

## FAQ

### Is the PEAK program mandatory?

While participation in the PEAK program is not mandatory to renew or maintain a licence, should a licence holder not complete any element of the program in the allotted time, this information will be publicly noted on PEO's online directory of practitioners.

### Who is being requested to complete the program?

All current and retired professional engineers, as well as limited licence holders, should complete the program. Temporary and provisional licence holders are exempt. Engineering interns are only asked to familiarize themselves with the program for when they become licensed.

### How do I access the program?

All elements of the program can be accessed through the member portal at [www.peo.on.ca](http://www.peo.on.ca). Login to your account and click on the PEAK tab. To access the practice evaluation questionnaire, select PEAK Questionnaire; to report your continuing knowledge activities, select My PEAK Activities; and to access the online module, select PEAK Ethics Module.

### I'm already doing continuing professional knowledge activities—why does PEO need to get involved?

Reporting continuing professional knowledge activities provides additional assurance to the public that practising licence holders have maintained their competence as professional engineers.

### Will PEO recommend specific continuing knowledge activities for me?

It is up to each practising licence holder to choose the technical knowledge activities they feel are appropriate for their practice. Activities can include anything from reading technical journals and attending seminars, to structured discussions with peers and writing articles.



Visit [www.peopeak.ca](http://www.peopeak.ca) for a comprehensive list of frequently asked questions.



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REACHING NEW HEIGHTS

A Guide to Professional Engineers Ontario's  
**PRACTICE EVALUATION AND  
KNOWLEDGE PROGRAM**

## ABOUT

**Beginning March 31, 2017**, renewal notices to all current and retired professional engineers, as well as limited licence holders, will contain a request to complete PEO's Practice Evaluation and Knowledge (PEAK) program.

The program is an information gathering tool to help ensure PEO has sufficient information on each licence holder's practice to effectively carry out its role as regulator of the profession. The program also gauges the professional knowledge activities of licence holders.

**Practising licence holders** are asked to complete a practice evaluation questionnaire and an online ethics module prior to their licence renewal date. Upon completion of the questionnaire, they are provided with an individual continuing knowledge target (in hours) to voluntarily complete and report to PEO prior to their subsequent renewal date the following year.

**Non-practising licence holders** are only asked to declare they are not practising professional engineering and to complete an online ethics module prior to the date of their licence renewal.

The PEAK program is unlike any other competence assurance reporting program in place today. The program is unique in that it:

- distinguishes between non-practising and practising licence holders;
- takes into account the risks to the public associated with the licence holder's scope(s) of practice and practice environment;
- allows practising licence holders to design their own knowledge plan to align with their area of practice and the available opportunities; and
- focuses only on technical activities relevant to a practising licence holder's work environment.

Let's examine the PEAK program for practising and non-practising licence holders using hypothetical examples. For both George and Nicole, the first step of the process is identical. When they receive their annual licence renewal notice, they are asked to begin the program by logging in to their account in the PEO member portal at [www.peo.on.ca](http://www.peo.on.ca), clicking on the PEAK tab and selecting the PEAK Questionnaire option.



### MEET GEORGE

George is an executive who keeps his designation as a credential.

1. Before his renewal date, George self-identifies as a non-practising licence holder and declares his practice status. PEO's online directory of practitioners will show he has completed this element of the program.

2. He then completes an ethics module—an hour-long online refresher on professionalism and ethics—prior to his licence renewal date. The online directory will reflect that he has completed this element of the program.

3. George is done. He has completed the PEAK program for his licence cycle.



### MEET NICOLE

Nicole is a structural engineer at a design-build firm.

1. Nicole self-identifies as a practising licence holder and completes the practice evaluation questionnaire before her upcoming licence renewal date. She spends 20 minutes answering brief questions about her practice environment, including her discipline, team role, responsibility level and risks related to errors/omissions. PEO's online directory of practitioners will show she has completed this element of the program. Based on her responses, she is recommended to undertake 16 hours of continuing knowledge activities.

2. Nicole then completes the ethics module before her licence renewal date. The online directory will reflect that she has completed this element of the program.

3. During the year, Nicole participates in continuing knowledge activities that she feels best align with her practice area by reading technical journals, attending seminars and mentoring EITs.

Before her next renewal date, Nicole reports her continuing knowledge activities to PEO using the My PEAK Activities tool found under the PEAK tab in the member portal. The online directory will show she has completed this element of the program.

4. Nicole is done. She has completed the PEAK program for her licence cycle.



The PEAK program can be accessed through the member portal on PEO's website at [www.peo.on.ca](http://www.peo.on.ca) or by visiting [www.peopeak.ca](http://www.peopeak.ca).