



PEO's TECHNICAL EXAMINATION PROGRAMS

WHY A TECHNICAL EXAM PROGRAM?

The academic requirement for licensing as a professional engineer in Ontario is a bachelor's degree in engineering from an accredited program at a Canadian university or its equivalent.

The Canadian Engineering Accreditation Board (CEAB) accredits undergraduate engineering degree programs on behalf of the provincial/territorial engineering associations/order, including PEO.

Applicants who do not hold a bachelor's degree in engineering from a CEAB-accredited program may be required to pursue either PEO's *Confirmatory* or *Specific* exam program to demonstrate that they possess the equivalent academic background for licensing purposes.

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Confirmatory Exam Program. Applicants whose undergraduate engineering studies were obtained via a program that appears to be similar to the respective CEAB-accredited program are usually assigned a *Confirmatory Exam Program*, which consists of four exams. The intent is to give the applicant an opportunity to demonstrate that s/he has an academic preparation that is deemed to be equivalent to a CEAB graduate's.

Basic Exam Program. If your academic qualifications are assessed to be at the technologist (or relevant applied science level), and you have less than 10 years' satisfactory engineering experience, PEO will normally assign you a *Basic Exam Program*. Phase 1 of this program comprises four exams in the *Basic Studies* category. After you have completed Phase 1, you will be assigned discipline-specific exams as determined by PEO.

Specific Exam Program. If PEO's assessment reveals that an applicant's academic qualifications are below the established Canadian standard, but above that of a technologist or a technologist with more than 10 years' experience, s/he will be assigned a *Specific Exam Program* aimed to remedy identified deficiencies for licensing purposes.

TIME LIMITS FOR WRITING EXAMS

PEO's technical exams are offered twice annually (in May and December).

You must write at least one exam within two academic years following the date of receipt of your exam program notification. Once you commence your exam program, you must write at least one exam each academic year or your file will be closed. All exam programs must be successfully completed within eight academic years of the date that you were notified of your exam program. ("Academic Year" means the period starting September 1 in a year and ending August 31 in the following year.)

HAVING YOUR FILE CLOSED

Your application file **will** be closed if any one of the following conditions apply:

- not completing all exam requirements within the specified time limit;
- not writing at least one exam in each academic year after writing the first exam;

- failing the same exam on three attempts;
- failing a total of five exams; or
- failing two Basic Studies exams.

PERFORMANCE STANDARDS

The pass mark for all PEO exams is 50%.

Confirmatory Exam Program. You will be considered to have successfully completed your *Confirmatory Exam Program* if the average of your three technical exam marks is at least 55% and you receive a pass mark (at least 50%) on the *Complementary Studies* exam.

If you fail to complete the *Confirmatory Exam Program*, you may be assigned a *Failed-to-Confirm* exam program, which may consist of additional exams in the *Basic Studies*, Discipline-specific and *Complementary Studies* categories.

GOOD-PERFORMANCE REVIEW POLICY

Confirmatory Exam Program. To meet the "good-performance" review criterion, you must have written two technical exams at your first sitting and achieved a minimum average of 65% with no mark below 60%.

After your second exam sitting if you have passed three technical exams with no mark below 60%, you may receive consideration for exemption from writing the *Complementary Studies* Exam. If you failed one technical exam on your first sitting, you may still qualify for a "good-performance" review if you pass the failed exam with a mark of 70% or higher and achieve 60% or higher on the previously unwritten technical exam attempted at the second sitting.

Important if you have been assigned a **Directed Confirmatory Exam Program** the good performance criteria may be different for you please contact the Exam Centre to discuss further.

Note:

- A failed exam in a *Confirmatory Exam Program* must be passed within one academic year or the file will be closed. Upon reapplication, a *Failed-to-confirm* exam program may be assigned.
- Good-Performance reviews are not applicable to *Basic Exam Program*, *Specific Exam Program* and *Failed-to-Confirm Program* candidates.

WHEN AND WHERE PEO EXAMS ARE OFFERED

PEO technical exams are held in spring and winter at 14 centres in Ontario. Exams are usually offered over a five-day period.

The spring exam session is normally in late May. Applications to write at this sitting are automatically mailed out in early January to eligible candidates.

The winter exam sitting is normally in mid-December. Applications to write at this sitting are automatically mailed out in early August to eligible candidates.

If you do not receive the technical exam package by the times indicated above, please call the Exam Centre.

PROCUREMENT OF TEXTS AND OTHER MATERIALS FOR AN EXAM

The English Central might be able to help you procure all the suggested technical text books. Their contact information is: 46 St. Clair Ave. East; Toronto ON M4T 1M9 Phone: 416-850-0833; Fax: 416-850-0834; www.englishcentral.net

If you do not have the current text listing or the text(s) is out of print, please contact the Exam Centre (see below).

Recent written exams (i.e., reprints) can be ordered on-line at PEO's website at www.peo.on.ca select Fees & Records then click on Pay by Credit Card for further instructions regarding ordering on-line. If you are having difficulty purchasing past reprints on-line please check with PEO's reception representative at 416-224-1100 ext. 1201. These past exams are available to provide you with knowledge of the exam format, etc. The answers/solutions of past exams are not available at PEO.

EXAM FEES

All Exam Fees are non-refundable.

Initial One-Time Only Exam Fee	\$415
Fee for Each Exam	\$165

The one-time administration fee of \$415 is also payable by candidates submitting proof of having passed an approved course-in-lieu of their first examination. Additional approvals of course(s)-in-lieu or subsequent applications to write examinations will not be assessed this initial fee.

COURSES-IN-LIEU

For all course(s)-in-lieu of PEO exam(s) you must get prior approval from PEO. Your request must be in writing and should include a description of the proposed university calendar course and should be submitted at least two months in advance of the course's registration deadline.

You must arrange for the official grade report(s) to be forwarded to the Licensing and Registration Department upon the completion of the course(s).

NOTE: Courses-in-lieu are not acceptable for:

- Basic Exams, or
- Confirmatory Exams.

EXAM CENTRES

Exams are offered annually in May and December at the following centres in Ontario:

Belleville	London	Sudbury
Chalk River	Ottawa	Thunder Bay
Hamilton	Peterborough	Toronto
Kingston	Sarnia	Windsor
Kirkland Lake	St. Catharines	

The timetable information and exact location of exams is mailed early in April to candidates writing exams in May, and early in November for those writing in December.

Candidates living inside Ontario must write at an Ontario centre. One of the centres listed may be selected. Candidates living outside Ontario may make special arrangements to write outside Ontario or Canada. Call the Exam Centre for further instructions if special arrangements are required.

ADDITIONAL INFORMATION

You choose the order of exams. Candidates may write exams in any order. However, it is recommended that exams in less advanced subjects, particularly in the Basic Studies, be written first. Passing an exam in an advanced subject does not merit credit for a less advanced subject.

English Language Skills. An acceptable level of English—both written and spoken—is required to practise engineering and to successfully complete PEO exams. If you need to improve your English language skills, you should contact one of the many English as a Second Language Programs run by schools and community organizations throughout Ontario. If you have difficulty finding a program, look in the Yellow Pages telephone book under “Learn,” or contact PEO.

Penalties. Using notes or other aids in an exam where these are not allowed is strictly forbidden. Candidates caught doing so will have their paper confiscated and risk having their licence application withdrawn.

Exam Results. Exam results are normally mailed within 45 working days following writing of the exam. No results will be given over the telephone or in person at PEO offices. Exam papers will not be returned to candidates and answers are not available. Failed exams are automatically re-read. However, applicants may request a formal re-read of an exam paper. A non-refundable fee of \$275 is charged in the event a formal re-read is requested by a candidate. Requests for a re-read must be received within 30 days after you have been notified of your exam mark.

Reapplying After Your File Has Been Closed. If your file has been closed, you may reapply with the understanding that the regulations and policies in effect at the time of your new application will be enforced.

An application for licence fee and all other associated fees will be required.

If your file was closed for poor academic performance, you may be required to show that you have taken course(s) in the subject(s) covered by any failed exam(s).

All recorded failed exams from a previous application must be successfully addressed before you will be allowed to pursue the new program.

WORKING IN ENGINEERING BEFORE LICENSURE

You may work in engineering provided a licensed professional engineer takes responsibility for the work. It is illegal to use the title “professional engineer” or any variation thereof (project engineer, systems engineer, etc.), as an occupational or business title that might lead to the belief that you are a licensed professional engineer.

NEED MORE INFORMATION?

For more information about licensing/registration requirements, please contact:

Licensing and Registration Department
Professional Engineers Ontario
40 Sheppard Avenue West, Suite 101
Toronto, ON M2N 6K9

Tel: (416) 224-1100 / 1-800-339-3716
Fax: (416) 224-8168 / 1-800-268-0496
<http://www.peo.on.ca>