Remote Supervision Board Policy
March 8, 2022
Revised October 8, 2024

While it cannot be disputed that the benefits of face-to-face mentoring and supervision of engineer or land surveyor interns cannot be overemphasized; it is also recognized that a certain degree of benefit can be realized through mentoring and supervision by using electronic communication platforms.

With the need to conduct business not only in person, but virtual interaction with business clients becoming more acceptable and necessary in today's business climate, the use of technological communication tools have become a necessity in modern business interactions. This is true not only for client interactions, but it is also essential for employee communication and training.

The Board will recognize remote supervision of engineers and land surveyors on a case-by-case basis.

- An active formal training and supervision plan must be developed by a company wishing to employ remote supervision techniques, that describes, in detail, the methodologies to be employed for remote supervision, the frequency of in person face-to-face interaction, and the frequency of virtual contact between the engineer and/or land surveyor intern and the supervisor. **The Board does not preapprove Remote Supervision Plans.**

- The company will be responsible for implementing and maintaining a plan that is consistent for all interns, guides the intern towards progressive knowledge and responsibility, and shall include a requirement stating that a **majority** of the supervised training shall be in person face-to-face interaction.

- Documented evidence must be provided to the Board that clearly shows adherence to the remote supervision plan demonstrates increased responsibility. **(template attached for the information that needs to be provided for Board Review)**

Experience gained while working at an active project site until the project is completed is **not** considered remote work for the purposes of this policy.

Remote Supervision experience is typically credited at half credit. If the company policy and documentation/log are not provided, <u>no credit will be given</u> for the Remote Supervision Experience until the policy and log are provided.

Remote Supervision Documentation Log

Applicant Name: _____   **Application Number:** _____

Employer Name: _____   **Start & End Date:** _____

(the Employer Name and Start & End Date should correspond with the Work Experience Entry on your application)

Supervisor Name: _____   **Supervisor Signature:** _____   **Date:** _____

Dates are reported by Monday - Friday work weeks (ex. October 7 – 11, 2024)

Date	Project Name & What was Discussed	In Person (Yes or No)	Media – TEAMS, Skype, etc. (Yes or No)	By Phone (Yes or No)	Located on Project Site (Yes or No)	Total Hours Spent per Week

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