



THE ASSOCIATION OF SCIENCE
AND ENGINEERING TECHNOLOGY
PROFESSIONALS OF ALBERTA

Competency Summary Handbook

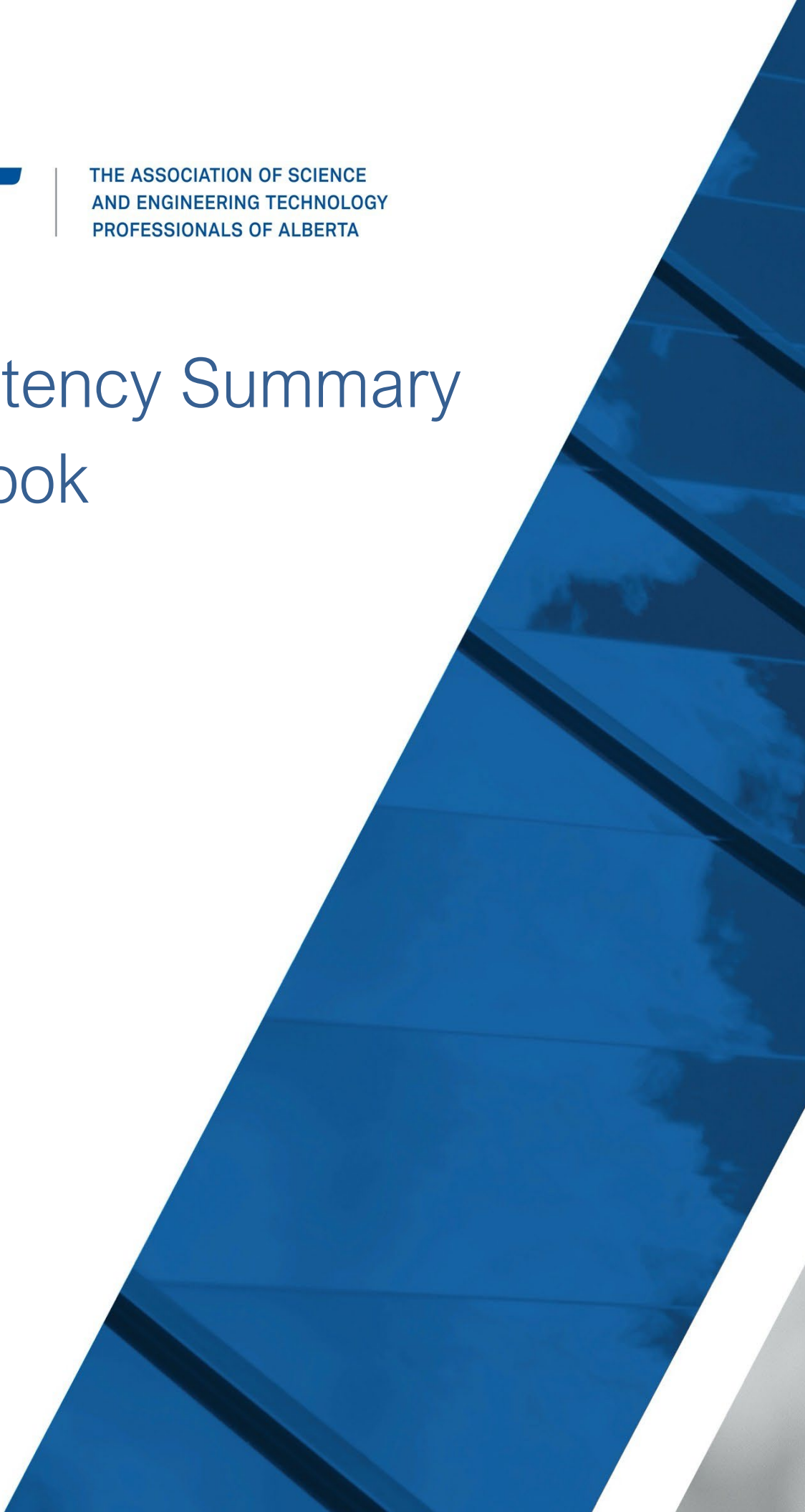


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Overview

ASET employs a competency-based assessment approach to evaluate both the theoretical knowledge and practical experience of individuals applying for certification as a Certified Technician (C.Tech.) or Certified Engineering Technologist (C.E.T.). For the purposes of ASET's assessment process, competency is defined as the integration of knowledge and skills required for safe, effective, and professional performance within a discipline of practice.

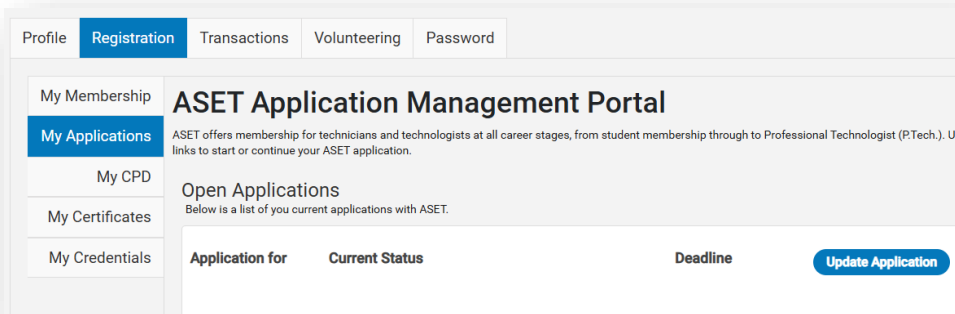
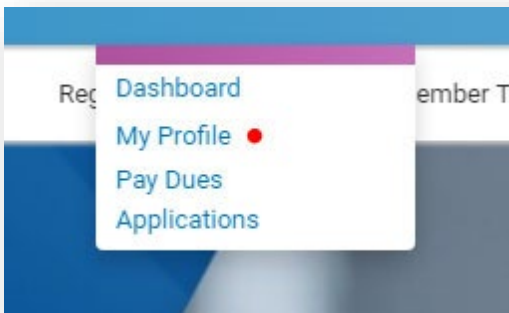
ASET considers a combination of academics and work experience as the foundation for professional competency and therefore requires information on both education and professional qualifications to assess applicants.

All applicants seeking registration with ASET as a Certified Technician or Certified Engineering Technologist must demonstrate competency in their discipline by completing a competency summary. The competency summary logbook is one of the tools used by the ASET Board of Examiners to assess an applicant's level of competency. Within the report, applicants are expected to provide clear, workplace-based examples that illustrate how they apply core key competencies in their discipline of practice.

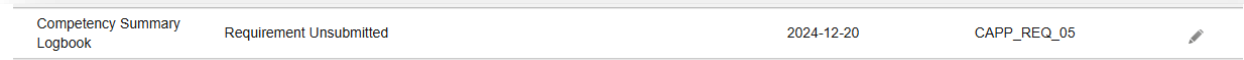
To support applicants in preparing their submission, ASET provides a discipline-specific competency profile for each regulated discipline. These profiles are designed to reflect the essential knowledge and skills common across the various areas of specialization within each discipline, acknowledging the diversity and breadth of practice areas.

Competency Summary Logbook Summary Page

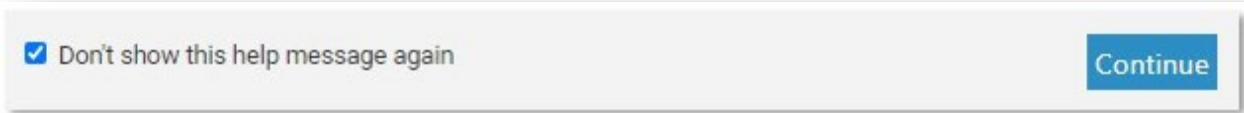
To find your competency summary logbook, log in to your ASET portal and click **My Profile**. From your member services portal, click **Registration** → **My Applications** → **Update Application** on the right-hand side.



From the **Your Application Requirements** checklist, select **Competency Summary Logbook**.



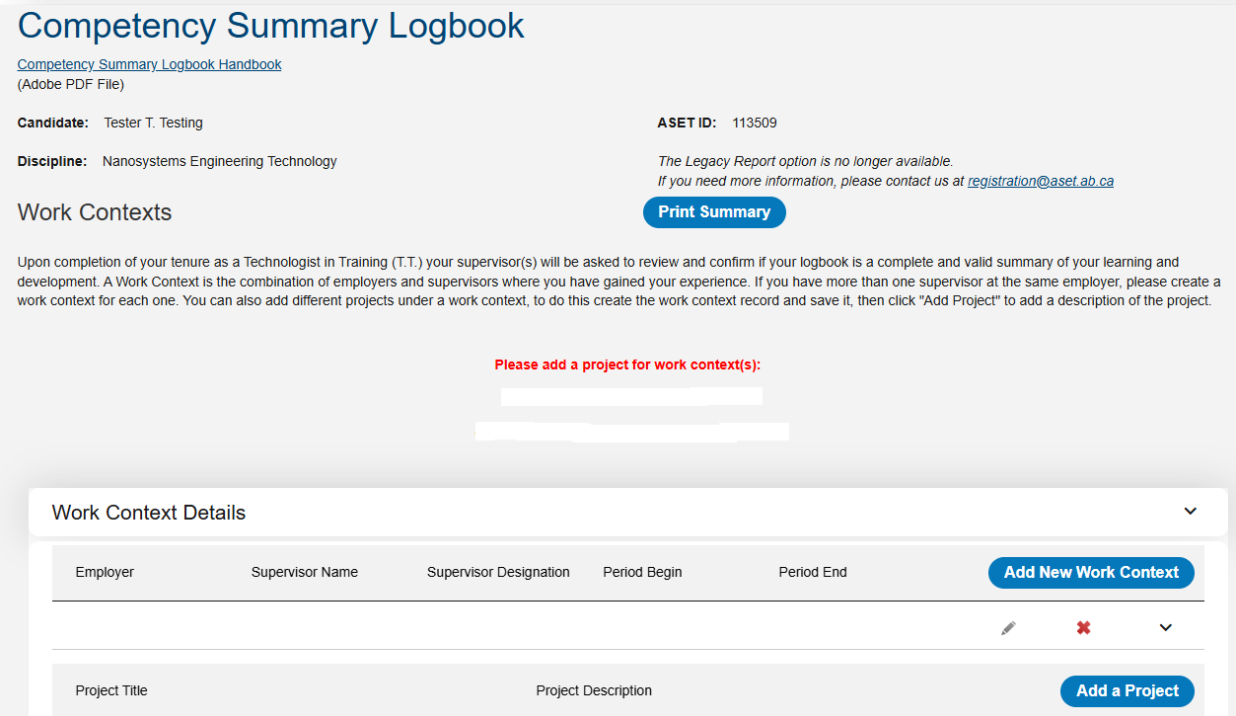
When you log into your competency summary logbook, you will notice an overview of the logbook. To skip this page in the future, please select **Don't show this help message** again box at the bottom of the page. Then click **Continue**.



Competency Summary Logbook Indicators

This page serves as the summary section of your logbook. It includes your personal information, sections to add work context and project details, and options to view or print summaries of your logbook entries.

To start filling in your competency summary logbook, first select **Add New Work Context**.



Complete the required fields and click **Save** to add this work context. You will then be returned to the summary page.

Add Record

Context Record
Please identify the work context to use with your logbook.

Employer

First Name

Last Name

Work Phone

Email

Reference Title

ASET or APEGA ID

Work Period Beginning

Work Period Ending

Candidate Title

Relationship to Applicant
(None) ▾

Professional Designation

Submit

Next, you can begin adding entries to your logbook in the **Logbook Details** section.

 While entering information, you can navigate through all indicators using the **Next** and **Prior** buttons.

To add information to a specific indicator, open a section by clicking the dropdown menu and selecting the desired indicator.

6 - Communication


Indicator

- Use active listening skills when communicating with others.
- Listen to seek understanding.
- Re-state the information to confirm own understanding of what has been said.
- Clearly communicate expectations to others.
- Communicate complex information in a language that is easily understood by the general public.

Within each indicator, start by reviewing the indicator description. Then, select the appropriate work context and complete the competency indicator statement in the text box provided. You can move between indicators using the **Next** and **Prior** buttons—your progress will be saved automatically when these buttons are clicked.

To view an overview of your progress, go to the Logbook Summary page and click the dropdown arrow for each section. Completed indicators will be marked with a checkmark.

6 - Communication	
Indicator	Completed
Use active listening skills when communicating with others.	✓
Listen to seek understanding.	✓
Re-state the information to confirm own understanding of what has been said.	✓

 This is the final stage of the T.T. Logbook. To submit your logbook for review, you must be in the process of applying for certification as a Certified Technician (C.Tech.) or Certified Engineering Technologist (C.E.T.).

Competency Summary Submission Process

Once you've completed your entries, perform a self-check by reviewing each section for completion checkmarks. While you may not have experience in every competency indicator, you should aim to complete as many indicators as possible to effectively demonstrate your professional competency.

After reviewing your logbook and ensuring you've provided sufficient evidence, scroll to the top of the page and click the **Submit to Work Context / ASET** button. Please note that this button will only appear if you have an open certification application.

Competency Summary Logbook

Submit to Work Context / ASET

[Competency Summary Logbook Handbook](#)
(Adobe PDF File)

To complete the submission of your application you will first need your work contexts to attest to the work experience provided. After clicking the **Submit to Work Context / ASET** button you will be directed to a page where you can send your logbook to your supervisor(s) for review.

When you're ready, click the **Send** button to email the selected indicators for review. Each work context will only see the indicators you identified as applicable to their oversight during the application process.

Competency Logbook Submission

Candidate: Tester T. Testing, T.T.

ASET ID: 113509

Discipline: Engineering Design and Drafting

Ready to Submit your Logbook?

Your Competency Logbook is ready to submit if:

1. Your references for each work context have reviewed and attested to your work experience and activities.
2. You have completed a sufficient number of competency indicators in each required competency that you **may** be able to score a passing grade (60%) when your competency logbook is evaluated.

Reference Status

Below is a summary of your work contexts. Each reference will receive an email from ASET asking them to review and confirm your work experience. Click on "View" to see a copy of the report that they will receive. Click on "Send" to trigger the reference process.

Important: Once a reference is contacted you cannot change your entries - ensure that your submission is complete and correct before taking this step.

Employer	Reference	Status	Date Sent	Date Received	
Test Company	Test Supervisor	Not yet sent			Send

🕒 If your reference has not replied within 10 days you may wish to resend the request. If you need to change your reference information then please contact ASET.

If your reference has not responded within 10 days, you may choose to resend the request from this page. If any information needs to be updated, please contact ASET directly at registration@aset.ab.ca.

For applications with multiple references, you must click the **Send** button for each reference individually to trigger the email notification.

Once your supervisor has completed the Work Context Form, the status will be updated as shown below:

Employer	Reference	Status	Date Sent	Date Received
Test Company	Test Supervisor	Returned	1/21/2021	1/21/2021

Once all work contexts have been submitted, the requirement check will indicate which sections contain sufficient information and have been attested to by your supervisor.

If all sections have been completed with adequate information, the **Submit Logbook to ASET** button will become available. Click this button to finalize your submission. Once submitted, your application will be locked while it is under review. When you attempt to access your application, you will be directed to the application status page.

- ① You will be notified once your completed application has passed the pre-review stage and has been forwarded to the ASET Board of Examiners for a decision.

Completing your Competency Summary

Your Competency Summary must be reviewed and validated by a reference who has direct knowledge of your work - typically a supervisor and/or a professional registrant of ASET or APEGA. The reference must review the document and sign a declaration confirming its accuracy and validity.

Once your summary is complete, sign and date the document.

Tips for your Competency Summary Examples

You must provide examples for each competency. If a section is left blank, your summary will be returned as incomplete. Point-form responses are acceptable; however, they must include enough detail for assessors to accurately evaluate your skills and experience.

- ① Although you may not have experience in every competency indicator, aim to address as many indicators as possible to sufficiently demonstrate your professional competency.

Your examples should describe situations, activities, or projects where you applied the relevant competency indicators. For example, you might outline a project you designed or explain how you use specialized equipment to perform specific tasks. Each example should include:

1. A description of the type of project, situation, or activity; and
2. A detailed explanation of your specific responsibilities in that context.

To help structure your responses, it is recommended that you use the STAR format (Situation, Task, Action, Result):

- **Situation:** Describe the project, situation, or activity so that reviewers understand the context of the example.
- **Task:** Describe the responsibilities you had in relation to this project, situation, or activity. What were you expected to or hoping to achieve? Review the competency profile in the appendix of the report to help you highlight key knowledge and skills.
- **Action:** Describe the specific activities you carried out in relation to this project, situation, or activity. Were there any challenges you had to overcome? If so, how did you troubleshoot to resolve these challenges? Review the competency profile in the appendix of the report to help you highlight key activities.
- **Results:** What was the outcome of the activities you carried out in relation to this project, situation, or activity? Did you meet your objectives? Did you learn anything that you have since applied to other projects, situations, or activities?

It is recommended that you provide as much detail as possible in the space provided for each competency.

- ① Use first-person ("I") statements to clearly demonstrate the work you performed, rather than simply describing organizational policies or general processes.

- ① Focus on the specific tasks you completed that directly support each competency.

For example, when addressing the “design” competency, describe the steps you took in the design process and the theory you applied. Which specific codes and standards did you reference or use?

How your Summary is Assessed

Your Competency Summary will be evaluated by a subject matter expert in your discipline to ensure your application meets the certification requirements.

Each application is reviewed by two assessors to ensure a fair, objective, and consistent evaluation process. The assessors will review the examples in your summary to determine whether you meet the minimum competency requirements for certification.

- ① A minimum score of 60% is required in each section to demonstrate competency at either the technician or technologist level. If additional information is needed, you may be asked to revise your summary and provide further details.

Sample Competency Summaries

Sample competency summary profiles with different samples of discipline-specific indicators are available below:

[C.Tech. Competency Summary Samples Document](#)

[C.E.T. Competency Summary Samples Document](#)