

companies you've worked with. Concentrate on your personal, hands-on contribution to specific engineering activities such as design, design modifications, or solving engineering problems using analysis/calculations, as they relate to the assigned exams.

- The panel will ask you questions to assess your knowledge of the fundamental engineering principles related to your assigned exams. The purpose of the panel's questions is to determine whether your engineering experience and knowledge is, in the panel's opinion, sufficient to meet the requirements of each of the assigned exams, in which case they can recommend the waiving of the corresponding assigned exam.
- Please note that the ERC cannot waive Basic Studies exams or the Engineering Report, and these will not be discussed at the interview.
- At the end of the interview, one of the panel members will advise you of the next steps, and give you an idea of when you can expect to hear from PEO.
- The interview will take about 30 to 100 minutes to conduct, depending on the number of exams to be discussed.

### Location of your interview

ERC interviews are held at the office of Professional Engineers Ontario, 40 Sheppard Avenue West, just west of Yonge Street in Toronto.

Because visitors' parking is limited, we suggest you park at the Yonge Sheppard Centre. For access to the



centre and other parking in the area, please refer to the map for directions. Our building is conveniently located at the Sheppard subway station.

### Cancelling your interview

- If you cancel or fail to appear for your scheduled appointment (other than for medical and/or business reasons), you will forfeit the opportunity to be interviewed and will be required to complete your assigned exam program.
- Cancellation for medical reasons must be supported by a signed letter from your doctor.
- Cancellation for business reasons must be explained in writing by your employer.

### Final remarks

Good luck in preparing for your Experience Requirements Committee interview. We look forward to meeting you.



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**Professional Engineers  
Ontario**

# E N G I N E E R I N G

## PREPARING FOR YOUR EXPERIENCE REQUIREMENTS COMMITTEE INTERVIEW

FOR P.ENG. LICENCE  
APPLICANTS ASSIGNED A  
SPECIFIC EXAMINATION  
PROGRAM

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## You've been invited for an interview. Now what?

You've applied to PEO to be licensed as a P.Eng. You're not a graduate of a recognized engineering program. PEO has reviewed your academic record and identified deficiencies, so you've been assigned an examination program designed specifically for you to fill these gaps. However, because you have more than 10 years of overall experience, you've been invited to attend an Experience Requirements Committee (ERC) interview. What is the ERC? What's involved in an ERC interview? This guideline will answer these questions, and help you prepare for your interview.

## The Experience Requirements Committee

Members of the ERC are professional engineer volunteers with experience in a wide range of fields of engineering. The ERC conducts interviews via two-person panels who are experienced in your engineering discipline of practice. The interview is aimed at determining whether your engineering experience sufficiently fills in the gaps in your academic background to warrant the waiving of any of your assigned exams.

## During the interview, the ERC will assess:

- the depth and breadth of your experience and engineering knowledge in the area(s) of your assigned exam(s);
- whether your experience demonstrates that you've applied and understand the engineering principles

included in the area(s) of your assigned exam(s); and

- your knowledge of the fundamental engineering principles related to your engineering discipline.

You should keep in mind that work experience that is solely project management, supervision, routine laboratory testing or maintenance, or where there is limited opportunity to apply engineering principles, will not be considered satisfactory for waiving exams. It will also not be acceptable as satisfactory engineering experience for licensing purposes.

## Preparing for your ERC interview

It's important that you prepare for your ERC interview. Here are tips on what you should do.

- Use your experience record to review in detail the activities where you believe you applied your knowledge in the area(s) of your assigned exam(s). This will help you to explain the approaches that you used in your engineering work project(s), including the calculations.
- If possible, bring with you to the interview some work samples (e.g. reports, drawings, etc.) that best illustrate your applied engineering knowledge in the area(s) of your assigned exam(s). Be prepared to discuss your work samples with the interview panel.
- Consider which of your work samples best illustrates your ability to apply engineering principles, because it is your responsibility to bring your most relevant samples to the inter-

view panel's attention. The interview panel will not necessarily ask to see all the work samples you bring with you, and you must take your samples with you after the interview. The interview panel will treat all work samples as confidential information.

- Many applicants who have come from outside Canada are not able to bring original work samples to the interview. If this is the case, please do not worry. This will not affect the outcome of your interview. Please feel free to prepare samples as best you can from memory. Simple sketches, block diagrams, or flow charts can be prepared prior to coming to the interview. You do not need to provide exact dimensions or quantities. Rather, please provide your best estimate/guess as to the actual figures. The panel members are more concerned with determining your level of understanding of the engineering principles involved in your work, than with how well you remember a specific number from a project you worked on several years ago. Your answers to the panel's questions will help them assess the depth and breadth of your engineering experience and knowledge in each of the area(s) of your assigned exam(s).
- Prepare to discuss the fundamental engineering principles related to your assigned exam(s) as listed in the syllabus. Referring to the PEO syllabus for your discipline will help you identify the related engineering principles for your assigned exam(s). The syllabus was included in the assigned examination program package sent to you earlier at the time when PEO notified you about the assignment of an examination program.

## On the day of your interview

- Arrange to arrive at PEO's offices about 10 minutes before the time set for your interview. Although PEO strives to begin interviews on schedule, please note that there is a possibility that your interview may be slightly delayed due to unforeseen circumstances.
- You will be asked to sit in the reception area until a Staff Member comes to greet you. The Staff Member will ask you for photo identification, then will escort you to the room where the interview will be conducted, and will introduce you to the members of the panel.
- The interview will be videotaped. The purpose of videotaping the interview is to ensure an accurate record of it with a view to assisting in the decision relative to the recommendation to be made by the ERC as a result of the interview. This recording may also be introduced as evidence in a possible eventual hearing. There will be no further or other use of this recording by PEO.
- Personal tape recording of the interview by applicants is strictly prohibited.
- One of the panel members will begin the interview by summarizing its purpose, and will ask if you have brought along work samples that demonstrate how you have applied the engineering principles related to the assigned exams. Normally, the panel will ask you to discuss your experience relevant to one examination at a time.
- The panel members will have read your experience record. Therefore, do not recite your career history or general descriptions of the