



Professional Engineers
Ontario

PEO Application Checklist for applicants who do not hold an undergraduate degree from a Canadian Engineering Accreditation Board (CEAB)-accredited program

Note: Please refer to the Licensing Guide and Application for Licence at http://peo.on.ca/index.php/ci_id/14824/la_id/1.htm for details.

- ❑ Completed and signed **APPLICATION FORM**.
- ❑ **PROOF OF IDENTITY**, supported by photocopies of:
 - Canadian birth certificate;
 - Canadian Citizenship Card or Certificate (both sides);
 - Permanent Resident Card (both sides); or
 - Form IMM 1000 of Record of Landing (only if card is not available).
- ❑ **APPLICATION FEE** of \$300 + HST (total \$339) by **cheque** or **money order** payable to PEO.
 - PEO **waives both the Application and first-year engineering intern (EIT) program fees** when international engineering graduates apply to PEO's Financial Credit Program within six months of their landing date in Canada. See http://peo.on.ca/index.php/ci_id/2063/la_id/1.htm.
- ❑ **ORIGINAL TRANSCRIPTS, DIPLOMAS, DEGREES, AND/OR CERTIFICATES**
 - Copies must be certified by a notary public of Ontario or a Canadian P.Eng. Originals and copies can also be brought to the PEO office for verification.
 - If documents are not in English, English translations must be prepared by a certified member of the Association of Translators and Interpreters of Ontario (call 1-800-234-5030 or refer to <http://search.atio.on.ca/search/index/1>), or by a Canadian professional engineer who is fluent in both languages; each page must be certified.
 - Transcripts issued by Canadian or United States institutions must be sent directly to PEO from the institutions in an institution-sealed envelope. Photocopies and/or student-issued transcripts are **NOT** acceptable.
 - Clear descriptions of all engineering courses taken (recommended).
 - Abstracts of theses for postgraduate degrees. Abstracts must be labeled with the degree and title of the thesis.
- ❑ **EXPERIENCE RECORD** (refer to the Guide to Required Experience for Licensing as a Professional Engineer in Ontario at http://peo.on.ca/index.php/ci_id/22929/la_id/1.htm). Work experience summary format is available at http://www.peo.on.ca/index.php/ci_id/25661/la_id/1.htm. Include:
 - Names and dates (YY/MM) of employment and location of employers;
 - Job title/position; and
 - Description of engineering activities that meet the five experience criteria (application of theory, practical experience, management of engineering, communication skills, and social implications of engineering).
- ❑ **REFeree CONTACT INFORMATION**. Include:
 - Name and title;
 - Mailing and email address; and
 - Licence/registration number, if applicable. (Refer to the Guide to Required Experience for Licensing as a Professional Engineer in Ontario at http://peo.on.ca/index.php/ci_id/22929/la_id/1.htm for referee requirements.)

Note: Referees will be contacted only **after** an applicant has met all other licensure requirements (i.e. passed the Professional Practice Exam and completed 48 months of experience).