, 2004 |

Revised: March 2, 2005
Engineer – in – Training Experience Logbook Form

E.I.T.'s Name: 
EIT's Employer: 
Year of Graduation (Bachelors Degree): 
University: 
Is this Experience Pre-Graduation? Yes [ ] No [ ] 
Post-Graduation Degree? Yes [ ] No [ ] 
Is this month a re-submittal? Yes [ ] No [ ] 
Month: 
Year: 
Month of Experience*: 
Membership #: 
Discipline: 

Work Experience – Indicate the percentage of your total time reported for this month allocated to each experience category. Ensure that the total for the categories equal 100%

<table>
<thead>
<tr>
<th>Practical Experience</th>
<th>Application of Theory</th>
<th>Management</th>
<th>Communication</th>
<th>Social Implication</th>
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<table>
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<tr>
<th>Description of Work Experience</th>
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Engineer-in-Training
Name: 
Signature: 
Date: 

Direct Supervisor 
(not necessarily a P.Eng.) 
Name: 
Signature: 
Date: 

Professional Engineer 
(if Supervisor is not a P.Eng.) 
Name: 
Signature: 
Date: 

* If you graduated in May 2012 and started work in June 2012 for example, and this is for September 2014, you would enter “28”.

Revised: October 21, 2014
Engineer – in – Training Experience Logbook Form

E.I.T.’s Name: 
EIT’s Employer: 
Year of Graduation (Bachelors Degree): 
University: 
Is this Experience Pre-Graduation? Yes [ ] No [ ] 
Post-Graduation Degree? Yes [ ] No [ ] 
Is this month a re-submit? Yes [ ] No [ ] 
Month: 
Year: 
Month of Experience*: 
Membership #: 
Discipline: 

Work Experience – Indicate the percentage of your total time reported for this month allocated to each experience category. Ensure that the total for the categories equal 100%

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Engineer-in-Training 
Name: 
Signature: 
Date: 

Direct Supervisor 
(not necessarily a P.Eng.) 
Name: 
Signature: 
Date: 

Professional Engineer 
(if Supervisor is not a P.Eng.) 
Name: 
Signature: 
Date: 

* If you graduated in May 2012 and started work in June 2012 for example, and this is for September 2014, you would enter “28”.

Revised: October 21, 2014
**Engineer – in – Training Experience Logbook Form**

E.I.T.’s Name:  
EIT’s Employer:  
Year of Graduation (Bachelors Degree):  
University:  
Is this Experience Pre-Graduation?  
Post-Graduation Degree?  
Is this month a re-submittal?  

Month:  
Year:  
Month of Experience*:  
Membership #:  
Discipline:  

**Work Experience** – Indicate the percentage of your total time reported for this month allocated to each experience category. Ensure that the total for the categories equal 100%.

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Engineer-in-Training  
Name:  
Signature:  
Date:  

Direct Supervisor  
(not necessarily a P.Eng.)  
Name:  
Signature:  
Date:  

Professional Engineer  
(if Supervisor is not a P.Eng.)  
Name:  
Signature:  
Date:  

* If you graduated in May 2012 and started work in June 2012 for example, and this is for September 2014, you would enter “28”.

Revised: October 21, 2014  
Page: 1 of 1
Engineer – in – Training Experience Logbook Form

E.I.T.'s Name: 
EIT's Employer: 
Year of Graduation (Bachelors Degree): 
University: 
Is this Experience Pre-Graduation? Yes ☐ No ☐ 
Post-Graduation Degree? Yes ☐ No ☐ 
Is this month a re-submittal? Yes ☐ No ☐

Month: 
Year: 
Month of Experience*: 
Membership #: 
Discipline: 

**Work Experience** – Indicate the percentage of your total time reported for this month allocated to each experience category. Ensure that the total for the categories equal 100%

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Engineer-in-Training Name: Signature: Date: 
Direct Supervisor (not necessarily a P.Eng.) Name: Signature: Date: 
Professional Engineer (if Supervisor is not a P.Eng.) Name: Signature: Date: 

* If you graduated in May 2012 and started work in June 2012 for example, and this is for September 2014, you would enter “28”.

Revised: October 21, 2014
Engineer – in – Training Experience Logbook Form

E.I.T.’s Name: [Field]
EIT’s Employer: [Field]
Year of Graduation (Bachelors Degree): [Field]
University: [Field]
Is this Experience Pre-Graduation? [Yes/No]
Post-Graduation Degree? [Yes/No]
Is this month a re-submittal? [Yes/No]
Month:
Year:
Month of Experience: [Field]
Membership #
Discipline: [Field]

Work Experience – Indicate the percentage of your total time reported for this month allocated to each experience category. Ensure that the total for the categories equal 100%

<table>
<thead>
<tr>
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Engineer-in-Training
Name: [Field]
Signature: [Field]
Date: [Field]

Direct Supervisor (not necessarily a P.Eng.)
Name: [Field]
Signature: [Field]
Date: [Field]

Professional Engineer (if Supervisor is not a P.Eng.)
Name: [Field]
Signature: [Field]
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Revised: October 21, 2014
# Engineer – in – Training Experience Logbook Form

- **E.I.T.’s Name:**
- **EIT’s Employer:**
- **Year of Graduation (Bachelors Degree):**
- **University:**
- **Is this Experience Pre-Graduation?**
  - Yes [ ] No [x]
- **Is this Experience Post-Graduation Degree?**
  - Yes [ ] No [x]
- **Is this month a re-submittal?**
  - Yes [ ] No [x]

**Work Experience** – Indicate the percentage of your total time reported for this month allocated to each experience category. Ensure that the total for the categories equal 100%

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**Engineer-in-Training**
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- **Signature:**
- **Date:**

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Engineer – in – Training Experience Logbook Form

E.I.T.'s Name:                      Month:                           Month of Experience*:
E.I.T.'s Employer:                  Year:                           Membership #
Year of Graduation (Bachelors Degree):          Month of Experience*:
University:                           Discipline:
Is this Experience Pre-Graduation? Yes □ No □
Post-Graduation Degree? Yes □ No □
Is this month a re-submittal? Yes □ No □

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Practical Experience /100  Application of Theory /100  Management /100  Communication /100  Social Implication /100

Engineer-in-Training Name:                      Signature:                      Date:

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Engineer – in – Training Experience Logbook Form

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Membership #: 
Experience*: 
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Engineer in Training Logbook Form

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Month:  
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