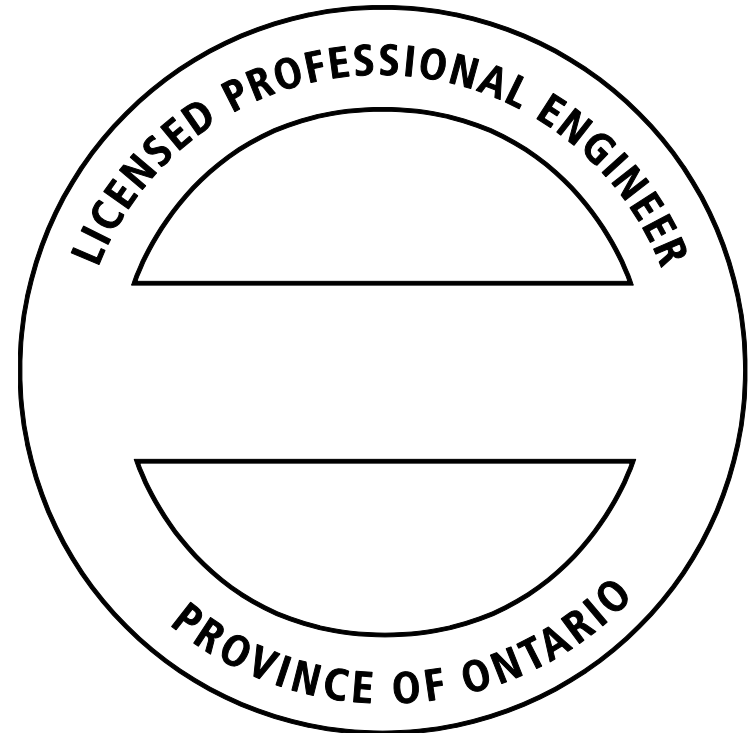




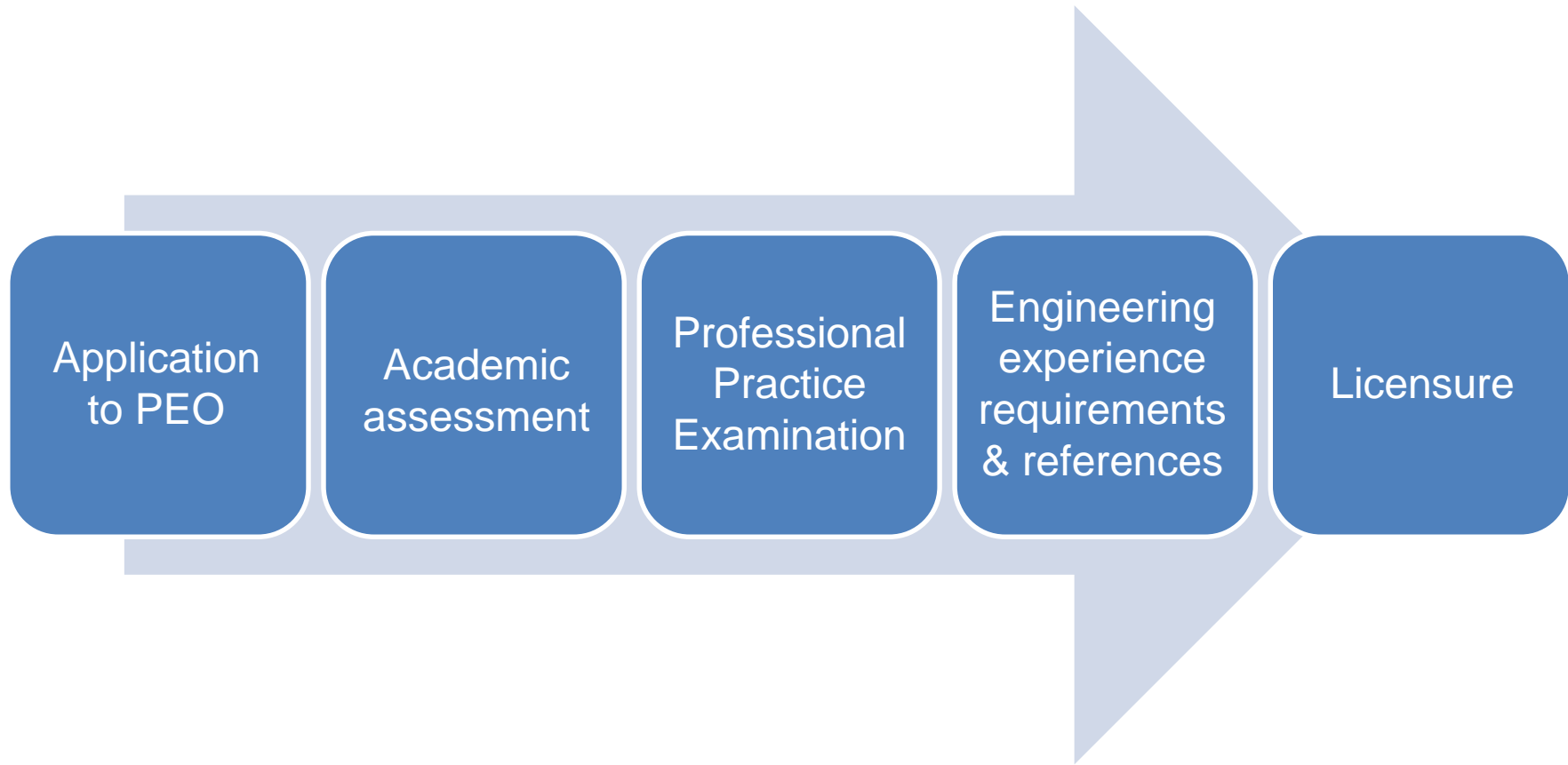
Professional Engineers
Ontario

How to become a Professional Engineer in Ontario



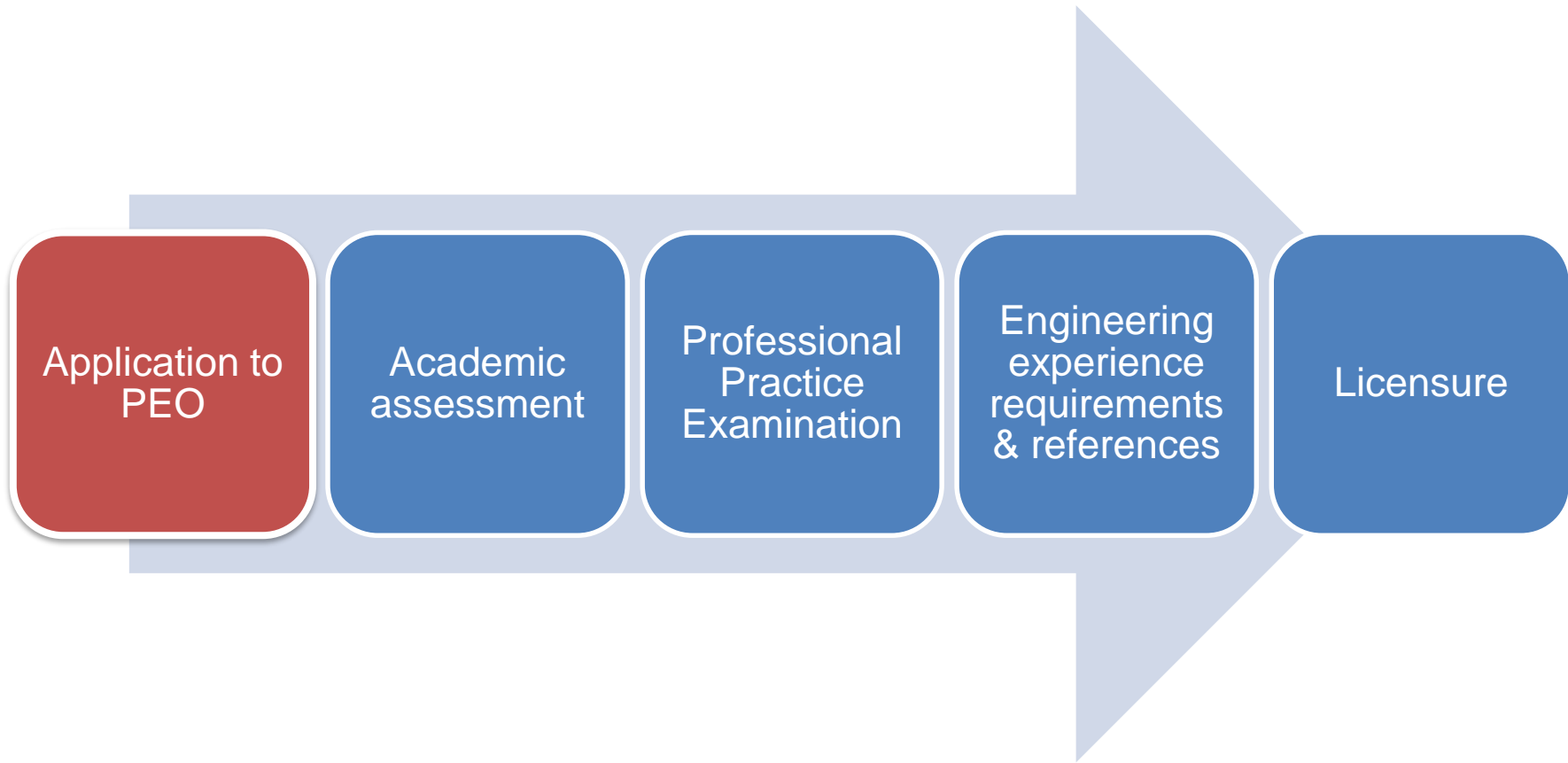


The Licensure Process





The Licensure Process





What do you need to apply to PEO?

Application form and type

Name and proof of identity

Current residence address

Academic background

Current employment

Experience record

Referees

Good character

Applicant's declaration

Application fee



Application Form and Type

- Found at www.peo.on.ca
- What type of application?
 - Want to be an EIT?
 - For a new P.Eng. licence
 - If you were a past PEO member

Professional Engineers Ontario
101-40 Sheppard Ave. W., Toronto, ON M2N 6K9
T: 416 224-1100 800 339-3716
www.peo.on.ca
Enforcement Hotline: 416 224-9528, ext. 1444

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, this applicant 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 Name _____
 First Name most commonly used _____
 Date of Birth: ____/____/____ Sex: M F

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 _____

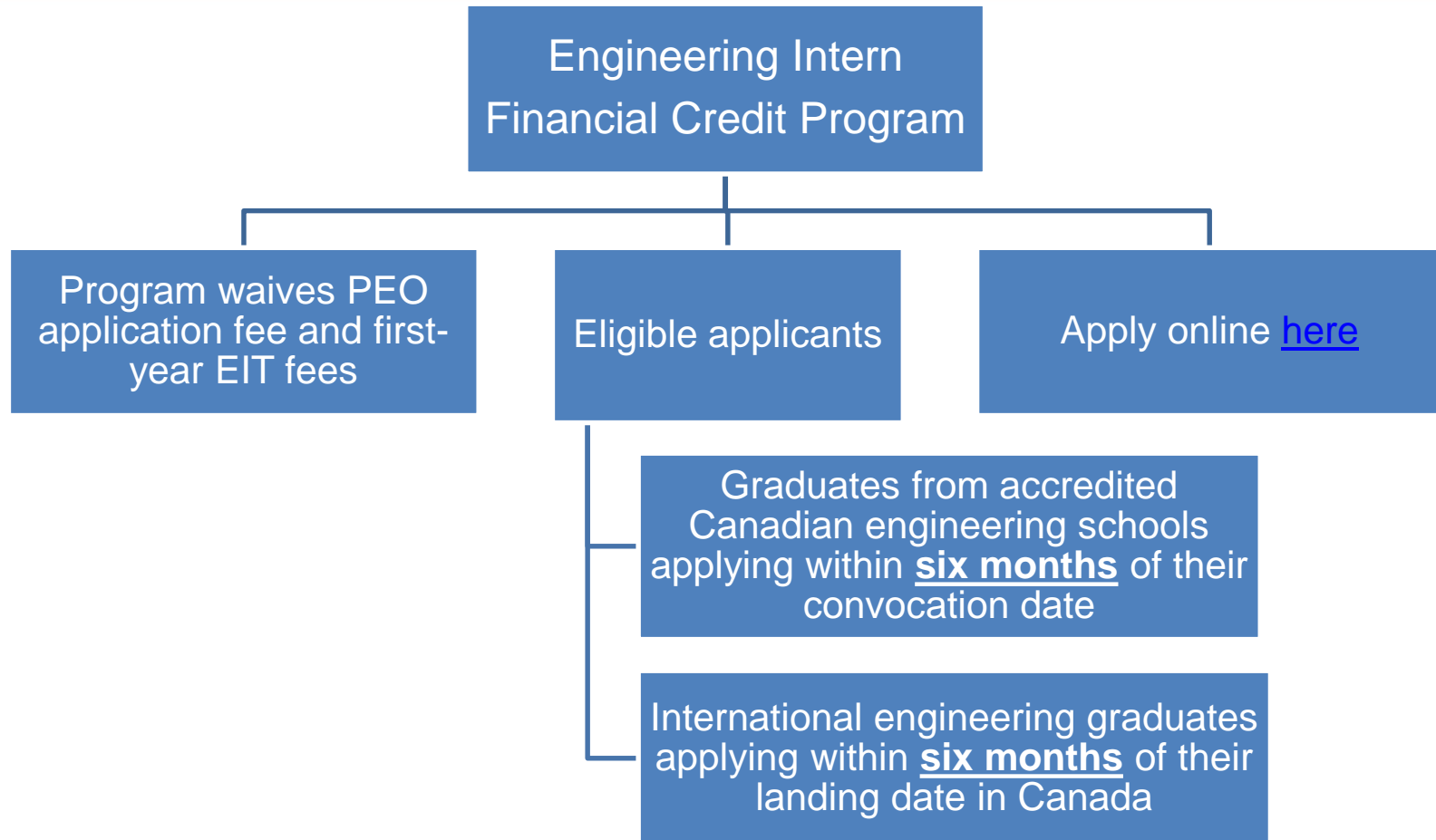
5. ACADEMIC BACKGROUND
 Bachelor's Degree Discipline: _____ Date Granted: ____/____/____
 University Name _____ City/Country _____
 Post-Grad Degree Discipline: _____ Date Granted: ____/____/____
 University Name _____ City/Country _____
 Additional Degree Discipline: _____ Date Granted: ____/____/____
 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: [] [] [] [] [] [] [] [] [] []

1 of 4



Application Form and Type





Name and Proof of Identity

Your full legal name supported by:

- Canadian birth certificate,
- Certificate of Canadian citizenship,
- Canada's permanent resident card, or
- Record of landing.

Proof of identity supported by:

- Canadian birth certificate,
- Canadian citizenship card (both sides),
- Canada's permanent resident card (both sides),
- Form IMM 1000 of Record of Landing,
- Work permit/visa, if applicable.

**** You must be at least 18 years old to be licensed**

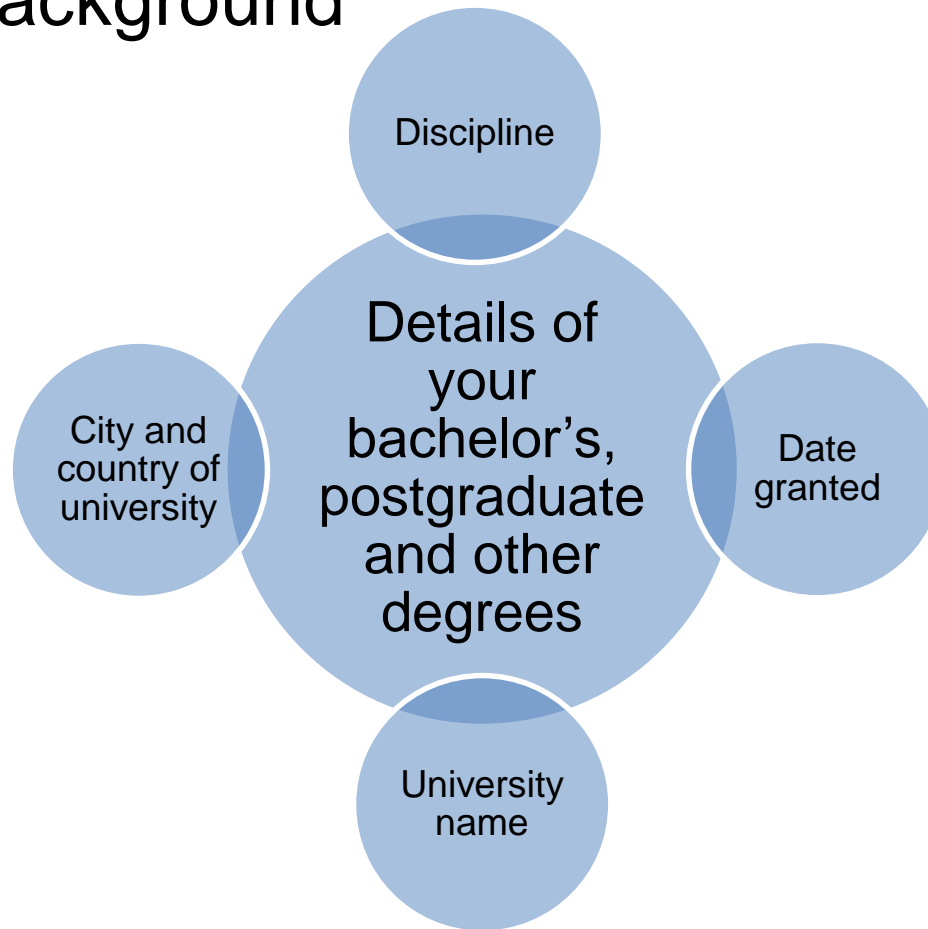


Current Residence Address

- Your current home address and phone numbers
- Indicate if you want PEO to send your mail to your home or business address



Academic Background





Current Employment

Only necessary if you are currently employed



Experience Record

Comprehensive
engineering
experience
summary

- Focus on the [five criteria](#)
- The start and end dates of your employment (month and year)
- Names and locations of employers
- Your title/position
- Description of your engineering activities



Referees

At least three referees who are familiar with your engineering experience

- ◆ Name and title
- ◆ Email address
- ◆ Licence/registration number, if applicable



Good Character

Answer the questions
and provide details for
questions that you
answer "Yes"

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? YES NO
- 1a. If yes, give year _____ Registration/Licence or File No. _____
2. Have you ever applied to, but not been licensed by, PEO? YES NO
3. Have you ever been licensed by any professional engineering body in another province, territory or country? YES NO
- 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? YES NO
- 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/order? YES NO
- 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? YES NO
7. Have you ever been found guilty of any offence under a provincial/territorial or other Professional Engineers Act or its Regulations? YES NO
8. To your knowledge, are you currently being investigated for any violation under a provincial/territorial or other Professional Engineers Act or its Regulations? YES NO
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? YES NO
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? YES NO
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? YES NO
12. Has any finding of negligence been made against you in any civil or criminal proceeding in Canada or abroad? YES NO



Applicant's Declaration

- Your signature confirming that your application is true and complete without misrepresentation or false statements

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



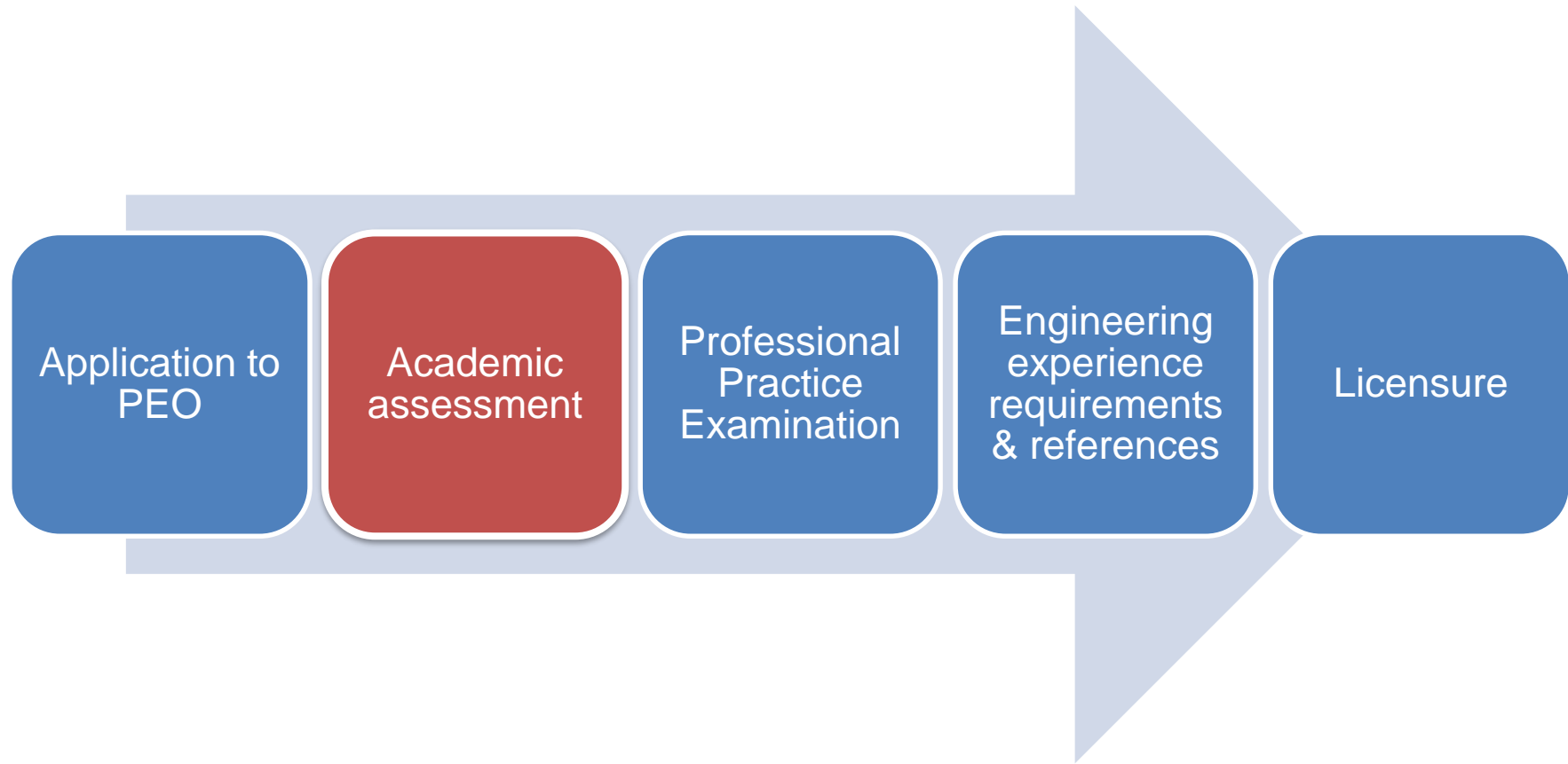
Application Fee

\$300 + HST (total \$339) payable to “Professional Engineers Ontario”

- No fee for applicants eligible and applying through the [Financial Credit Program \(FCP\)](#)

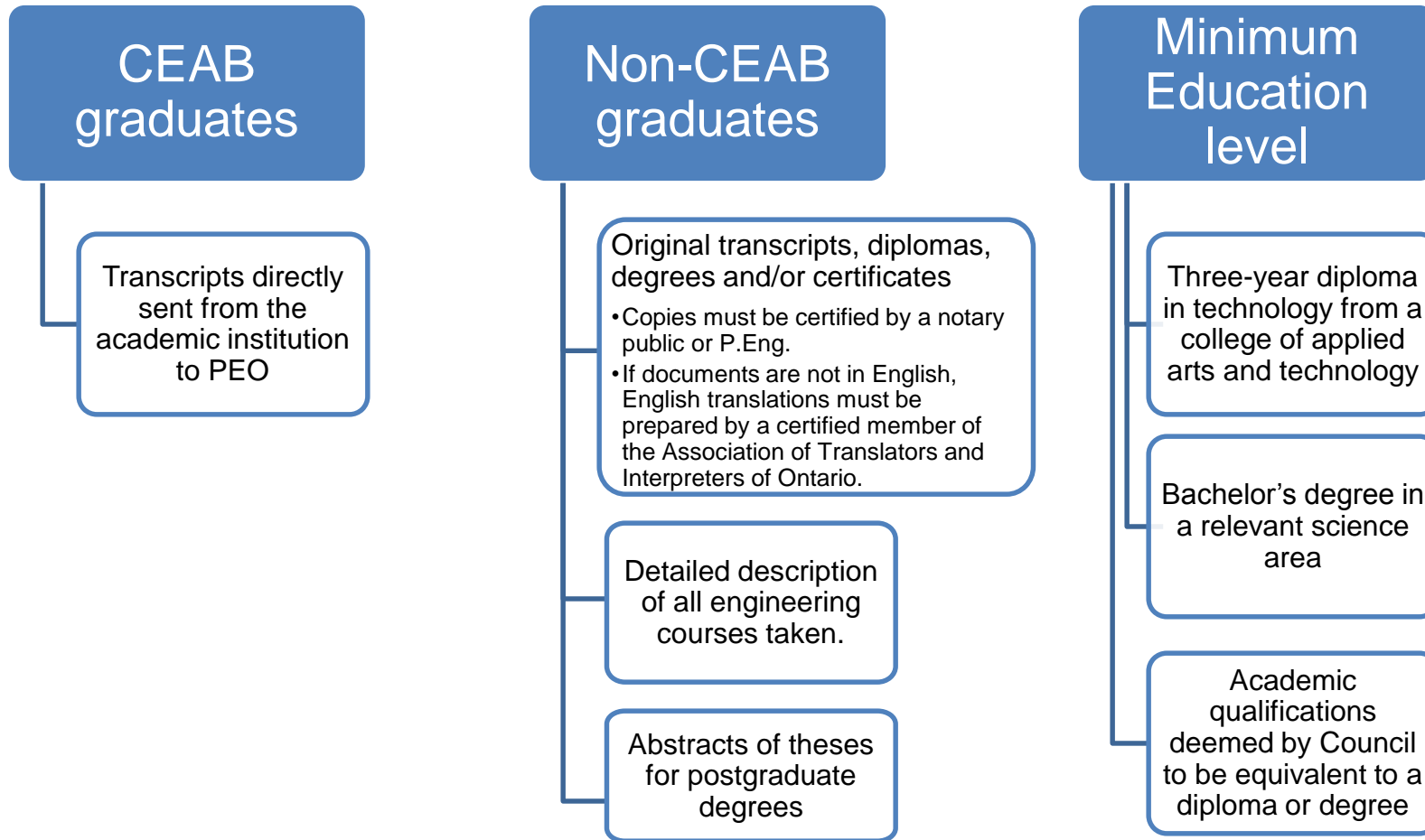


The Licensure Process





Academic Background





Academic Requirements—non-CEAB

PEO will assess academic background to determine equivalency to established standards

- Confirmatory Examination Program: to confirm academic equivalency
- Specific Examination Program: Remedy any identified deficiencies in academic requirements

Technical exams

- Offered twice a year
- Can be written across and outside of Canada
- Applicants have up to eight years to write exams



Experience Requirements Committee (ERC) Interview

Interviews
when:

Confirmatory
Examination
Program



>5 years
engineering
experience



May find you
do not need
to take the
examination
program

Minimum
academic
level



Specific
Examination
Program



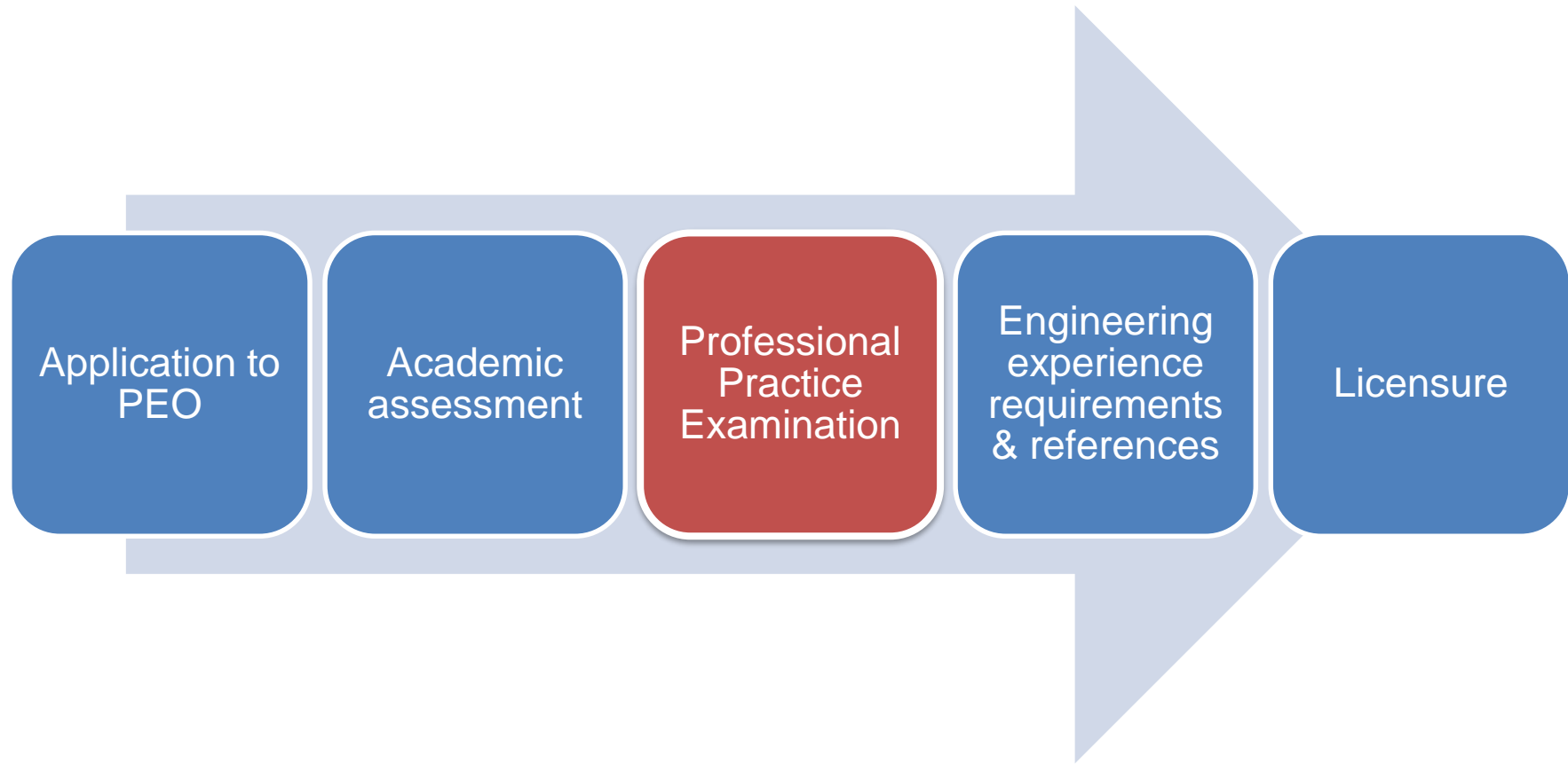
>10 years
engineering
experience



May find
you do not
need to take
the
examination
program

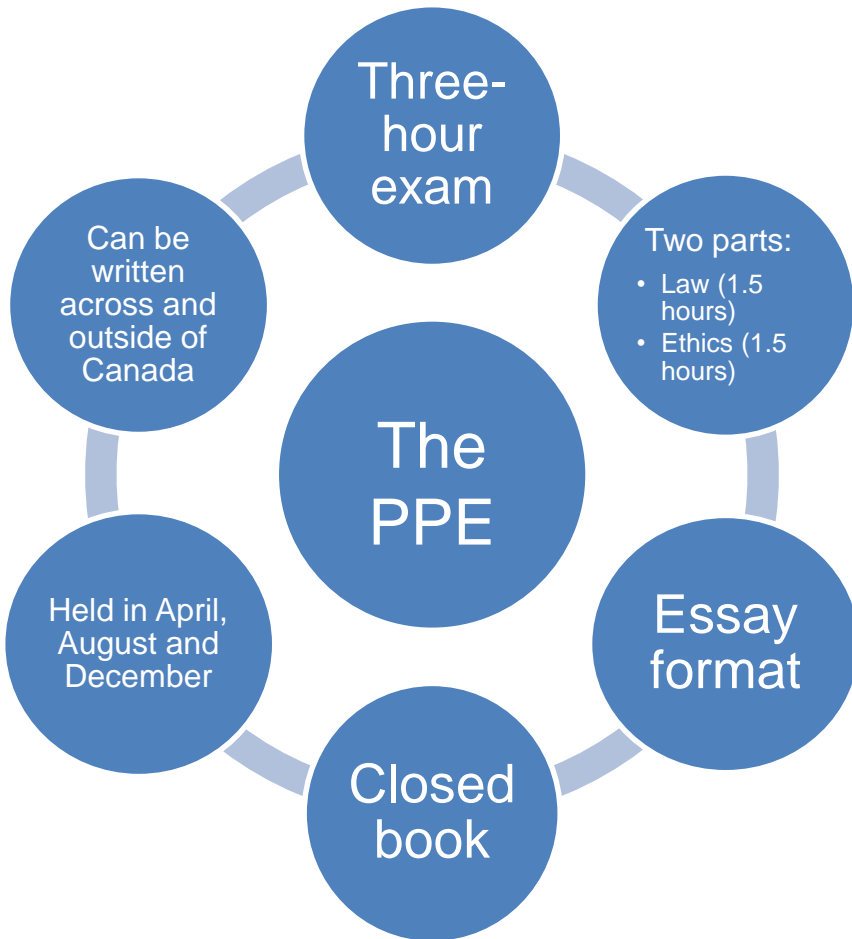


The Licensure Process





Professional Practice Exam



All applicants must pass the PPE (minimum mark of 50 percent)

Only failed portions have to be re-written (law or ethics)

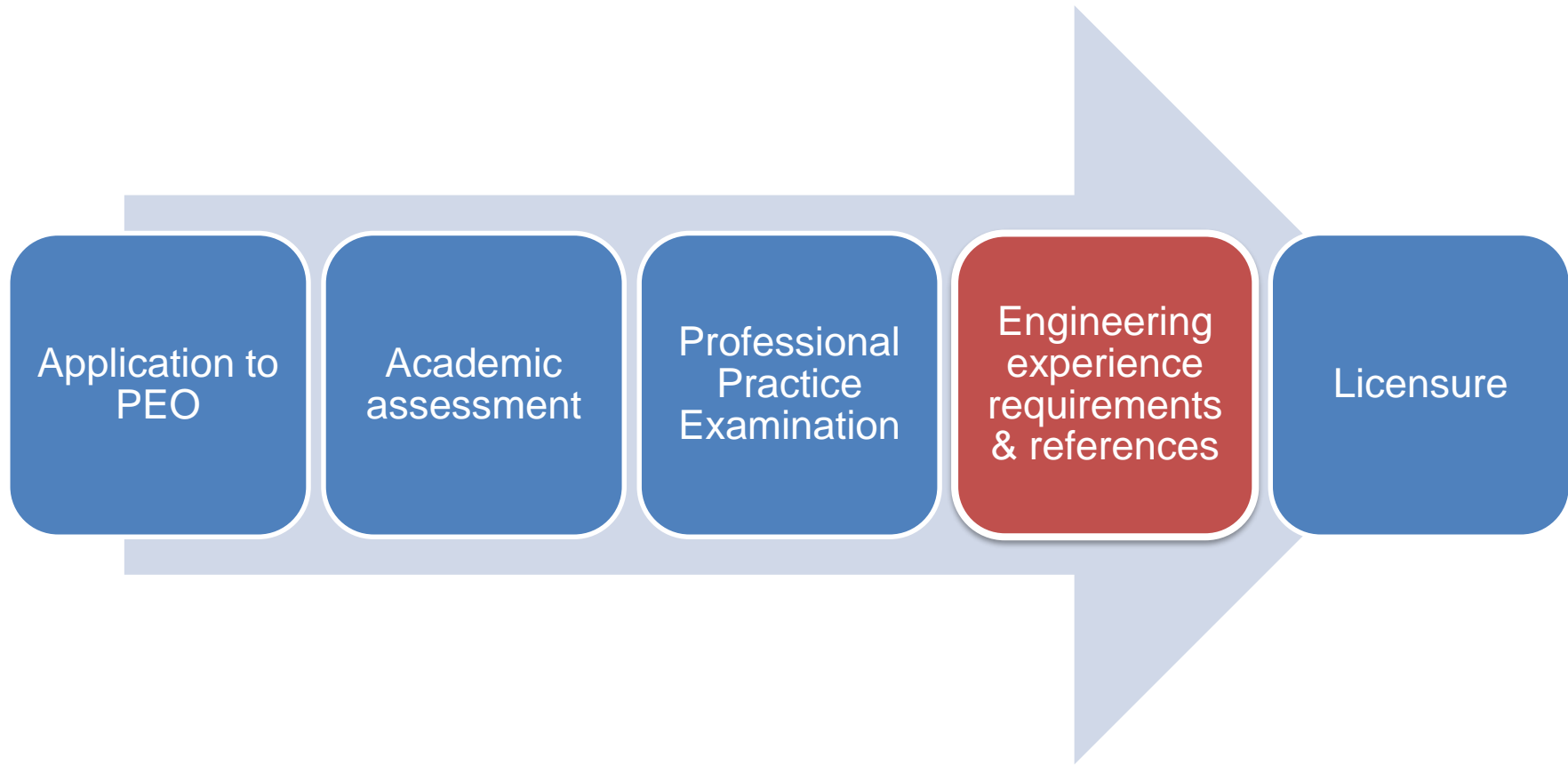


If the PPE is failed three times, candidate must wait one year before a fourth and final attempt to write the exam is granted

- Applicant must submit two sample responses from past exams for PEO to review before fourth and final attempt



The Licensure Process





Experience Record

48 months of verifiable,
acceptable engineering
experience in a
summary

- 12 months minimum in a Canadian jurisdiction under a licensed P.Eng.
- Include names/dates of employment and location of employers
- Job title/position
- Description of engineering activities that meet the 5 criteria



Professional Engineers
Ontario

Engineering Experience Requirements & References

Experience Requirements Criteria

- Application of theory
- Practical experience
- Management of engineering
- Communication skills
- Social implications of engineering



GUIDE TO *the* REQUIRED
EXPERIENCE FOR LICENSING
as a Professional Engineer in Ontario



Published by Association of Professional Engineers of Ontario, February 6, 2013



Experience Credit

- Up to **12 months of pre-graduation experience**
- **12 months** for a **postgraduate degree** in engineering in similar discipline as undergraduate degree (transcripts required)
- Additional **credit** for **industrially applied research** work during postgraduate degree(s) (industry referee required)



Engineering Experience Requirements & References

Referees

At least three referees
needed, with at least
one P.Eng. for 12
months in a Canadian
jurisdiction

Referee supervisor
required for each
place of employment

PEO mails
questionnaire to
referees who fill it out
and return directly to
PEO



Experience Assessment–Experience Requirements Committee (ERC) Interview

Interview if the applicant's engineering experience is doubtful or not supported by referees

- Applicant given guidance to address deficiencies in collaboration with the applicant's selected P.Eng. supervisor.



- ◆ Costs to become licensed
- ◆ Licence types
- ◆ EIT program
- ◆ PEO contacts



Costs to become licensed

Application fees

• \$300 + HST (total \$339) cheque or money order

PPE

• \$165

Technical examinations

• \$580 (administration & first examination fee); \$165 (each subsequent examination); \$300 (submission of a thesis)

EIT annual fee

• \$75 + HST (total \$84.75)

Final registration/licensing fee

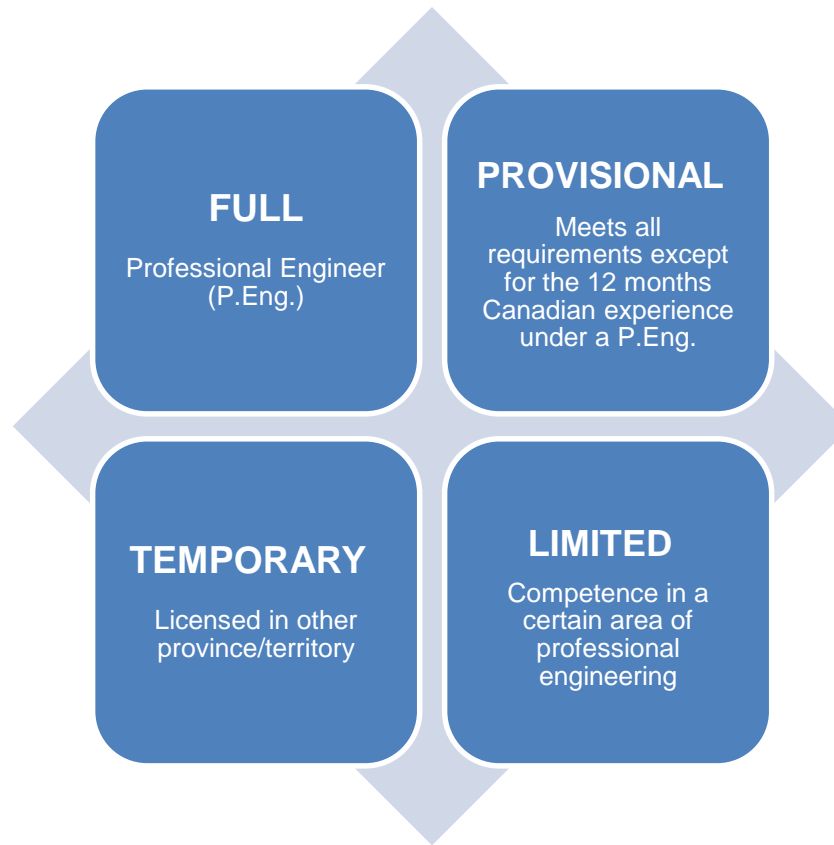
• \$250 + HST (total \$282.50)

Annual licence fee

• \$220 + HST (total \$248.60)



Licence types





Engineering Intern (EIT) Program

Benefits

- Annual reviews of engineering experience
- Attendance at EIT seminars
- Ability to join a chapter and attend chapter events
- Access to PEO's [licensure assistance program](#)
- Receive *Engineering Dimensions*—PEO's official publication



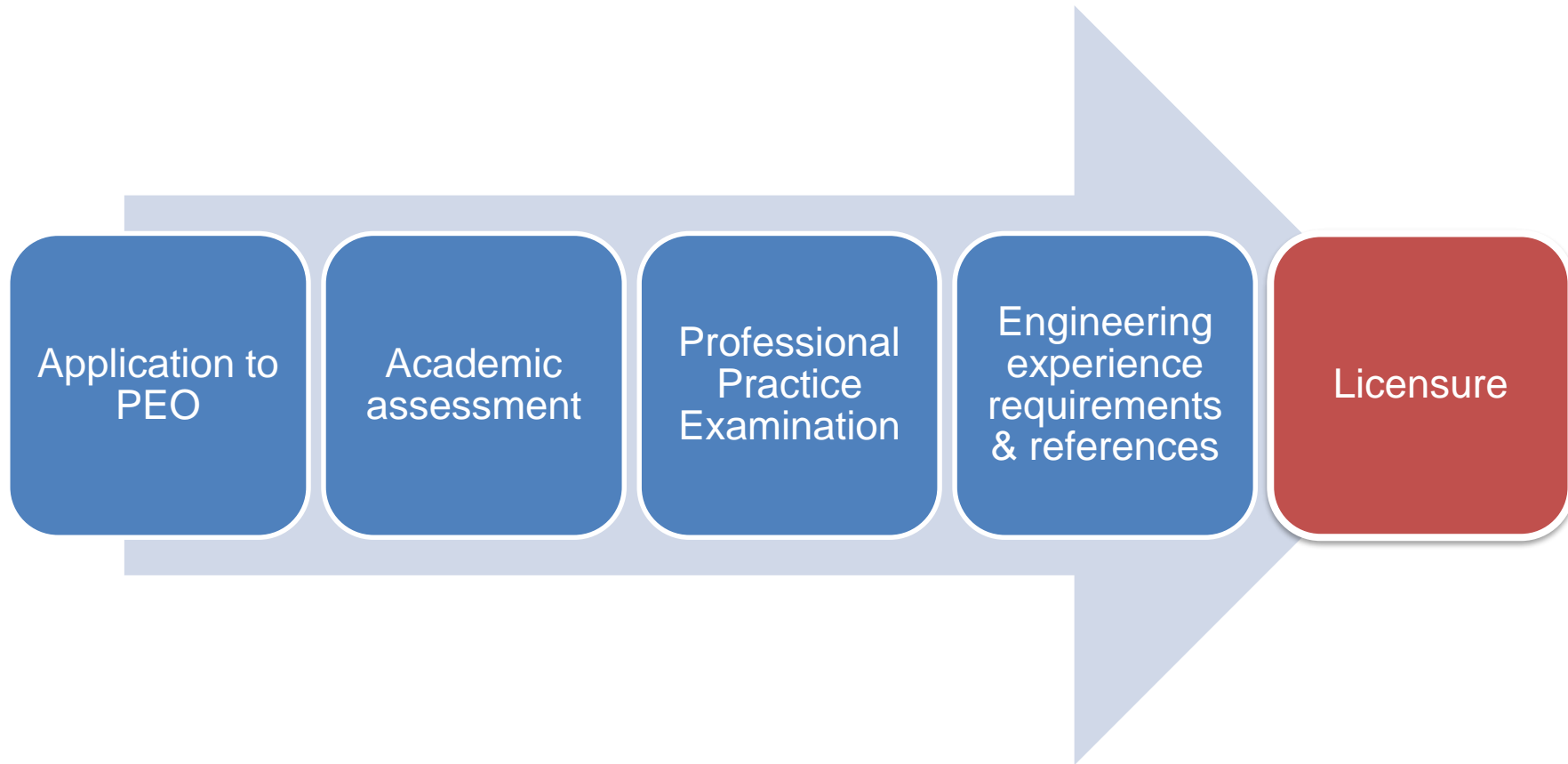
PEO Contacts

Admissions representatives

- Manage applicant's files
- Prepare applicants for the next step in the process
- Answer all licensing process and application status questions

Finance department

- Fees and receipts





PEO Contacts

- ◆ Academics & Educational Requirements
 - ◆ academics@peo.on.ca
- ◆ Experience Questions & Assessment
 - ◆ experience@peo.on.ca
- ◆ Examinations (Technical & PPE)
 - ◆ exams@peo.on.ca
- ◆ Finance Department
 - ◆ financialservices@peo.on.ca
- ◆ Engineering Intern (EIT) Program
 - ◆ eit@peo.on.ca