How to become a Professional Engineer in Ontario
The Licensure Process

- Application to PEO
- Academic assessment
- Professional Practice Examination
- Engineering experience requirements & references
- Licensure

Serving the Public. Regulating Professional Engineering.
The Licensure Process

Application to PEO

Academic assessment

Professional Practice Examination

Engineering experience requirements & references

Licensure
What do you need to apply to PEO?

- Application form and type
- Name and proof of identity
- Current residence address
- Academic background
- Current employment
- Experience record
- Referees
- Good character
- Applicant’s declaration
- Application fee
Application Form and Type

- Found at [www.peo.on.ca](http://www.peo.on.ca)
- What type of application?
  - Want to be an EIT?
  - For a new P.Eng. licence
  - If you were a past PEO member
Application Form and Type

Engineering Intern
Financial Credit Program

- Program waives PEO application fee and first-year EIT fees
- Eligible applicants
- Apply online here

- Graduates from accredited Canadian engineering schools applying within **six months** of their convocation date
- International engineering graduates applying within **six months** of their landing date in Canada
Name and Proof of Identity

Your full legal name supported by:

- Canadian birth certificate,
- Certificate of Canadian citizenship,
- Canada’s permanent resident card, or
- Record of landing.

Proof of identity supported by:

- Canadian birth certificate,
- Canadian citizenship card (both sides),
- Canada’s permanent resident card (both sides),
- Form IMM 1000 of Record of Landing,
- Work permit/visa, if applicable.

** You must be at least 18 years old to be licensed**
Current Residence Address

- Your current home address and phone numbers
- Indicate if you want PEO to send your mail to your home or business address
Academic Background

- Discipline
- City and country of university
- Date granted
- University name

Details of your bachelor’s, postgraduate and other degrees
Current Employment

Only necessary if you are currently employed
Experience Record

Comprehensive engineering experience summary

- Focus on the **five criteria**
- The start and end dates of your employment (month and year)
- Names and locations of employers
- Your title/position
- Description of your engineering activities
Referees

At least three referees who are familiar with your engineering experience

- Name and title
- Email address
- Licence/registration number, if applicable
Good Character

Answer the questions and provide details for questions that you answer “Yes”
Applicant’s Declaration

• Your signature confirming that your application is true and complete without misrepresentation or false statements
Application Fee

$360 + HST (total $406.80) payable to “Professional Engineers Ontario”

• No fee for applicants eligible and applying through the Financial Credit Program (FCP)
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Academic Background

CEAB graduates
- Transcripts directly sent from the academic institution to PEO

Non-CEAB graduates
- Original transcripts, diplomas, degrees and/or certificates
  - Copies must be certified by a notary public or P.Eng.
  - If documents are not in English, English translations must be prepared by a certified member of the Association of Translators and Interpreters of Ontario.
- Detailed description of all engineering courses taken.
- Abstracts of theses for postgraduate degrees

Minimum Education level
- Three-year diploma in technology from a college of applied arts and technology
- Bachelor’s degree in a relevant science area
- Academic qualifications deemed by Council to be equivalent to a diploma or degree
Academic Requirements—non-CEAB

PEO will assess academic background to determine equivalency to established standards

- Confirmatory Examination Program: to confirm academic equivalency
- Specific Examination Program: Remedy any identified deficiencies in academic requirements

Technical exams
- Offered twice a year
- Can be written across and outside of Canada
- Applicants have up to eight years to write exams
Experience Requirements Committee (ERC) Interview

Interviews when:

- Confirmatory Examination Program + >5 years engineering experience = May find you do not need to take the examination program
- Minimum academic level + Specific Examination Program + >10 years engineering experience = May find you do not need to take the examination program
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Professional Practice Exam

All applicants must pass the PPE (minimum mark of 50 percent)

Only failed portions have to be re-written (law or ethics)

If the PPE is failed three times, candidate must wait one year before a fourth and final attempt to write the exam is granted

• Applicant must submit two sample responses from past exams for PEO to review before fourth and final attempt
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Experience Record

- 12 months minimum in a Canadian jurisdiction under a licensed P.Eng.
- Include names/dates of employment and location of employers
- Job title/position
- Description of engineering activities that meet the 5 criteria

48 months of verifiable, acceptable engineering experience in a summary
Experience Requirements Criteria

- Application of theory
- Practical experience
- Management of engineering
- Communication skills
- Social implications of engineering
Experience Credit

- Up to **12 months** of **pre-graduation experience**
- **12 months** for a **postgraduate degree** in engineering in similar discipline as undergraduate degree (transcripts required)
- Additional **credit** for **industrially applied research** work during postgraduate degree(s) (industry referee required)
Referees

At least three referees needed, with at least one P.Eng. for 12 months in a Canadian jurisdiction.

Referee supervisor required for each place of employment.

PEO mails questionnaire to referees who fill it out and return directly to PEO.
Interview if the applicant’s engineering experience is doubtful or not supported by referees

- Applicant given guidance to address deficiencies in collaboration with the applicant’s selected P.Eng. supervisor.
Other Information

- Costs to become licensed
- Licence types
- EIT program
- PEO contacts
### Costs to become licensed

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Application fees</td>
<td>• $360 + HST (total $406.80) cheque or money order</td>
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<tr>
<td>PPE</td>
<td>• $200</td>
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<tr>
<td>Technical examinations</td>
<td>• $700 (administration &amp; first examination fee); $200 (each subsequent examination); $360 (submission of a thesis)</td>
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<tr>
<td>EIT annual fee</td>
<td>• $90 + HST (total $101.70)</td>
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<tr>
<td>Final registration/licensing fee</td>
<td>• $300 + HST (total $339)</td>
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<tr>
<td>Annual licence fee</td>
<td>• $265 + HST (total $299.45)</td>
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Licence types

- **FULL**
  Professional Engineer (P.Eng.)

- **PROVISIONAL**
  Meets all requirements except for the 12 months Canadian experience under a P.Eng.

- **TEMPORARY**
  Licensed in other province/territory

- **LIMITED**
  Competence in a certain area of professional engineering
Benefits

• Annual reviews of engineering experience
• Attendance at EIT seminars
• Ability to join a chapter and attend chapter events
• Access to PEO’s [licensure assistance program](#)
• Receive *Engineering Dimensions*–PEO’s official publication
PEO Contacts

Admissions representatives
- Manage applicant’s files
- Prepare applicants for the next step in the process
- Answer all licensing process and application status questions

Finance department
- Fees and receipts
PEO Contacts

- Academics & Educational Requirements
  - academics@peo.on.ca
- Experience Questions & Assessment
  - experience@peo.on.ca
- Examinations (Technical & PPE)
  - exams@peo.on.ca
- Finance Department
  - financialservices@peo.on.ca
- Engineering Intern (EIT) Program
  - eit@peo.on.ca