



Application for Renewal of Certificate of Authorization

Professional Engineers Act R.S.O. 1990 Chapter P. 28

<p>Please complete and return original with fee payment</p>	<p>FEE:</p> <table border="0"> <tr> <td>Annual Fee</td> <td style="text-align: right;">\$330.00</td> </tr> <tr> <td>HST</td> <td style="text-align: right;">\$42.90</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Canadian Funds</td> <td style="text-align: right;">\$372.90</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>HST# R106733066</td> <td></td> </tr> </table>	Annual Fee	\$330.00	HST	\$42.90	<hr/>		Canadian Funds	\$372.90	<hr/>		HST# R106733066	
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HST# R106733066													
<p>Please make a copy for your files.</p>													

FOR PEO USE ONLY	Cycle # _____
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A Complete Section A if different from that shown on above label
<p>Name of Organization (include trading name if applicable) <input type="checkbox"/> If same as last year, check here.</p> <hr/> <p>Name of Organization (include trading name if applicable)</p> <hr/> <p>Mailing Address</p> <hr/> <p>Postal Code _____ Telephone Number _____ Fax Number _____</p> <hr/> <p>Email Address</p>

B Other office(s) doing business in Ontario (add separate sheet if space is insufficient) <input type="checkbox"/> If same as last year, check here.
<p>Mailing address</p> <hr/> <p>Postal Code _____ Telephone Number _____ Fax Number _____</p>

C-1 Type of Organization
<p><input type="checkbox"/> Sole Practitioner (an individual) not incorporated (I) <input type="checkbox"/> Corporation (C)</p> <p><input type="checkbox"/> Partnership (P) <input type="checkbox"/> Partnership of Corporations (see note below) (J)</p> <p>Note: A Standard Certificate of Authorization will be granted to a Partnership of Corporations if one of the corporations holds a Certificate of Authorization. If applicable, name corporate partners holding a Certificate of Authorization:</p> <hr/> <hr/>
<p>C-2 A) Total number of professional engineers on staff _____ B) Total number of employees on staff _____</p>

D Description of Business Operations (including professional services provided and major areas of engineering activity)
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

E Name(s) in full and address(es) of the sole practitioner (an individual), all partners, or all officers and directors, as the case may be. You MUST ensure that the people listed below consent to your providing this information to PEO. (Attach separate sheet if space is insufficient.) If same as last year, check here.

Name	Residence Address	Position in Organization

F Names in full of the sole practitioner (an individual), partners or employees, as the case may be, who hold licences and/or temporary licences issued by PEO or who have applied for a temporary licence, who meet the five-year experience requirement, as stipulated in section 47(i) of O.Reg. 941/90, and will assume responsibility for the services provided and who will devote sufficient time and provide personal supervision and direction to the work of the applicant that is within the practice of professional engineering. (Add separate sheet if space is insufficient.) Note: Employee engineers with less experience may still seal their own work.

Name	PEO Licence Number Required	PEO Designated Consultant		PEO use only (initial)
		YES	NO	

G Liability Insurance (Reference sections 47 and 74, R.R.O. 1990, Regulation 941)

Policy Number _____ Expiry Date _____ Name of Insurance Carrier _____

Please check off appropriate box.

- a) Insured—the applicant is insured against professional liability in accordance with subsection 74(1),
- b) Joint Practice—the applicant is participating in the Indemnity Plan of the Ontario Association of Architects in accordance with clause 74(2)(a) and the applicant’s practice is limited to professional activities covered by that plan,
- c) Class Exemption—the applicant has other insurance in accordance with clause 74(2)(b),
- d) Class Exemption—the applicant is not required to have professional liability insurance in accordance with clause 74(2)(c) as the applicant’s practice would be in respect of pollution hazards, nuclear hazards, aviation hazards or shipping hazards, or
- e) Compulsory Disclosure—the applicant will comply with clause 74(2)(d) in the manner provided by that clause by notifying each person to whom the applicant intends to provide professional engineering services that the applicant is not insured in accordance with the minimum requirements of that clause.

H I, a person listed at Section F, above, having read and understood Section F, am:

- i) a sole practitioner (an individual) not incorporated
- ii) an employee of the corporation
- iii) a partner in the partnership
- iv) an employee in the partnership of corporations

and hereby certify the foregoing information to be true and correct.

Name _____ Signature _____

Date _____ Title _____

J

- 1) Any subsequent change in particulars must be submitted in writing by a person listed at Section F to the Registrar within 30 days.
- 2) A false statement on this form may be considered to be Professional Misconduct under the Regulation.
- 3) Please note that if a Certificate of Authorization is not renewed before the expiry date shown opposite the cycle at the top of the reverse side of this form, it will be deemed to have expired and a new application fee and annual fee totaling \$745.80 will be required.
- 4) Please complete and return the original Renewal Application accompanied by the annual Certificate of Authorization Fee of \$330.00 + \$42.90 (HST) = \$372.90 in Canadian funds, made payable to the Association of Professional Engineers of Ontario. HST# 106733066

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](#).