

APPLICATION FOR A P.ENG. LICENCE UNDER THE PROFESSIONAL ENGINEERS ACT, ONTARIO

Your Rights and Obligations as an Applicant

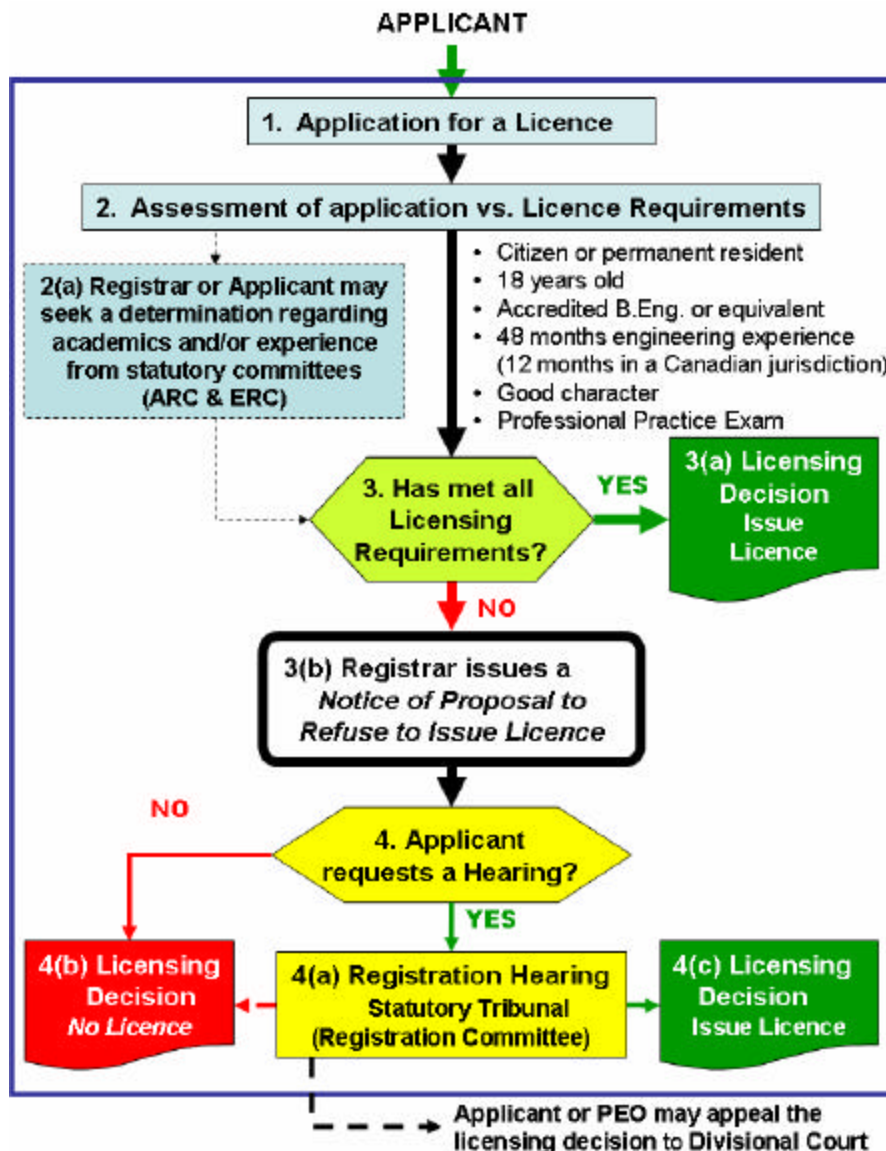
Registration Practices

To serve and protect the public interest, Professional Engineers Ontario (PEO) licenses only qualified practitioners using registration practices that are fair, objective, impartial, and transparent.

Your Obligation

You must provide all requested information in the application for registration, and must disclose fully and truthfully anything that might be relevant to your ability to practise competently and responsibly as a licensed professional.

The Steps to your Licence



1. Application for a Licence

Your application is a request to the Registrar to make a licensing decision. PEO's [Licensing Guide and Application for Licence](#) instruction booklet is available on our website. (www.peo.on.ca)

2. Assessment of Licensing Requirements

Your qualifications are assessed against the licensing requirements specified in section 14(1) of the [Professional Engineers Act](#) (the Act) and [Ontario Regulation 941](#) (the Regulation) and in PEO's Licensing Policies (Policies). The **academic** requirements are prescribed in the [Regulation](#) under section 33(1)1. The **examination** requirements are prescribed in the [Regulation](#) under sections 33(1)5, 34, 35, 36, 27, 38 and 39. The **experience** requirements are prescribed in the [Regulation](#) under sections 33(1)2, 33(1)3, 33(1)4, and 33(2). Our [Guide to the Required Experience to be licensed as a Professional Engineer in Ontario](#) which provides a user friendly description of acceptable engineering experience for licensure purposes is available on our website.

If there is doubt about whether you have met the requirements, either you or the Registrar may refer your file to committees made up of your peers (Academic Requirements Committee and/or Experience Requirements Committee) for expert review to determine if you have or have not met the requirements.

3. Has met all licensing requirements?

Once all assessments have been completed, the Registrar must either issue you a licence or notify you that the Registrar proposes to refuse to issue you a licence.

3(a) Licensing Decision – Issue Licence- If you have met all requirements, the Registrar will issue your licence. You will be advised that you have met all requirements and will be provided with instructions regarding registration. This completes your application.

3(b) Administrative Decision – Notice of Proposal to Refuse to Issue a Licence - If you have not met all requirements, the Registrar will provide you a written notice that the Registrar proposes to refuse to issue a licence, with reasons, and that you are entitled to a hearing by the Registration Committee.

4. Applicant requires a Hearing?

If, within 30 days of receipt of the Registrar's notice of proposal, you mail or deliver in writing a request for a hearing, a Registration Hearing will be scheduled. A guide explaining the [Licensing Hearing Process](#) is available on our website.

4 (a) Registration Hearing The hearing is conducted by a panel of our Registration Committee and provides you an opportunity to provide evidence of compliance with the licensing requirements set out under the Act and Regulation and/or seek exemption from one or more requirements.

4(b) Licensing Decision – No Licence – If you do not request a hearing, the Registrar is authorized to refuse the licence as stated in the notice of proposal. If there is a Registration Hearing, the Registration Committee may direct the Registrar to carry out the Registrar's proposal to refuse to issue a licence.

4(c) Licensing Decision – Issue Licence – The Registration Committee may direct the Registrar to issue a licence, with or without terms and conditions.

Note: Either you or PEO may appeal the licensing decision to Divisional Court

If either you or PEO is dissatisfied with the Registration Committee's licensing decision, you or the Registrar has the right to appeal the decision of the Registration Committee to the Divisional Court of Ontario.

Your Rights

1. You have the right to have your application assessed and to receive a licensing decision.
2. During the assessment process, you have the right to have your file referred to the Academic Requirements Committee and/or the Experience Requirements Committee to be reviewed for the purpose of determining if you have met the academic and/or experience requirements for licensure. The Registrar will give you notice of the determination made by the committee or committees. If your application is rejected, the notice will detail the specific requirements you must meet.
3. If you meet all of the requirements, the Registrar will issue you a licence.
4. If you do not meet all of the requirements, the Registrar will issue you a written notice of the Registrar's proposal to refuse to issue you a licence, together with reasons why your application was refused. The Registrar will advise you that you are entitled to a hearing by the Registration Committee.
5. If you request a hearing, the Registration Committee will determine if you have met all of the requirements for the issuance of a licence. It will not review the decision of the Registrar or of the Academic Requirements Committee and/or the Experience Requirements Committee. This is a new opportunity to have your application assessed.
6. You have the opportunity to show or to achieve compliance before the hearing with all lawful requirements for the issue of the licence and the Registrar will issue a licence.
7. If you are not satisfied with the decision of the Registration Committee, you have the right to appeal the decision to the Divisional Court of Ontario.

PEO's Obligation

1. The Registrar is under a statutory duty to license anyone who demonstrates compliance with the requirements. Licences enable PEO to regulate the practice of professional engineering and to govern licence holders in accordance with the Act, the Regulation and our By-law No. 1, to serve and protect the public interest.
2. PEO has a statutory duty to provide registration practices that are transparent, objective, impartial and fair under the Fair Access to Regulated Professions Act.
3. PEO has a statutory duty to operate its tribunal under the Statutory Powers and Procedures Act.

Frequently Asked Questions and Answers

1. Why is a licence needed?

Throughout Canada, engineering is a self-regulating profession established by provincial/territorial statute. Only licensed professional engineers are permitted to take responsibility for engineering work. In this way, the public is protected from the consequences of incompetent or irresponsible engineering. The *Act* requires PEO to regulate the practice of professional engineering and to govern licence holders in the public

interest by prohibiting individuals from holding themselves out as professional engineers, or from engaging in the practice of engineering, unless they are licensed.

2. What are the requirements for a P.Eng. licence?

The following are the requirements for licensure as a professional engineer as set out in the *Act*. *The Registrar shall issue a licence to a natural person who applies therefor in accordance with the regulations and,*

- (a) is a citizen of Canada or has the status of a permanent resident of Canada;*
- (b) is not less than eighteen years of age;*
- (c) has complied with the academic requirements specified in the regulations for the issuance of the licence and has passed such examinations as the Council has set or approved in accordance with the regulations or is exempted there from by the Council;*
- (d) has complied with the experience requirements specified in the regulations for the issuance of the licence; and*
- (e) is of good character.*

3. Who makes licensing decisions?

The Registrar makes the decision to issue a licence if you meet the requirements prescribed in the Act and Regulation. If the Registrar issues you a notice of proposal to refuse to issue you a licence, the Registration Committee will make the decision. Where the committee is of the opinion that:

- a. you *meet* the requirements and qualifications of the Act and the Regulation and will engage in the practice of professional engineering, or in the business of providing services that are within the practice of professional engineering, with competence and integrity, *may direct the Registrar to issue a licence;*
- b. you *do not meet* the requirements and qualifications of the Act and the Regulation but will nonetheless engage in the practice of professional engineering with competence and integrity, *may exempt* you from any of the requirements of the Act and the Regulation and *direct the Registrar to issue a licence;*
- c. it is necessary so that you will engage in the practice of professional engineering, or in the business of providing services that are within the practice of professional engineering, with competence and integrity, *may direct the Registrar to issue a licence*, to you, *subject to such terms, conditions or limitations* as the Registration Committee specifies;
- d. you *do not meet* the requirements and qualifications of the Act and the Regulation, *may direct the Registrar to refuse to issue a licence*, subject to terms, conditions, or limitations as the Registration Committee specifies.

4. Can I get a second interview with the Experience Requirements Committee?

There are no provisions in the Act or Regulation for the Registrar to grant you a second interview with the Experience Requirements Committee. If you request the Registrar to close the file on your current application, you can submit a new application for a licence. In that case, all of the Rights and Obligations outlined above will apply to the new application, including the potential for an interview with the Experience Requirements Committee.

5. If I do not have the required 12 months of Canadian experience, can the Registration Committee issue me a licence?

This is a licensing requirement set out in the Regulation. If you do not have the required 12 months experience, the Registration Committee could issue you a licence only if it were to exempt you from this requirement. They could do this only if you were to present sufficient evidence of your familiarity with the application of the Canadian codes, regulations and standards for the practice of professional engineering. Please see our [Guide to the Required Experience to be licensed as a Professional Engineer in Ontario](#).