



# Application for Certificate of Authorization

## Professional Engineers Act R.S.O. 1990 Chapter P. 28

The general information that accompanies this application should be carefully reviewed. Failure to provide relevant information may result in delay.

### Instructions

1. Please complete all sections of this form relevant to your business.
2. Any subsequent change in particulars must be submitted to the Registrar within 30 days.
3. Please type or print in ink.
4. Please return original along with evidence of the business registration/incorporation (see instruction sheet), insurance attachment if necessary (section H of the form), resumes for all individuals listed in section F of the form, and the application and annual fees totalling \$904.

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](#).

PEO USE ONLY

Number

Data Entry

Microfilm

Data Entry Checked

### A Name of Organization (include operating name if applicable)

Name of Organization (include operating name if applicable)

Mailing Address

Postal Code

Telephone Number

Fax Number

Email Address

### B Other office(s) doing business in Ontario (add separate sheet if space is insufficient)

Mailing address

Postal Code

Telephone Number

Fax Number

### C-1 Type of Organization

Sole Practitioner (an individual) not incorporated

Corporation

Partnership

Partnership of Corporations (see note below)

**Note:** A Standard Certificate of Authorization will be granted to a Partnership of Corporations if one of the corporations holds a Certificate of Authorization. If applicable, name corporate partners holding a Certificate of Authorization: \_\_\_\_\_

A) Total number of professional engineers on staff \_\_\_\_\_ B) Total number of employees on staff \_\_\_\_\_

C) Total number of limited engineering licensees (LELs), including licensed engineering technologists (LETs), on staff \_\_\_\_\_

### C-2

### D Description of Professional Engineering Services (including professional services provided and major areas of engineering activity)

Please also provide Description of Professional Engineering Services in an email in an editable format, such as Word, and send electronically to CofA.new@peo.on.ca

**Note:** For limited engineering licensees (LELs) and licensed engineering technologists (LETs) you employ, you must include a description of the professional engineering services they are to provide (in total).

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**E** Name(s) in full and address(es) of the sole practitioner (an individual), all partners, or all officers and directors, as the case may be. You MUST ensure that the people listed below consent to your providing this information to PEO. (Attach separate sheet if space is insufficient.)

NAME	RESIDENCE ADDRESS	POSITION IN ORGANIZATION

**F** Names in full of the sole practitioner (an individual), partners or employees, as the case may be, who hold:

- licences,
- temporary licences, and/or
- limited licences applied for on or after July 1, 2015 and subsequently issued by PEO, and/or
- are licensed engineering technologists (LETs), or
- have applied for a temporary licence

and will assume responsibility for the services provided within the practice of professional engineering. (Add separate sheet if space is insufficient.)

**Note:** Employee engineers with less experience must seal their own work.

Please indicate if the licence holders are PEO consulting engineers. Only a member who has been designated as a consulting engineer by PEO can use the restricted title "consulting engineer." Holding only a certificate of authorization (C of A) from PEO does not entitle a professional engineer to call himself or herself a "consulting engineer" or advertise his or her services as a consulting engineer.

**Note:**

- A limited licence holder, i.e. a limited engineering licensee (LEL), may only assume responsibility for the services provided and devote sufficient time and provide personal supervision and direction to the work of the applicant that is within the practice of professional engineering if the LEL's application for the limited licence was made on or after July 1, 2015.
- LELs whose application for the limited licence was made before July 1, 2015 are not eligible to assume responsibility unless they reapply for a new LEL and are subsequently authorized to be listed to assume responsibility under a C of A.

NAME	PEO LICENCE NUMBER (IF APPLICABLE) / SEE F ON INSTRUCTION SHEET	RESIDENCE ADDRESS	PEO DESIGNATED CONSULTING ENGINEER		PEO USE ONLY (INITIAL)
			YES	NO	

**G** A Standard Certificate of Authorization will be issued unless a General Certificate of Authorization is specifically requested. I hereby request the issuance of a General Certificate because the primary function of the applicant is, or will be, to provide to the public services that are within the practice of professional engineering:

Is it the intention of the applicant to apply to the Ontario Association of Architects for a Certificate of Practice?  YES  NO

**H** **Professional Liability Insurance** (Reference section 74, R.R.O. 1990, Regulation 941)

Check off appropriate box. **Note: If applicant (the person or organization named at Section A) is insured, a copy of the Certificate of Insurance must accompany this application (for a, b, or c, only).**

- Insured**—the applicant is insured against professional liability in accordance with subsection 74(1),
- Joint Practice**—the applicant is participating in the Indemnity Plan of the Ontario Association of Architects in accordance with clause 74(2)(a) and the applicant's practice is limited to professional activities covered by that plan,
- Class Exemption**—the applicant has other insurance in accordance with clause 74(2)(b),
- Class Exemption**—the applicant is not required to have professional liability insurance in accordance with clause 74(2)(c) as the applicant's practice would be in respect of pollution hazards, nuclear hazards, aviation hazards or shipping hazards, or
- Compulsory Disclosure**—the applicant will comply with clause 74(2)(d) in the manner provided by that clause by notifying each person to whom the applicant intends to provide professional engineering services that the applicant is not insured in accordance with the minimum requirements of that clause.

**I**

I, a person listed at Section F, above, having read and understood Section F, am:

- i)  a sole practitioner (an individual) not incorporated  
 ii)  an employee of the corporation  
 iii)  a partner in the partnership  
 iv)  an employee in the partnership of corporations

and hereby certify the foregoing information to be true and correct.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**J**

- 1) Any subsequent change in particulars must be submitted in writing by a person listed at Section F, to the Registrar within 30 days.  
 2) A false statement on this form may be considered to be Professional Misconduct under the Regulation.  
 3) Fees:      APPLICATION FEE—\$400.00 + \$52 (HST) = \$452 (not refundable)  
                  Annual fee—\$400.00 + \$52 (HST) = \$452

**Total fees payable (Cdn funds) = \$904 Payable to Professional Engineers Ontario HST# R106733066**

**PEO  
USE  
ONLY**

- Routing (see code)       Approved

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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](http://www.peo.on.ca), or contact PEO's Privacy Office at 416-224-1100 or 800-339-3716.