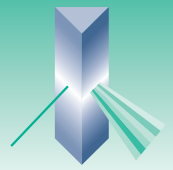


Licensing Guide and Application for Licence

*How to apply for a Professional Engineer
Licence in Ontario*

This licence application package contains

- ◆ a description of the licensing requirements
- ◆ an Application for Licence
- ◆ information on fees and methods of payment
- ◆ a licensing/admission process flowchart



GENERAL INFORMATION

Professional Engineers Ontario (PEO) is the organization that is mandated, under the *Professional Engineers Act*, with setting the standards for admission and with regulating the practice of professional engineering in Ontario. To practise as a professional engineer in Ontario, an individual must be licensed by PEO.

Licence Requirements

To be granted a licence to practise professional engineering, the applicant must:

- ◆ be at least 18 years old;
- ◆ be of good character;
- ◆ hold an undergraduate engineering degree from a Canadian Engineering Accreditation Board (CEAB)-accredited program (or possess equivalent qualifications). Refer below to sections “Minimum Academic Requirement” and “Applicants who do not hold a degree from a CEAB-accredited program;”
- ◆ successfully complete PEO’s Professional Practice Examination (PPE); and
- ◆ demonstrate at least 48 months of verifiable, acceptable engineering experience, at least 12 months of which must be acquired in a Canadian jurisdiction under a licensed professional engineer (P.Eng.).

PEO will accept an Application for Licence before the applicant has satisfied all of the above-noted requirements; however, all requirements must be satisfied before a licence can be granted.

Applicants who have Disabilities that require accommodation are advised to contact their staff representative. They will have their needs assessed on a case-by-case basis and every reasonable effort will be made to accommodate them.

In accordance with PEO’s governing legislation, an applicant for licence must be able to communicate adequately in the English language. Therefore, if a question is raised with respect to this ability, PEO shall make this determination.

Minimum Academic Requirement

The minimum academic requirement to apply for a professional engineering licence, recognized by Council, is graduation from a three-year engineering technology program or a three-year university science program in a relevant engineer-

ing field. Applicants who meet the minimum academic requirement but do not have a Bachelor of Engineering degree may be required to write and pass up to 18 examinations and submit an acceptable Engineering Report.

Reinstatements

Applicants who have been previously licensed by PEO and are seeking reinstatement, because they either resigned or allowed their licence to lapse, are not required to submit transcripts or write any examinations. However, prior to submitting their Application for Licence forms, applicants for reinstatement are required to contact PEO’s Licensing and Finance Department in order that a reinstatement letter may be issued to them, stating the fees due and any other requirements. After receipt of this letter, applicants for reinstatement must submit an Application for Licence form, together with the fees indicated in the letter, and other applicable information as indicated in the reinstatement letter.

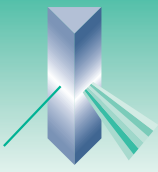
Transfers

Applicants who are licensed as professional engineers in good standing in another Canadian engineering association/ordre are not required to submit transcripts or write PEO’s Professional Practice Examination. Please submit an up-to-date résumé for section 7.

No information is required for Section 8 (“Referees”). The application should be submitted by mail accompanied by the application fee.

Prospective Immigrants to Ontario

PEO will accept and process Applications for Licence from applicants who have not yet obtained approval of their immigration application from Citizenship and Immigration Canada.



PEO's LICENSING/ADMISSION PROCESS

PEO's licensing/admission process proceeds as follows:

- ◆ fulfill the stipulated academic requirements;
- ◆ successfully complete PEO's Professional Practice Examination (PPE); and
- ◆ fulfill PEO's work experience requirements (minimum of 48 months).

Applicants must have met PEO's academic requirements before they are eligible to write the PPE. However, acceptable engineering experience may begin once an applicant has obtained an undergraduate engineering degree. Please see the section on "Fulfilling the Work Experience Requirements" on page 6.

FULLFILLING THE ACADEMIC REQUIREMENTS

Applicants who hold a degree from a CEAB-accredited program

Applicants whose undergraduate engineering degrees have been awarded by a Canadian university whose program is accredited by the Canadian Engineering Accreditation Board (CEAB) are deemed to satisfy PEO's academic requirements but must ensure that original transcripts of their academic studies are sent directly to PEO by the institutions from which they received their degrees in a sealed university envelope. Photocopied or faxed transcripts and/or "student issued" transcripts are not acceptable.

Some institutions prohibit photocopying or forwarding transcripts to a third party; therefore, transcripts received directly from institutions in a sealed university envelope will not be photocopied or mailed to a third party or the applicant.

Applicants who do not hold an undergraduate degree from a CEAB-accredited program:

The following documents must accompany the application for licence:

- ◆ original transcripts, diplomas, degrees and/or certificates. Original academic documents submitted by applicants will be returned to them. Copies of the originals will be accepted if the copies are signed and certified as a true copy of the original by a Canadian professional engineer (with licence number) or a notary public of Ontario. Applicants may also bring their originals and copies to PEO's office for verification. However, transcripts issued by Canadian or United States institutions must be sent directly to PEO from the institution in a sealed university envelope. Photocopied transcripts and/or student-issued transcripts are not acceptable;
- ◆ abstracts of theses for all postgraduate degrees or confirmation in writing that no thesis was required; and
- ◆ in addition, if the original transcripts, diplomas, degrees, certificates and/or abstracts are not in English, English translations must be prepared by a certified member of the Associa-

tion of Translators and Interpreters of Ontario or by a Canadian professional engineer, who must certify that he/she is fluent in both languages. If a translator cannot be found for your language, contact the Licensing and Finance Department. (Please note that P.Eng. licence holders should not use their P.Eng. seals on non-engineering documents. Transcripts and diplomas are non-engineering documents.)

Applicants are also requested to provide course descriptions of the subjects they have taken during their entire engineering education. English translations made by the applicant are acceptable for the course descriptions only. Applicants may submit their applications without including these course descriptions; however, failure to provide the course descriptions could delay the academic review or could result in the assignment of additional examinations.

Course descriptions are brief paragraphs that clearly describe the material covered during the course.

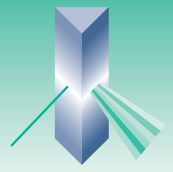
PEO will assess the academic qualifications of applicants who do not hold an undergraduate degree from a CEAB-accredited program to determine if they meet PEO's academic requirements for licensing. This assessment normally takes about two months after the receipt of academic transcript(s), diploma/degree certificates and all supporting documents.

Following this review, PEO may accept applicants' academic qualifications or may assign applicants a technical examination program. Technical exams are usually assigned either:

- ◆ to ascertain whether an applicant's academic preparation is equivalent to that provided by an undergraduate engineering program accredited by the CEAB, or
- ◆ to remedy identified deficiencies in an applicant's academic preparation compared to a CEAB-accredited program.

Applicants may be assigned one of the following technical examination programs:

- ◆ *Confirmatory Examination Program.* Applicants whose academic preparation appears to be similar to that provided by a



CEAB-accredited engineering program will normally be assigned a Confirmatory Examination Program (CEP).

A CEP comprises three professional (technical) examinations and one Complementary Studies examination. Its aim is to give the applicant an opportunity to confirm that the content of his or her engineering studies is equivalent to the comparable CEAB-accredited engineering program.

Applicants who have been assigned a CEP, but who also have at least five years of engineering work experience following their graduation, will usually also have the level of their experiential knowledge in their discipline-specific engineering fundamentals assessed by PEO's Experience Requirements Committee (ERC). This assessment may require that the applicant attend an interview. As a result of its assessment, the ERC interview panel may recommend that the applicant's assigned CEP be waived.

Applicants assigned a CEP cannot take courses at a university in lieu of the assigned examinations.

Applicants who obtain failing marks in a CEP may be designated as "failed to confirm." Once an applicant is designated as "failed to confirm," PEO will assign a Specific Examination Program (SEP) to address the applicant's academic deficiencies. The engineering experience of an applicant who is designated as "failed to confirm" does not begin until after the academic requirements for licensing are met. Please see the section on "Fulfilling the Work Experience requirements" on page 6.

- ◆ *Phase I Examination Program.* Applicants who meet the minimum academic requirement to apply for a professional engineering licence, but do not hold a Bachelor of Engineering degree and have fewer than 10 years of engineering experience, are normally assigned a Phase 1 Examination Program. This program comprises at least four examinations in the Basic Studies category. Applicants must complete their Phase I Examination Program before they are assigned additional discipline-specific and Complementary Studies examinations and the Engineering Report.

Applicants assigned Basic Studies examinations cannot take courses at a university in lieu of the assigned examinations.

- ◆ *Specific Examination Program.* Applicants whose academic qualifications are judged by PEO to fall between those of a technology diploma and those of an engineering degree will be assigned a SEP. This program may consist of up to 18 examinations and would include basic, technical and complementary examinations plus an engineering thesis. Basic Studies examinations are a prerequisite and must be addressed first.

Applicants who have been assigned a SEP, who have addressed the Basic Studies examinations, and who have at least 10 years of engineering experience may have their experience in the assigned subject areas assessed by the ERC to determine the level of application of the fundamental engineering principles pertaining to each of the assigned examination subjects. An interview is usually required. The ERC interview panel may recommend that the applicant not be required to write some or all of the assigned examinations with the exception of the examinations in the Basic Studies and the Engineering Report, which the ERC interview panel cannot recommend waiving.

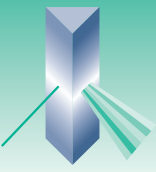
If applicants wish to take courses at a university in lieu of their assigned SEP, they must receive PEO's **prior** approval of the acceptability of the courses. However, courses-in-lieu are not acceptable for Basic Studies examinations.

PEO offers technical examinations twice annually (in spring and winter) at several centres across the province. PEO will send applicants who have been assigned examinations information about the examinations, explain when they may begin writing, specify the time limits for completing an examination program, and provide other guidelines. PEO may close the files of applicants who do not adhere to the strict time limits set out in PEO's governing legislation.

Applicants should know that interviews with the ERC for assessment of the possibility of waiving assigned CEPs or SEPs are optional. Applicants may choose to write the corresponding examination programs without attending ERC interviews.

Following the academic assessment by PEO, an applicant may not be required to write examinations in the following two cases:

- ◆ applicants who have successfully completed postgraduate studies at a Canadian university in the same engineering discipline as the applicant's non-Canadian undergraduate engineering degree; or
- ◆ applicants who have an engineering degree in a program acceptable to PEO, awarded by an institution in a country that has a Mutual Recognition Agreement (MRA) with Engineers Canada that is recognized by PEO. Currently, these countries are Australia, Chinese Taipei, Hong Kong, Ireland, Japan, Malaysia, New Zealand, Singapore, South Africa, South Korea, the United Kingdom and the United States. *(Please note: For Chinese Taipei, the degree must have been granted in 2007 or later. For Hong Kong, the degree must have been granted in 1995 or later. For Japan, the degree must have been granted in 2005 or later. For Malaysia, the degree must have been granted in 2009 or later. For Singapore, the degree must have been granted in 2006 or later.)*



For South Africa, the degree must have been granted in November 1999 or later. For South Korea, the degree must have been granted in 2007 or later. For all other countries, the degree must have been granted in November 1989 or later.)

In both cases, however, if the applicant's academic qualifications are not deemed to be equivalent to those required for licensure in PEO, examinations will be assigned.

SUCCESSFULLY COMPLETING PEO'S PROFESSIONAL PRACTICE EXAMINATION (PPE)

All applicants for licensing must pass the PPE. The three-hour, closed-book examination requires succinct, essay-type responses to questions that cover ethics, professional practice, engineering law and professional liability. The PPE is held three times each year: in April, August and December. Applicants must attempt to write the PPE within two years of the date on which they become eligible to write (normally five sittings of the PPE). PEO will inform all applicants of these dates during the licensing process.

Applicants who do not hold an undergraduate degree from a CEAB-accredited program must have their academic qualifica-

tions reviewed and have met PEO's academic qualifications before they are eligible to write the PPE.

PEO will advise all applicants of the nearest examination centre and the exact examination date within two months of the examination sitting. If an applicant is unable to attend a regularly scheduled sitting, the applicant should write to PEO's Exam Centre, which will try to arrange a special examination sitting at a time and location more convenient to the applicant.

PEO will provide the applicant with the titles of the suggested textbooks for the Professional Practice Examination.

FULFILLING THE WORK EXPERIENCE REQUIREMENTS

PEO evaluates each applicant's engineering experience against five, quality-based criteria:

- ◆ Application of Theory;
- ◆ Practical Experience;
- ◆ Management of Engineering;
- ◆ Communication Skills; and
- ◆ Awareness of the Social Implications of Engineering.

Applicants for licensing as a professional engineer:

- ◆ are required to demonstrate a minimum of 48 months of verifiable, acceptable engineering experience gained following the completion of their undergraduate engineering degree, unless they were assigned a "failed-to-confirm" or Specific Examination Program. In these cases, the engineering experience starts when the PEO examination program is completed;
- ◆ may be eligible to receive credit for up to 12 months of pre-graduation experience toward the 48 months of required experience. This experience must be relevant to the overall practice after graduation and must be obtained after the midpoint of the undergraduate engineering program;
- ◆ may be eligible to receive credit for the equivalent of 12 months of experience toward the 48 months of required experience for successfully receiving a postgraduate engineering degree(s) in the same discipline as the undergraduate degree;
- ◆ may be eligible to receive credit for associated applied research thesis work conducted within the framework of

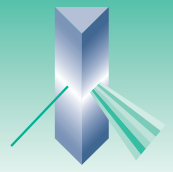
postgraduate degree requirements, if such work is sponsored or used by industry. The total of this applied research-related credit plus the 12 months' credit related to the award of the postgraduate degree cannot exceed the time spent to complete the postgraduate degree requirements; and

- ◆ must acquire at least 12 months of acceptable engineering experience in a Canadian jurisdiction, under a licensed professional engineer. **This experience must be in addition to that obtained at the pregraduation stage and/or the 12 months' credit for successfully receiving a postgraduate degree(s).** However, a credit related to the applied research portion of the postgraduate degree can be used to help to meet the requirement for engineering work experience in a Canadian jurisdiction.

PEO may recognize 12 months of experience without direct supervision of a licence holder where:

1. Through the Council-approved Engineering Intern (EIT) Program, a professional engineer is identified to monitor an engineering intern who is employed in an organization that does not have a licence holder to supervise the engineering intern; or
2. The applicant was the holder of a temporary licence and gained 12 months of experience working with a professional engineer as a collaborator.

For more detailed information about the experience assessment criteria, please see the booklet *Guide to the Required Experience for Licensing as a Professional Engineer in Ontario*.



THE ENGINEERING INTERN (EIT) PROGRAM

To be registered in PEO's Engineering Intern (EIT) Program, an Application for Licence must first be submitted.

Applicants who hold an undergraduate degree from a CEAB-accredited program are eligible to register in PEO's EIT Program.

Non-CEAB applicants become eligible to be recorded in PEO's EIT Program after they have been assigned a Confirmatory Examination Program or after completion of their Specific Examination Program.

Registration in the EIT Program:

- ◆ demonstrates that the applicant is serious about being licensed as a professional engineer;
- ◆ helps applicants ensure they are getting relevant experience, since PEO regularly reviews their experience, advises of apparent deficiencies, and suggests how these may be remedied;

- ◆ permits the applicant to participate in the Engineers Canada-sponsored insurance and financial security programs and to access relevant counselling and mentoring;
- ◆ entitles the applicant to receive the association's official journal *Engineering Dimensions*; and
- ◆ enables an applicant to join a PEO chapter and attend chapter meetings/events.

To apply for registration in the EIT Program, check the appropriate box in Section 1 of the attached application form. The annual fee for the EIT program is \$75 + HST (total \$84.75) and is in addition to the application fee. Do not include the EIT fee with this application; applicants who register for the EIT Program will be invoiced separately.

MAY I DO ENGINEERING WORK WHILE MY APPLICATION IS BEING CONSIDERED?

Yes. You may do engineering work, provided a licensed professional engineer takes responsibility for your work. In Ontario, it is illegal to use the title "professional engineer" or

any variation thereof as an occupational or business title if you are not licensed by PEO.

COSTS TO BECOME LICENSED

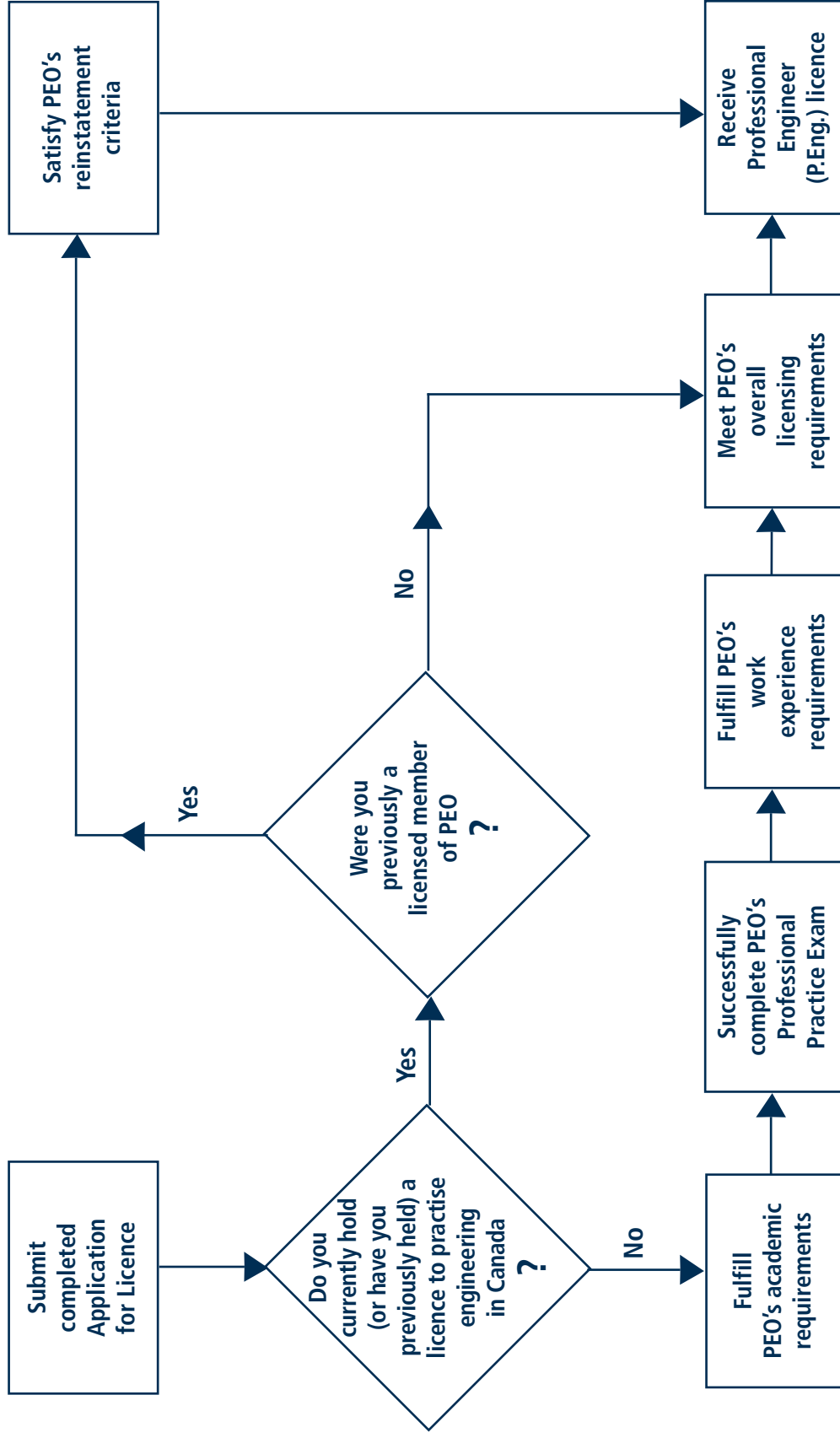
1. Application fee of \$300 + HST (total \$339.00), which must be submitted with the Application for Licence form.
2. Professional Practice Examination fee of \$165, which must be submitted with the Application to Write the PPE that PEO sends to applicants.
3. Where applicable, technical examination candidates are required to pay:
 - ◆ a one-time administration and first examination fee of \$580;
 - ◆ \$165 for each subsequent examination; and
 - ◆ \$300 for submission of a thesis.

4. Final registration/licensing fee of \$250 + HST (total \$282.50). (You will be invoiced for this fee upon licensing.)

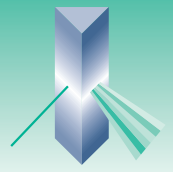
To remain licensed, you are required to pay annual dues, which are \$220 + HST (total \$248.60).

Note: All costs are non-refundable. You may pay by cheque or money order.

Please ensure that all documents to support your application are submitted to PEO. This will expedite the processing of your application.



PEO'S LICENSING/ADMISSION PROCESS



HOW TO COMPLETE THE APPLICATION FOR LICENCE

1. Type of Application

Indicate whether this is an application for a new P.Eng. licence (membership). Place a check mark in the appropriate box if you wish to be recorded in PEO's Engineering Intern Program. Alternatively, if you are a past member of PEO, check the reinstatement box and follow the instructions in your reinstatement letter to complete this application.

2. Name

This is the name that will appear on your Licence Certificate. Enter your full legal name as it appears on your Canadian birth certificate, Certificate of Canadian Citizenship, Canada's Permanent Resident Card, or Record of Landing in this section. Your legal name is the name on the certificate side of the Canadian Citizenship Card, not the picture side.

PEO will accept a revised name if you provide documents confirming that the Registrar General (Ontario), or a similar authority in another province, has approved the change.

Married applicants who have adopted their spouse's last name must also provide a copy of the Marriage Certificate.

If you have a preferred first name other than your legal name for mailing purposes, you may enter it on the "First Name most commonly used" line.

Enter your date of birth, and indicate your gender by checking the appropriate box.

Passports are not acceptable.

3. Proof of Identity

To verify your identity, you must include a photocopy of one of the following:

- ◆ Canadian birth certificate;
- ◆ Canadian Citizenship Card (photocopy both sides);
- ◆ Permanent Resident Card (both sides); or
- ◆ Form IMM 1000 of Record of Landing (Landed Immigrant Status) from Citizenship and Immigration Canada. (If Form IMM 5292 is submitted, a photocopy of both sides of the Permanent Resident Card must also be submitted as soon as it is issued.)

Applicants are not required to submit the originals of Proof of Identity documents; however, if submitted, the originals will be mailed back to the applicant.

Passports are not acceptable.

You must include copies of all pertinent documents to support your Application for Licence.

4. Current Residence Address

Provide your current residence address and telephone number and indicate where you would like us to send your mail.

5. Academic Background

Specify:

- ◆ type of earned undergraduate (bachelor's) and postgraduate (master's, doctorate) degrees (e.g. B.A.Sc., M.A.Sc., Ph.D.);
- ◆ the discipline of study;
- ◆ name and location (city/country) of the degree-granting institution(s); and
- ◆ the date (month/year) each degree was granted.

6. Current Employment

Complete this section only if you are currently employed. Provide your employer's name and address, your title/position, email address, business telephone and fax numbers.

If you are not employed, you may still complete the other sections of the form and submit it to begin the application process.

7. Experience Record

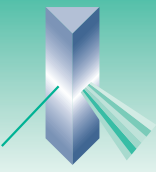
Please provide a comprehensive summary of your engineering experience with your completed application form. It should include, in chronological order:

- ◆ the names and locations of your employers;
- ◆ your title/position;
- ◆ the dates (year/month) of employment (beginning and end dates for each employer); and
- ◆ a description of your engineering activities.

Please refer to PEO's *Guide to the Required Experience for Licensing as a Professional Engineer in Ontario*.

When describing your engineering activities, please explain how and where you personally applied engineering theory through design, design review, analysis, or problem solving in your work. In addition, you must indicate your engineering project management ability; your awareness of the social implications of your work; your understanding of the limitations of professional engineering practice to solve problems in the real world, respecting your particular work experience; and your demonstrated ability to communicate effectively in a typical engineering environment.

For each position you have held, you should provide some examples of the engineering work that you have done, including: the name, or give a brief description, of the project; and



the period of time over which this project was conducted. If you worked on several projects for an employer, choose two projects that are different from each other to demonstrate the range of engineering activities in which you were involved. Normally, you can summarize your experience in fewer than 10 pages. Unusual experience may require longer summaries.

Describe the engineering problem you solved, focusing on your specific contribution to the project; the constraints under which you worked; the calculations and/or analysis you performed; the engineering principles you applied; and the final outcome of the project. You may wish to include sketches or diagrams to aid in your description. Please do not provide drawings or reports.

When selecting which projects to describe, avoid those where your sole role was supervisory or managerial, or did not involve any personal hands-on engineering work on your part.

Also, avoid using examples where you performed routine maintenance, testing, construction, or assembly, unless it involved a problem for which you provided an engineering solution (i.e. you applied engineering principles).

If you have fewer than 12 months of engineering experience up to this point, you do not need to submit an experience record. However, you must provide a comprehensive experience summary, for PEO's assessment, before a licence can be granted.

8. Referees

If you have not worked in engineering or if you have just begun your engineering career, you do not have to complete this section at this time.

If your engineering experience was gained outside of Canada, it is desirable but not mandatory for you to provide PEO with the names and addresses of referees who are familiar with your engineering experience. These referees do not need to be licensed P.Engs.

Otherwise, you must provide the names and current addresses of at least three individuals who are familiar with your work and can comment on your capability and suitability for licensing. You must obtain their permission to use their names. Please make sure that you provide exact titles, such as: Dr., Prof., Mr., Mrs., Ms, or Miss.

PEO requires you to provide at least three referees before you can be granted a licence. One referee must be your current direct supervisor, who may or may not be a P.Eng. The other two must be P.Engs who are licensed by PEO or

another Canadian provincial/territorial professional engineering association/order. All applicants for licensure are required to obtain at least 12 months of engineering experience in a Canadian jurisdiction under the supervision of a Canadian P.Eng. licensed in the jurisdiction in which they gained the experience.

Alternatively, PEO may recognize 12 months of experience without direct supervision of a licence holder where:

1. Through the Council-approved Engineering Intern (EIT) Program, a professional engineer is identified to monitor an engineering intern who is employed in an organization that does not have a licence holder to supervise the engineering intern; or
2. The applicant was the holder of a temporary licence and gained 12 months of experience working with a professional engineer as a collaborator.

If you have worked for more than one employer over the minimum 48-month period, to be considered for licensure you may need to provide the names of more than three referees. Please attach a separate sheet listing the names and addresses, if necessary.

If you are an applicant seeking reinstatement of your licence, please refer to your reinstatement letter for referee information.

9. Good Character

In addition to the education and experience requirements, the *Professional Engineers Act* stipulates that a prospective member must be of good character for licensing as a professional engineer. Please answer the questions in this section by checking the appropriate box. If you answer "yes" to any of the questions, please provide details on a separate sheet.

10. Applicant's Declaration

Please read and complete the declaration carefully before signing your application.



Application for Licence

(Please complete, detach and forward to PEO with your application fee and supporting documents)

1. TYPE OF APPLICATION

- This application is for: Licence (membership) Reinstatement
- In addition, do you want to be recorded in PEO's Engineering Intern Program? Yes No

2. NAME *(Use your full legal name exactly as it is shown on your proof of citizenship)*

Family Name (Former Family Name If Applicable)

Given Names

First Name most commonly used

Date of Birth Sex M F

Year / Month / Day

3. PROOF OF IDENTITY *(attach documentation)*

- Canadian Citizen Permanent Resident in Canada

4. CURRENT RESIDENCE ADDRESS

Number/Street Name

Unit/Apt. Number

City Province Postal Code

Home Phone Number Send Mail to Home Office

() -

E-Mail

5. ACADEMIC BACKGROUND

Bachelor's Degree Discipline: Date Granted: /

Year Month

University Name City/Country

Post-Grad Degree Discipline: Date Granted: /

Year Month

University Name City/Country

Additional Degree Discipline: Date Granted: /

Year Month

University Name City/Country

PEO USE ONLY

NUMBER

--	--	--	--	--	--	--	--	--	--

STREAM

DATE

TYPE CATEGORY ROUTE

--	--	--	--

LOCATION RECOGNIZED

		1	2	3
--	--	---	---	---

VERIFICATION

1	2	3
---	---	---

1ST YEAR TO WRITE

STATUS

EXAMS COMPLETED

RECORDED

PPE

CLOSED

REINSTATED

PROVISIONAL

LICENCE APPROVAL DATE

6. CURRENT EMPLOYMENT

Please note that you do not have to complete this section at this time if you are currently not employed.

Company/Employer Name

Your Title/Position

Address

Unit/Suite Number

City

Province

Postal Code

Telephone Number

() -

Ext. _____

Fax Number

() -

E-Mail

7. EXPERIENCE RECORD

You are required to submit a comprehensive experience summary, which covers your work experience, for PEO's assessment. It should provide details of your contribution to the work performed in an engineering environment with a focus on the five, quality-based criteria described in PEO's *Guide to the Required Experience for Licensing as a Professional Engineer in Ontario*.

If you have fewer than 12 months of engineering experience at the time of application, you do not need to submit an experience record. However,

you must submit a comprehensive experience summary for PEO's assessment before a licence can be granted.

The experience summary should include, in chronological order:

- ◆ the names and locations of employers;
- ◆ your title/position;
- ◆ the start and end dates (year/month) of your employment for each employer; and
- ◆ a description of your engineering activities.

See page 9 of this guide for more details.

8. REFEREES

1. Direct Supervisor's Name Dr. Mr. Ms

Address

Postal Code

Licence/Registration Number (if known):

2. Name Dr. Mr. Ms

Address

Postal Code

This referee is my: client colleague employer supervisor other _____
(specify)

Registration/Licence Number: (if known):

3. Name Dr. Mr. Ms

Address

Postal Code

This referee is my: client colleague employer supervisor other _____
(specify)

Registration/Licence Number: (if known):

If you are an applicant seeking reinstatement, you need provide only the names and addresses of two referees who can attest to your character.

Please note that you do not have to complete this section at this time if you have not worked in engineering in Canada.

At least three referees are required who are familiar with your engineering experience. Engineering experience gained in a Canadian jurisdiction must be verified by Canadian P.Engs. Engineering experience gained outside of Canada does not require Canadian P.Eng. referees. Please refer to page 10 of this guide for more details.

By providing this information, you consent to PEO contacting the referees and assert that these referees have consented to this information being provided to PEO.

9. GOOD CHARACTER

Subsection 14(1)(e) of the Ontario *Professional Engineers Act* requires that all applicants be of good character to obtain a professional engineer licence. The Act also provides that if an applicant's past conduct affords grounds for belief that the person will not engage in the practice of professional engineering according to the law and with honesty and integrity, a licence may not be issued.

All applicants must answer all of the following questions. Their immediate purpose is to enable the Registrar to determine whether the applicant is of good character and whether there is any basis for refusing to issue a licence given the applicant's past conduct. By providing this information, you consent to PEO contacting the relevant professional engineering licensing body(ies) or equivalent organization(s) and their providing this information to PEO.

An affirmative answer to any of these questions does not necessarily mean that you will be refused a licence.

Questions: (If you answer "yes" to any of the following questions and additional space is needed, attach separate page.)

YES NO

- | | | |
|--|--------------------------|--------------------------|
| 1. Have you previously been licensed by PEO? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1a. If yes, give year _____ Registration/Licence or File No. _____ | | |
| 2. Have you ever applied to, but not been licensed by, PEO? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been licensed by any professional engineering body in another province, territory or country? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3a. If "yes," provide: | | |
| Month/Year _____ Where _____ Registration/Licence No. _____ | | |
| Month/Year _____ Where _____ Registration/Licence No. _____ | | |
| Month/Year _____ Where _____ Registration/Licence No. _____ | | |
| 4. Have you ever applied to, but not been licensed by, any professional engineering body in another province, territory or country? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4a. If "yes," provide details: | | |
| Year _____ Where _____ File No. _____ | | |
| Year _____ Where _____ File No. _____ | | |
| 5. Have you ever been refused membership or had a licence revoked or suspended by another engineering association/ordre? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5a. If "yes," provide: | | |
| Year _____ Where _____ Registration/Licence or File No. _____ | | |
| Year _____ Where _____ Registration/Licence or File No. _____ | | |
| 6. Is there recorded on any register of any professional engineering regulatory or licensing body or equivalent organization any finding against you of professional misconduct or incompetence? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever been found guilty of any offence under a provincial/territorial or other Professional Engineers Act or its Regulations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. To your knowledge, are you currently being investigated for any violation under a provincial/territorial or other Professional Engineers Act or its Regulations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you have an alcohol or drug dependency that renders you incapable of performing or fulfilling the essential duties or requirements of a professional engineer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do you suffer from any medical condition that renders you incapable of performing or fulfilling the essential duties or requirements of a professional engineer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have you ever been found guilty of, or is there any outstanding judgment against you in, any civil or criminal proceeding in Canada or abroad? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Has any finding of negligence been made against you in any civil or criminal proceeding in Canada or abroad? | <input type="checkbox"/> | <input type="checkbox"/> |

10. APPLICANT'S DECLARATION

I declare that the information in this application is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation may disqualify me for a licence. I agree to file additional information if the response to any question changes between now and the date of my licensing as a professional engineer in Ontario.

Professional Engineers Ontario shares relevant applicant/practitioner information with other licensing bodies, including North American professional engineering licensing bodies, pursuant to the PEO Privacy Policy and the Memorandum of Understanding on Discipline and Enforcement for Associations/Ordre of Professional Engineers in Canada and the Agreement on Mobility of Professional Engineers within Canada.

X _____ Date _____
Signature

11. In order to have your application processed in a timely manner:

- **Please provide all the documentation to support your application as indicated on pages 4 and 9 of this Licensing Guide.**
- Ensure that you have completed all sections of the Application for Licence form.
- Enclose a cheque or money order for \$300 + HST (total \$339.00) in Canadian dollars, payable to "Professional Engineers Ontario."
- If you checked the box on the Application for Licence form indicating that you wish to be recorded in PEO's Engineering Intern (EIT) Program, please do not include the EIT fee with this application; applicants who qualify for the EIT program will be invoiced separately.

NOTE: As the applicable fee may have changed by the time you submit your application, please pay the latest fee plus any applicable taxes as posted on PEO's website at this hyperlink: [PEO Fee Schedule](#).

The information collected on this form is used for the purpose of regulating the practice of professional engineering. The immediate purpose for collecting this information is primarily to assist PEO in pursuing its regulatory activities and providing basic professional information to members of the public. For more information, see PEO's Privacy Policy at www.peo.on.ca, or contact PEO's Privacy Office at 416-224-1100.

Providing false information or misrepresentation of any kind may result in disqualification for a licence to practise professional engineering in Ontario.



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Ontario

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Enforcement Hotline: 416 224-9528 Ext. 1444

Website: www.peo.on.ca

Requirements and fees are subject to change without notice