

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

Your Rights and Obligations as an Applicant

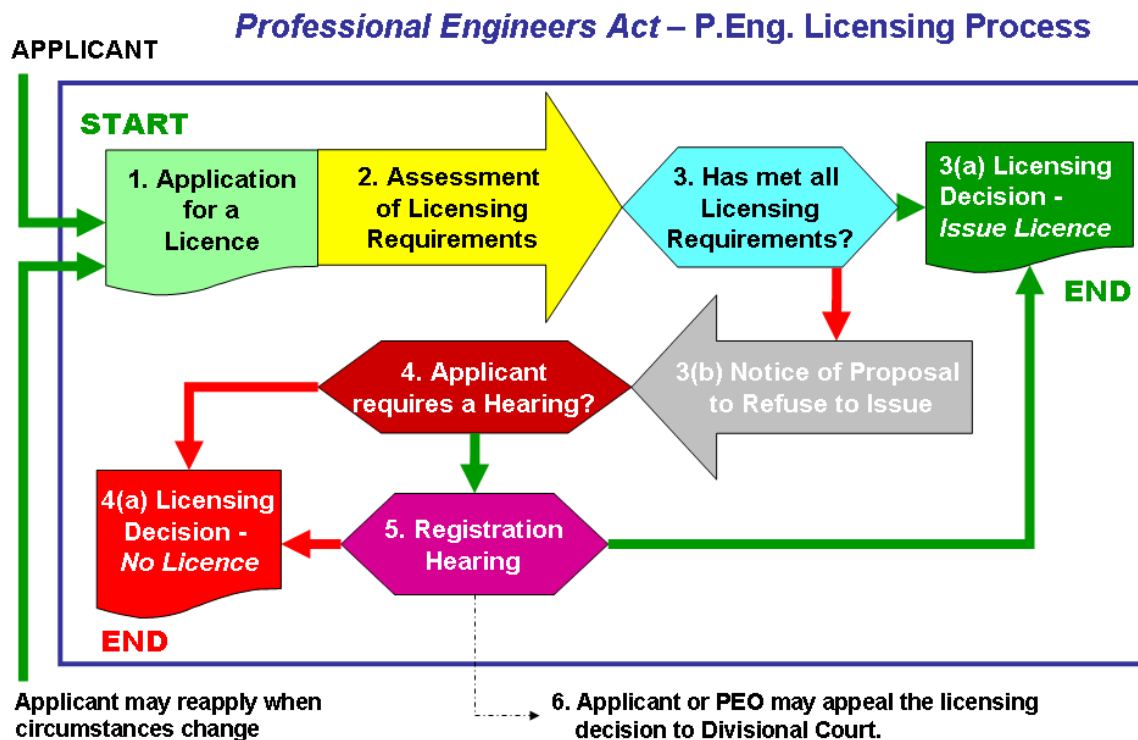
Registration Practices

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 licence application, 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



Note: The numbers relate to the steps in the licensing process and correspond to numbers in this section.

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 in the [Professional Engineers Act](#) (the Act) and [Ontario Regulation 941](#) (the regulation) and in PEO's licensing policies (policies). The [Licensing Guide and Application for Licence](#) and the [Guide to the](#)

[Required Experience for licensing as a Professional Engineer in Ontario](#) are written in simple terms to state the licensing requirements. Both guides can be downloaded from www.peo.on.ca.

Once you submit your application and supporting documents, the Registrar will assess your credentials and inform you of the outcome of the assessment. The Registrar may refer your file to committees comprising volunteer professional engineers (the Academic Requirements Committee and/or the Experience Requirements Committee) for expert review to determine if you have met the requirements. You may also request that your file be referred to any or both committees if the Registrar did not on his own initiative.

3. Has met all licensing requirements?

Once all assessments have been completed, the Registrar must 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 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 written notice that the Registrar proposes to refuse to issue a licence, with reasons, and that you may request a hearing by the Registration Committee.

4. Applicant requires a Hearing?

Within 30 days of the Registrar's notice of proposal date, you may request in writing a Registration Hearing by completing and mailing a Request for Hearing Form. A guide explaining the [Licensing Hearing Process](#) is available on the PEO website. The Tribunal operates under the [Statutory Powers Procedure Act \(SPPA\)](#) and [Rules of Procedure of the Registration Committee](#); both documents are available on www.peo.on.ca

4(a) Licensing Decision—No Licence—If you do not request a hearing, the Registrar may refuse to issue the licence, as stated in the notice of proposal.

5. Registration Hearing

The hearing is conducted by a panel of the Registration Committee and provides you a new opportunity to provide evidence of compliance with the licensing requirements and/or seek exemption from any or all of the requirements that were not met.

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

4(a) Licensing Decision—No Licence—The Registration Committee may direct the Registrar to carry out the Registrar's proposal to refuse to issue a licence.

6. 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 Registration Committee's decision to the Divisional Court of Ontario.

Your Rights as an Applicant

1. You have the right to have your application assessed and to be informed of the outcome of the assessment.
2. If the Registrar did not refer your file to the Academic Requirements Committee and/or the Experience Requirements Committee on his own initiative during the assessment process, you have the right to request that your file be referred to either one or both committees and to be reviewed to determine if you have met the academic and/or experience requirements for licensing. The Registrar will then provide you a Notice of Determination and if the determination is negative, 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 and you indicated in writing your unwillingness to comply with any or all of the requirements, the Registrar will issue you a Notice of 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 licensing. 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. The decision of the Registration Committee is final and binding on you and the Registrar; however, you or the Registrar have the right to appeal the decision to the Divisional Court of Ontario.

PEO's Obligation

The Registrar must by law license anyone who demonstrates compliance with the licensing requirements. Licences enable PEO to regulate the practice of professional engineering and to govern licence holders in accordance with the Act, the Regulation and PEO's By-law No. 1, to serve and protect the public interest.

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 licence holders are permitted to take responsibility for engineering work. This protects the public from the consequences of incompetent or irresponsible engineering. The Act also 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 professional engineering, unless they are licensed.

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

The requirements for licensing are set out in the *Professional Engineers Act*.

- a) You must be at least 18 years of age;
- b) You must have complied with the academic requirements specified in the regulations for the issuance of the licence;
- c) You must have complied with the experience requirements specified in the regulations for the issuance of the licence;
- d) You must comply with any other requirements specified in the regulations for the issuance of the licence; and

e) You must be of good character.

3. Who makes licensing decisions?

If you meet the licensing requirements prescribed in the Act and regulation, the Registrar makes the decision to issue a licence. If the Registrar issues you a Notice of Proposal to Refuse to issue you a licence, and following a registration hearing, the Registration Committee will make one of the following orders:

1. If the committee determines on reasonable grounds that you meet the requirements and qualifications stipulated in the Act and regulations 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, the committee will direct the Registrar to issue a licence.
2. If the committee determines on reasonable grounds that you do not meet the requirements and qualifications, the committee will,
 - i. direct the Registrar to refuse to issue a licence,
 - ii. exempt you from any of the requirements and direct the Registrar to issue a licence, if the committee determines on reasonable grounds that you will engage in the practice of professional engineering with competence and integrity, or
 - iii. direct the Registrar to issue a licence, subject to such terms, conditions or limitations as the committee specifies, if the committee determines on reasonable grounds that the terms, conditions or limitations are necessary to ensure 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.

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 withdraw your application or your application was withdrawn by the Registrar and you decide to reapply at a later date, your application will be reassessed under the requirements and procedure in effect at the time of your new application; however, your previous application history will also be taken into account when assessing your new application.

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 of experience, the Registration Committee could issue you a licence only if it were to exempt you from this requirement. It would do this only if you were to present sufficient evidence of your familiarity with the application of Canadian codes, regulations and standards for the practice of professional engineering. Please see PEO's [Guide to the Required Experience for licensing as a Professional Engineer in Ontario](#).