



REFERENCE FORM

Note to the Applicant: Please print neatly or type the name and address of the Referee whom you have asked to complete this form, along with the date that you are sending it to the Referee and your name, as given on your application form. If you are applying for a change of designation, your application number is your GIT number. All other application types use the application number provided to you when you submitted your application.

Note to the Referee: All statements will be maintained in a confidential manner. This form is designed to be completed and signed digitally.

Referee's Name:	Date:
Referee's Address:	Applicant's Name: Application Number/GIT Number:

Dear Referee:

You have been asked by the above-named applicant to be a Referee to verify their work experience as part of the application for registration as a Professional Geoscientist in Ontario. This document includes summary information on “Satisfactory Geoscience Experience” which you are asked to review prior to completing the form.

Please answer all questions to the best of your direct knowledge. A referee is not sponsoring the application for registration with PGO. It is important to the applicant that you complete the form and return it to the Registrar as soon as possible.

As a Referee, you are asked to consider your assessment carefully and to provide as much information and guidance as possible concerning the applicant for registration. Your comments on the applicant’s communication skills and character will be of particular interest to the Registration Committee.

Please provide all information that might influence a decision on admission to professional practice. The granting of professional registration is based upon peer-evaluation. Therefore, your comments are essential to the process. If you believe it necessary, you may provide additional comments in a sealed envelope addressed to the Registrar and marked “Confidential”, or email the Registrar directly. The contents of this letter will only be disclosed to the Registrar, registration officials, and those members of the Registration Committee who need to know.

If, for any reason, you feel that you cannot provide an objective assessment of this applicant, please indicate this in Sections D at the end of this form, sign and return to the Registrar.

All statements will be maintained in a confidential manner. When completing the signature form, please provide a telephone number, and email address, at which you may be contacted during the daytime in the event that further information is required.

In advance, thank you for being an important part of the registration process for the applicant, and for Professional Geoscientists Ontario.



Eilidh Lewis, M.Sc., P.Geo.
Registrar

The Registration Regulation (O.Reg. 324/16, s.6) provides details on the conditions of eligibility concerning References/Referees.

PLEASE PRINT NEATLY OR TYPE ALL INFORMATION CLEARLY

A. YOUR PERSONAL KNOWLEDGE OF THE APPLICANT

1. For how many years have you known the applicant:

Personally

Professionally

2. In your opinion, is the applicant's character:

Acceptable

Not Acceptable (please briefly elaborate below)

B. YOUR PROFESSIONAL KNOWLEDGE OF THE APPLICANT

(Please provide additional comments that may assist the Registration Committee in its decision)

1. What is, or was, your professional relationship to the applicant?

Employer

Supervisor

Mentor

Colleague

Friend

Client

If client, please describe:

2. In your opinion, does the applicant:

i. Communicate effectively in English?

Orally

Yes

No

Don't know

Written

Yes

No

Don't know

ii. Communicate effectively in French?

Orally

Yes

No

Don't know

Written

Yes

No

Don't know

- | | | | |
|---|-----|----|------------|
| iii. Make written/oral presentations inside/outside their organisation? | Yes | No | Don't know |
| iv. Apply geoscience principles in a knowledgeable and accurate manner? | Yes | No | Don't know |
| v. Possess sound professional judgement? | Yes | No | Don't know |
| vi. Have the ability to recognise and work within limitations? | Yes | No | Don't know |
| vii. Have awareness of the societal implications of their work? | Yes | No | Don't know |
| viii. Adhere to the principles of the PGO Code of Ethics? | Yes | No | Don't know |

Please provide any additional comments in Section C or enclose a letter to the Registrar with this form if you want to provide more information on any of the above answers.

C. ADDITIONAL INFORMATION

If you have any additional comments that will assist in our evaluation, please provide your comments in the space below. Attach extra pages, or a letter, if this space is insufficient.

D. PLEASE COMPLETE, SIGN AND DATE THE FORM BELOW

The Referee acknowledge that PGO may contact them to clarify any information contained in this reference form.

Signature of Referee		Professional Designation of Referee (if applicable)	
Position		Jurisdiction (Province or State/Country)	
Employer		Registration or License Number (if applicable)	
Address		Date	
Phone number		Email address	

Please return this completed form directly to:

applications@pgo.ca

or

**Professional Geoscientists Ontario
Attention: Registrar
One Yonge Street, Suite 704
Toronto, Ontario
Canada
M5E 1E5**

SATISFACTORY GEOSCIENCE EXPERIENCE

Confirmation

Referees are asked to provide a confirmation of, and support for, the applicant's experience, and to comment on other professional and personal attributes. However, a referee is not considered to be sponsoring the application for registration with PGO.

Referees

The criteria listed below are to provide guidance to applicants, employers, supervisors and referees with respect to the level of experience expected of an applicant applying for professional registration or licensure with PGO.

Referees for Geoscientist-in-Training (G.I.T)

An applicant for G.I.T. registration is only required to provide one character reference. This referee must:

- Know the applicant well for a minimum of 3 months.
- Be able to attest to the character of the applicant.
- Immediate family members (e.g. Mother, Father, Spouse, Sibling, Aunt, Uncle) cannot act as Referees.

Referees for Practising, Limited and Temporary designations

An applicant for Practising, Limited and select Temporary registration is required to provide four (4) validators via the CBA system.

Professional geoscientists with indirect knowledge of the applicant's work may be nominated only if absolutely necessary. A separate letter is required to explain the circumstances if the applicant cannot nominate the required validators using the CBA.

Character

Character has been defined by the Canadian Council of Professional Geoscientists as the combination of qualities that distinguish one individual from another. Good character connotes moral and ethical strength and includes integrity, candor, honesty and trustworthiness. Character is what a person is, while reputation is what others believe that person to be. An applicant must be of both good character and reputation to be a registered Professional Geoscientist.

Determination of good character will be made by reference to the applicant's responses to several self-disclosure questions on the application form, through the responses from referees, with other sources of information or through direct contact made during the application process.

PGO Code of Ethics

The Code of Ethics (O. Reg. 60/01), to which the applicant for registration with Professional Geoscientists Ontario has declared to conform to and abide by, may be found on the PGO website at <https://www.pgo.ca/about/act-and-regulations>, or on the Government of Ontario website at www.gov.on.ca under Ontario Regulation 60/01.