



Requirements for a Temporary Licence

To understand the requirements for a Temporary Licence, the principal object of the Association of Professional Engineers of Ontario should be kept in mind. The association is responsible under the *Professional Engineers Act* for regulating the practice of professional engineering [section 2(3)]. Reference should be made to sections 12, 15, 17, 18, 28, 34 and 40 of the Act and sections 42, 43, 44, 47, 48, 49, 50 and 74 of Ontario Regulation 941/90.

Please note that the Temporary Licence is issued on a project and discipline basis for a maximum period of 12 months from approval. However, only one Certificate of Authorization is required. The requirements for a Temporary Licence are:

ATTENTION: Canadian residents (but not Ontario)

1. Filing of complete applications and payment of fees for Temporary Licence(s) and Certificate of Authorization.
2. Written verification of registration or membership with another provincial Association/Order must be received by the association directly from the respective Association/Order.

ATTENTION: Non-Canadian residents

1. Filing of complete applications and payment of fees for Temporary Licence(s) and Certificate of Authorization.

2. (a) Qualifications equal to those required for the issuance of a licence as a professional engineer, or wide recognition in the field of engineering in respect of the work for which a Temporary Licence is requested and at least 10 years of experience in that field.
(b) Original academic transcripts, listing all courses and marks for the attainment of the university engineering bachelor's degree must be received by the association directly from the respective university.
(c) Written verification of registration with a professional engineering board of registration or other organization with functions similar to those of the association must be received by the association directly from the respective board of registration (if applicable).
3. Collaboration with an Ontario-licensed professional engineer is required to ensure that the engineering work complies with Canadian and Ontario codes, standards, and laws governing the work. All final drawings, reports, etc., must be co-signed and sealed by the collaborator. Also, collaborators must write directly to the Registrar confirming their willingness to act as collaborators.

Guide to Completion of Application for Temporary Licence

Page One of Application

1. PERSONAL—The full legal name of the applicant requesting the Temporary Licence must be given. If, for any reason, the name that appears on any documentation, academic or other, received by the association in support of your application for a Temporary Licence differs from the information provided on the application, it will be necessary to provide official legal documentation accordingly.
2. RESIDENCE—The complete permanent residence address, together with postal or zip code, must be provided. You are requested to indicate your preference regarding the mailing address to be used by the association when corresponding with you (i.e. home or office).
3. ACADEMIC—For applicants who are not registered as professional engineers in another province or territory of Canada, an official academic transcript must be sent to the association (Attention: Manager, Registration) and must come directly from the respective university/institution. Student copies are not acceptable.
4. EMPLOYMENT—It is important that the complete legal name and address of the applicant's present employer be provided clearly. **Do not abbreviate the employer's legal name.** Providing an inaccurate company name will delay the processing of your application.

5. PROFESSIONAL—List only the organizations in which registration or membership is held that have functions similar to those of the association (i.e. another regulatory body).

Page Two of Application

1. PROJECT IDENTIFICATION—It is essential that questions 1(a) through (f) be completed in full. Failure to provide detailed information will delay the processing of your application. **Please pay attention to legal and proper names.** Provide as completely as possible: (a) the details of the project (i.e. owner, dimensions, type of facility, and occupancy, intended use, new or modification, etc.); (b) sufficient details regarding the specific engineering services to be rendered by the applicant, and (c) reference to specific codes where applicable. Descriptions of engineering services should make reference to the design, analysis, evaluation, or other engineering services to be provided. If necessary, a cover letter may be included with the application.
2. EXPERIENCE—Please submit a detailed, typed experience summary with special attention to your engineering activities together with the application.
3. SIGNATURE—Once signed and submitted to the offices of the association, the Application for a Temporary Licence is an official document. Your attention is drawn to section 41(2) of the *Professional Engineers Act*, concerning the offence of making a false representation.



Application for Temporary Licence

Professional Engineers Act, R.S.O. 1990, Chapter P.28, and Regulation 941/90

New Renewal

The information for Temporary Licence applicants that accompanies this form should be carefully reviewed. Failure to provide complete information may result in processing delays.

This application is from a 1. Resident of Canada 2. Non-resident of Canada

Fee: \$650.00 + \$84.50 (HST) = \$734.50 (CDN). Application fee in Canadian dollars, cheque or money order, made payable to the Association of Professional Engineers of Ontario, must be attached. The fee is not refundable. The HST Registration number is R106733066.

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](#).

Personal	Family Name _____	YY/MM/DD Date of Birth _____
	Given Names _____	<input type="checkbox"/> F <input type="checkbox"/> M Sex

Residence	Street Number/Street Name/Unit, Suite or Apt. _____		City _____	
	Province/State _____	Postal Code/Zip Code _____	Send Mail <input type="checkbox"/> Home <input type="checkbox"/> Office	
	Country _____	Email _____	Home Telephone Number _____	

Academic	1. BASIC DEGREE OR DIPLOMA	University/Institute Name _____	Discipline/Branch _____
		Degree/Diploma _____	Year of Graduation _____
	2. POST GRAD	University/Institute Name _____	Discipline/Branch _____
		Degree/Diploma _____	Year of Graduation _____

(For other post-secondary information or additional postgraduate degrees, please attach a note.)

Please arrange for a copy of your undergraduate transcript to be sent to PEO directly from the institution.

Employment	Present Employer's Name _____		Title or Position _____		
	Street Number/Street Name/Unit or Suite _____	City _____	Province/State _____	Postal Code/Zip Code _____	Country _____
	Business Phone # & Extension _____	Fax _____	Email _____		

I have (if applicable) previously applied to PEO (month _____ year _____). Number was: _____

I am a member/registered/licensed with an engineering organization(s). Association/Institution/State Board or other as follows:

Name of Organization	Year accepted	Present status	Registration No.

(Please attach a separate sheet if more space is needed.)

Please arrange for confirmation of licensure to be sent to PEO directly from one Association/Board.

Have you ever been refused membership by any professional engineering association? Has your licence to practise ever been revoked? Is there recorded on the Register of any professional engineering regulatory body or equivalent organization any finding of guilt against you for professional misconduct, negligence, or incompetence? No Yes (If yes, please attach details.)

I require a Temporary Licence to undertake professional engineering work in Ontario, particulars of which are as follows:

(a) A description of the works, facilities, machinery, equipment or other property in Ontario:

(b) The services will be performed: for my employer through my employer for the client/customer in Ontario named below
 directly for a client/customer named below

(c) The name and address, including postal code, of the person, firm, or corporation by whom I am to be employed or engaged to perform services (i.e. customer/client) in Ontario within the practice of professional engineering:

Name: _____

Address: _____

(d) Location of project in Ontario: _____

(e) Project planned starting date: Year _____ Month _____ Day _____ Estimated cost of project: _____

Estimated completion date: Year _____ Month _____ Day _____ Fees for engineering services: _____

Although you must provide this information, to the extent that you include personal information about an individual (e.g. a non-business client), as opposed to business information, you must obtain the individual's consent to include this personal information.

Experience

Please attach a resume detailing a history of your practice experience, showing beginning and leaving dates, including the name and address of each company and, particularly, a description of technical responsibilities in each position held.

I confirm that all final drawings, specifications, plans, reports and other documents involving the practice of professional engineering, prepared by me or under my supervision and direction shall bear my signature and seal. I understand it is my responsibility to re-apply for a Temporary Licence should the work extend beyond the end of the period for which the licence is issued. I hereby certify the foregoing statements are true and correct. I hereby agree to comply with the *Professional Engineers Act of Ontario*.

Dated _____ Regular Signature _____

Where the engineering services are the business of providing to the public services that are within the practice of professional engineering, a Certificate of Authorization (C of A) is required in addition to the Temporary Licence. A separate application must be completed for the C of A. If your employer already has a C of A (only one required for any number of licences), please give:

Number _____ and expiry date _____

PEO USE ONLY	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Degrees	<input type="checkbox"/> <input type="checkbox"/> Location	<input type="checkbox"/> CofA	<input type="checkbox"/> Collaborator	<input type="checkbox"/> Approved	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Verification	<input type="checkbox"/> Experience	<input type="checkbox"/> Prov./Other	Temp. Licence Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Before submitting this form, make sure you have:

- included payment of \$734.50 (Cdn)
- included a current, indepth resumé
- arranged for transcript to be sent directly to PEO from institution
- arranged for confirmation of licensure to be sent from one Association/Board
- arranged for a collaborator

The information collected on this form is used for the purpose of regulating the practice of professional engineering. The immediate purpose for collecting this information is primarily to assist PEO in pursuing its regulatory activities and providing basic professional information to members of the public. For more information, see PEO's Privacy Policy at www.peo.on.ca, or contact PEO's Privacy Office at 416-224-1100.