



## PEO Application Checklist for applicants who do not hold an undergraduate degree from a Canadian Engineering Accreditation Board (CEAB)-accredited program

**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)

- 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, DIPLOMAS, DEGREES, AND/OR CERTIFICATES**
  - Copies must be certified by a notary public of Ontario or a Canadian P.Eng. Originals and copies can also be brought to the PEO office for verification.
  - If documents are not in English, English translations must be prepared by a certified member of the Association of Translators and Interpreters of Ontario (call 1-800-234-5030 or refer to <http://search.atio.on.ca/search/index/1>), or by a Canadian professional engineer who is fluent in both languages; each page must be certified.
  - Transcripts issued by Canadian or United States institutions must be sent directly to PEO from the institutions in an institution-sealed envelope. Photocopies and/or student-issued transcripts are **NOT** acceptable.
  - Clear descriptions of all engineering courses taken (recommended).
  - Abstracts of theses for postgraduate degrees. Abstracts must be labeled with the degree and title of the thesis.
- 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)
  - Names and dates (YY/MM) of employment and location of employers;
  - Job title/position; and
  - Description of engineering activities that meet the five experience 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](http://www.peo.on.ca/sites/default/files/2019-09/RequiredExpForLicensing.pdf) for referee requirements.)

**Note:** Referees will be contacted only **after** an applicant has met all other licensure requirements (i.e. passed the Professional Practice Exam and completed 48 months of experience).