

ACTION PLAN FOR GOOD PRACTICES (V6)

Regulator: Professional Engineers Ontario
Date First Submitted to OFC: April 30, 2012
Updated:

RECOMMENDATIONS (GOOD PRACTICES)	PLANNED ACTIONS	DEADLINES	COMMENTS (optional)	OUTCOMES (completed actions; date)
<p>1. Specific Duty - Information for Applicants <i>In the online document, Licensing Guide and Application for Licence, add more specific information about which documents are kept by PEO and which documents are returned to applicants upon written request. (Good Practice: 1.12)</i></p>	<p>PEO will update its Licensing Guide and Application for Licence on its website to include which applicant-submitted documents are kept by PEO and which documents may be returned to the applicant.</p>	<p>September 2012</p>	<p>Original transcripts, diplomas, degrees and/or certificates submitted by applicants that are not in an institution-sealed envelope will be returned to them. Other documents submitted by applicants may be returned to them upon their written request. However, the application form itself will not be returned as it becomes PEO's internal document upon submission. Also, some institutions prohibit photocopying or forwarding transcripts to a third party; therefore, documents received directly from institutions in an institution-sealed envelope or from a third party will not be photocopied or mailed to the applicant or to a third party.</p>	<p>Completed June 30, 2012</p> <p>The comment will be added to the Licensing Guide and Application for License when it is next printed.</p>
<p>2. Specific Duty - Information for Applicants</p>	<p>To be completed as per Recommendation</p>	<p>December 2012</p>	<p>The current licensing process is applicant-driven and the length of the registration process is dependent upon the number of requirements satisfied by the applicant prior to applying. If</p>	<p>Completed June 30, 2012</p>

<p>Add all the information related to the registration process, including steps, timelines and fees, in the Licensing & Registration section of the website. (Good Practice: 1.14 and 1.19)</p>	<p>2 of the Required Practices.</p>		<p>applicants have satisfied the academic requirements and the 48 months of engineering experience at the time of their application, they may write the Professional Practice Examination and they could be registered within six weeks from the time they pass that exam. However, if applicants have not satisfied the academic requirements prior to their application, the <i>Professional Engineers Act</i> allows the applicant up to eight years to write technical exams, depending upon how and when the applicant chooses to write the exams to fulfill the academic and engineering experience requirements. Technical exams are offered twice each year and applicants may write in any of the 50 centres located throughout Canada. Applicants may also contact PEO for arrangements to write exams outside Canada. Results of exams are sent via regular mail within 45 business days from the date of the last exam sitting.</p> <p>The registration process may take longer if the referees did not submit their forms to PEO on time or if the applicant is a recent graduate who has yet to gain the required engineering experience in quantity and quality.</p> <p>After satisfying the academic requirements, applicants are allowed up to two years to write the Professional Practice Examination, but there is no time limit for an applicant to satisfy the engineering experience requirements. The Professional Practice Examination is offered three times per year and applicants may write in any of the 50 centres located throughout Canada. Applicants may also contact PEO for arrangements to write the exam outside Canada. Results of exams are sent via regular mail within 45 business days from the date of the last exam sitting.</p> <p>Applicants who choose to apply as soon as they graduate will need to gain four years of acceptable engineering experience before a licence could be issued.</p>	<p>The comment is now added in the Licensing & Registration section of the website. It will also be added to the Licensing Guide and Application for License when it is next printed.</p>
---	-------------------------------------	--	---	---

			<p>Applicants who have satisfied all the licensure requirements would have to be approved by the Registrar, and once they have paid the applicable registration fees, they would become licensed as professional engineers.</p> <p>COSTS TO BECOME LICENSED</p> <ul style="list-style-type: none"> • Application fee of \$300 + HST (total \$339.00), which must be submitted with the Application for Licence form. • Professional Practice Examination fee of \$165, which must be submitted with the Application to Write the PPE that PEO sends to applicants. • Where applicable, technical examination candidates are required to pay: a one-time administration and first examination fee of \$580; \$165 for each subsequent examination; and \$300 for submission of a thesis. • Final registration/licensing fee of \$250 + HST (total \$282.50). Applicants will be invoiced for this fee upon licensing. • To remain licensed, license holders are required to pay annual dues, which are \$220 + HST (total \$248.60). <p>Note: All costs are non-refundable. Applicants may pay by cheque or money order. Exam fees may also be paid online.</p>	
<p>3. Specific Duty – Training <i>Identify training opportunities for staff members on the objectives of FARPA. (Good Practice: 7.4)</i></p>	<p>PEO will, in conjunction with the Ontario Fairness Commission (OFC), arrange training by the OFC on the objectives of FARPA for its Licensing Staff.</p>	<p>September 2012</p>	<p>PEO is committed to working with OFC as soon as it offers or arranges training on the objectives of FARPA for its staff.</p>	<p>Work in Progress</p>

<p>4. Specific Duty – Access to Records <i>Provide policy information related to all aspects of applicant access to records on the PEO website. (Good Practice: 8.3)</i></p>	<p>PEO will update the Licensing & Registration section of its website to include policy information regarding access to application records.</p>	<p>June 2012</p>	<p>PEO's Privacy Policy is posted on PEO's website. It is a statement of the principles and guidelines for the minimum required protection of personal information collected, used or disclosed by PEO. The objective of PEO's Privacy Policy is responsible and transparent practices in the management of personal information, in accordance with contemporary privacy expectations. PEO's Privacy Policy also provides guidance as to how it interprets its ability to disclose information "as may be required in connection with the administration" of the legislation as set out in section 38 of the <i>Professional Engineers Act</i>.</p> <p>Principle 9, "Access to Personal Information" of PEO's Privacy Policy states as follows:</p> <p>"Where PEO holds personal information about an individual, upon written request, PEO shall allow access to the information to that individual, unless providing access could reasonably be expected to interfere with the administration or enforcement of the <i>Professional Engineers Act</i> or it is impracticable or impossible for PEO to retrieve the information.</p> <p>Individuals may obtain their personal information or seek access to their individual files by contacting PEO's Chief Privacy Officer. If the individual is not satisfied with the Chief Privacy Officer's response to their request for access and/or correction, he or she may have the decision reviewed by the Privacy Review Councillor. A detailed written procedure on how to make a request for access and/or correction is available from the Chief Privacy Officer upon request."</p>	<p>Completed June 30, 2012</p>

<p>5. General Duty – Transparency <i>Implement the PEO Entry-to-Practice Review report's recommendations to create an online application and follow-up system, to augment or replace the current manual system involving mail, fax, and/or drop-off. This change will speed up the process and make it possible for applicants to check the status of their applications online. (Good Practice: Transparency 2)</i></p>	<p>PEO will implement an on-line application and follow-up system once its proposed Licensing Regulations are proclaimed and an assessment and decision on member database options has been implemented.</p>	<p>December 2013</p>	<p>PEO is looking into introducing an on-line application and follow-up system once its proposed Licensing Regulations are proclaimed and an assessment and decision on member database options has been implemented.</p>	<p>Work in Progress</p>
<p>6. General Duty – Fairness <i>Provide the rationale for PEO's Canadian work experience requirements, including a detailed explanation of the</i></p>	<p>PEO will keep its Entry to Practice Review Report, which includes the rationale for Canadian work experience in the Licensing &</p>	<p>June 2012</p>		<p>Completed June 30, 2012 Entry to Practice Review Report is now posted under the</p>

<p><i>unique qualities of engineering in Canada.</i></p> <p>Note: <i>PEO has agreed to keep its Entry-to-Practice Review report, which includes the rationale for Canadian work experience, on the Home page of the PEO website. The OFC recommends that PEO also add a prominent link to this information in the Licensing & Registration section. (Good Practice: Fairness 6 and 7)</i></p>	<p>Registration section of its website.</p>			<p>Licensing & Registration section of the website</p>
--	---	--	--	--