How to become a Professional Engineer in Ontario
The Licensure Process

1. Application to PEO
2. Academic assessment
3. Professional Practice Examination
4. Engineering experience requirements & references
5. 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
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

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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

Details of your bachelor’s, postgraduate and other degrees

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

Application Form

9. GOOD CHARACTER

Subscription 14(1)(a) of the Ontario Professional Engineers Act requires that all applicants be of good character to retain a professional engineering license. The Act also provides that if an applicant's past conduct or other grounds for belief that the person will not engage in the practice of professional engineering according to the law and with honesty and integrity is found, then a license may not be issued.

All applicants must answer all of the following questions. Their immediate purpose is to enable the registrar to determine whether the applicant is of good character and whether there is any basis for refusing to issue a license. Based on questions an applicant's past conduct, by providing the information, you consent to PRO contacting the relevant professional engineering licensing body's equivalent organization and then providing the information to PRO.

An affirmative answer to any of these questions does not necessarily mean that you will be refused a licence.

Questions: (If you answer “yes” to any of the following questions and additional space is needed, attach separate page.)

1. Have you previously been licensed by PRO?

2. If yes, give year(s), registration number or file no(s):

3. Have you ever been licensed by any professional engineering body in another province, territory or country?

4. If “yes,” provide:

   Month Year
   Where Registration number or file no:

5. Have you ever applied to, but not been licensed by, PRO?

6. Have you ever been licensed by any professional engineering body in another province, territory or country?

7. If “yes,” provide:

   Month Year
   Where Registration number or file no:

8. Have you ever been relicensed or had a licence revoked or suspended by another engineering association? (Aside from this application)

9. If “yes,” provide:

   Month Year
   Where Registration number or file no:

10. Is there record on any register of any professional engineering regulatory or licensing body or equivalent organization any finding against you of professional misconduct or incompetence?

11. Have you ever been found guilty of any offence under a provincial territorial or other Professional Engineers' Act or its regulations?

12. Do you possess knowledge, are you currently being investigated for any violation under a provincial territorial or other Professional Engineers' Act or its regulations?

13. Do you have an alcohol or drug dependency that renders you incapable of performing or fulfilling the essential duties or requirements of a professional engineer?

14. Do you suffer from any medical condition that renders you incapable of performing or fulfilling the essential duties or requirements of a professional engineer?

15. Have you ever been found guilty of, or is there any outstanding judgment against you in, any civil or criminal proceeding in Canada or abroad?

16. Has any finding of negligence been made against you in any civil or criminal proceeding in Canada or abroad?
Applicant’s Declaration

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

10. APPLICANT’S DECLARATION

I declare that the information in this application is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation may disqualify me for a licence. I agree to file additional information if the response to any question changes between now and the date of my licensing as a professional engineer in Ontario.

Professional Engineers Ontario shares relevant applicant/practitioner information with other licensing bodies, including North American professional engineering licensing bodies, pursuant to the PEO Privacy Policy and the Memorandum of Understanding on Discipline and Enforcement for Associations/Ordre of Professional Engineers in Canada and the Agreement on Mobility of Professional Engineers Within Canada.

X

Signature  Date
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)
The Licensure Process

Application to PEO

Academic assessment

Professional Practice Examination

Engineering experience requirements & references

Licensure

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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
The Licensure Process

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

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The PPE (Professional Practice Exam) is a three-hour exam held in April, August, and December. It is a closed-book exam and is essay format. It consists of two parts:

- **Law**: 1.5 hours
- **Ethics**: 1.5 hours

All applicants must pass the PPE with a minimum mark of 50 percent. Only failed portions of the exam (law or ethics) have to be re-written.

If the PPE is failed three times, the 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 the final attempt.
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Experience Record

48 months of verifiable, acceptable engineering experience in a summary

- 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
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.
Experience Assessment—Experience Requirements
Committee (ERC) Interview

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

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
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Academic assessment
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Licensure
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