



## PEO Application Checklist for graduates of Canadian Engineering Accreditation Board (CEAB)-accredited programs

**Note:** Please refer to the Licensing Guide and Application for Licence at [www.peo.on.ca/sites/default/files/2019-07/LicensingGuide%26Application.pdf](http://www.peo.on.ca/sites/default/files/2019-07/LicensingGuide%26Application.pdf) for details.

Mandatory  
to open a  
PEO file

- Completed and signed **APPLICATION FORM**
- PROOF OF IDENTITY**, supported by photocopies of:
  - Canadian birth certificate;
  - Canadian Citizenship Card or Certificate (both sides);
  - Permanent Resident Card (both sides); or
  - Form IMM 1000 of Record of Landing (only if card is not available).
- APPLICATION FEE** of \$360 + HST (total \$406.80), by **cheque** or **money order** payable to PEO.
- ORIGINAL TRANSCRIPTS** for all degrees sent directly to PEO by the applicant's academic institution. Photocopies and/or student-issued transcripts are **NOT** acceptable.

Can be  
submitted with  
application,  
but not  
necessary

- PREGRADUATION EXPERIENCE RECORD** for experience gained after the midpoint of your bachelor's degree and prior to graduation. Refer to the guide at [www.peo.on.ca/sites/default/files/2019-09/Guide\\_for\\_PreGraduation.pdf](http://www.peo.on.ca/sites/default/files/2019-09/Guide_for_PreGraduation.pdf)
- EXPERIENCE RECORD** (refer to the Guide to Required Experience for Licensing as a Professional Engineer in Ontario at [www.peo.on.ca/sites/default/files/2019-09/RequiredExpForLicensing.pdf](http://www.peo.on.ca/sites/default/files/2019-09/RequiredExpForLicensing.pdf)). Work Experience summary format is available at [www.peo.on.ca/sites/default/files/2019-09/ExperienceRecordTemplate.doc](http://www.peo.on.ca/sites/default/files/2019-09/ExperienceRecordTemplate.doc). Include:
  - Names and dates (YY/MM) of employment and location of employers;
  - Job title/position; and
  - Description of engineering activities that meet the five criteria (application of theory, practical experience, management of engineering, communication skills, and social implications of engineering).
- REFeree CONTACT INFORMATION**. Include:
  - Name and title;
  - Mailing and email address; and
  - Licence/registration number, if applicable.

(Refer to the Guide to Required Experience for Licensing as a Professional Engineer in Ontario at [www.peo.on.ca/sites/default/files/2019-09/RequiredExpForLicensing.pdf.htm](http://www.peo.on.ca/sites/default/files/2019-09/RequiredExpForLicensing.pdf.htm) for referee requirements.)

**Note:** The Experience Record is reviewed and referees contacted only **after** an applicant has met all other licensure requirements (i.e. passed the Professional Practice Exam and completed 48 months of experience).