



## PEO'S TECHNICAL EXAMINATION PROGRAMS

### WHY A TECHNICAL EXAM PROGRAM?

The academic requirement for licensing as a professional engineer in Ontario is a bachelor's degree in engineering from an accredited program at a Canadian university or its equivalent.

The Canadian Engineering Accreditation Board (CEAB) accredits undergraduate engineering degree programs on behalf of the provincial/territorial engineering associations/order, including PEO.

Applicants who do not hold a bachelor's degree in engineering from a CEAB-accredited program may be required to pursue either PEO's *Confirmatory* or *Specific* exam program to demonstrate that they possess the equivalent academic background for licensing purposes.

**PEO's TECHNICAL EXAM PROGRAMS *Confirmatory Exam Program (CEP)*.** Applicants whose undergraduate Bachelor's engineering degree was obtained via a program that appears to be similar to the respective CEAB-accredited program are usually assigned a Confirmatory Exam Program, which consists of four exams. The intent is to give the applicant an opportunity to demonstrate that s/he has an academic preparation that is deemed to be equivalent to that of a graduate of a CEAB-accredited program.

***Specific Exam Program (SEP)*.** If PEO's assessment reveals that an applicant's academic qualifications are below the established Canadian standard, s/he will be assigned a Specific Exam Program aimed to remedy identified deficiencies for licensing purposes. A Specific Exam Program may consist of Basic Studies exams, discipline-specific exams, Complementary Studies exams and a thesis.

Basic Studies exams are a prerequisite and must be addressed first; PEO will re-evaluate the applicant's file following the successful completion of all Basic Studies exams and may modify the original exam program, and advise the applicant of the options available to address any outstanding exams.

### TIME LIMITS FOR WRITING EXAMS

PEO's technical exams are offered twice annually (in May and December).

Applicants must write at least one exam within two academic years following the date of receipt of their exam program notification. Once the exam program is commenced, the applicant must write at least one exam each academic year or the file will be closed. All exam programs must be successfully completed within eight academic years of the date that the applicant was notified of his/her exam program. ("Academic Year" means the period starting September 1 in a year and ending August 31 in the following year.)

### HAVING THE FILE CLOSED

An application file will be closed if any one of the following conditions applies:

- not completing all exam requirements within the specified time limit;
- not writing at least one exam in each academic year after writing the first exam;
- failing the same exam on three attempts;
- failing a total of five exams;
- failing two Basic Studies exams; or
- failing to write a failed exam within one academic year for CEP.

### PERFORMANCE STANDARDS

The pass mark for all PEO exams is 50%.

***Confirmatory Exam Program.*** An applicant will be considered to have successfully completed the CEP if the average of the technical exam marks is at least 55% and a pass mark (at least 50%) was received on the Complementary Studies exam.

If an applicant fails two exams or fails the same exam twice in a CEP, s/he may be assigned a Failed-to-Confirm exam program, which may consist of additional exams in the Basic Studies, discipline-specific and Complementary Studies categories.

### GOOD-PERFORMANCE REVIEW POLICY

***Confirmatory Exam Program.*** To meet the "good-performance" review criterion, an applicant must have written two technical exams at the first sitting and achieved a minimum average of 65% with no mark below 60%.

After a second exam sitting, if an applicant has passed three technical exams with no mark below 60%, s/he may receive consideration for exemption from writing the Complementary Studies exam. If an applicant attempted two exams in the first sitting but failed one, s/he may still qualify for a "good-performance" review if s/he passes the failed exam with a mark of 70% or higher and achieves 60% or higher on the previously unwritten technical exam attempted at the second sitting.

**Important:** If an applicant has been assigned a **Directed Confirmatory Exam Program**, the good performance criteria are different; to be eligible, in addition to meeting the above criteria, all the directed exams must be addressed as well. Applicants are advised to contact the Exam Centre to discuss further.

#### Note:

- Good-Performance reviews are not applicable to Specific Exam Program and Failed-to-Confirm exam program applicants.

### WHEN AND WHERE PEO EXAMS ARE OFFERED

PEO technical exams are held in May and December at 14 centres in Ontario. Exams are usually offered over a five-day period.

Registration packages to write are mailed in January for the May sitting and in July for the December sitting.

If the technical exam package is not received by the times indicated above, applicants should call the Exam Centre.

### PROCUREMENT OF TEXTS AND OTHER MATERIALS FOR AN EXAM

To help in the procurement of all the suggested technical text books Contact customer service of Login Brothers at [orders@lb.ca](mailto:orders@lb.ca), through the website [www.lb.ca](http://www.lb.ca) or 1-800-665-1148 to assist you. It is recommended to always purchase the latest edition of any suggested textbook.

If an applicant does not have the current text listing or the text(s) is out of print, the applicant is advised to contact the Exam Centre (see below).

Recent written exams (i.e., reprints) are available on-line at PEO's website at [www.peo.on.ca](http://www.peo.on.ca) for free download. These past exams are available to provide the applicant with knowledge of the exam format, etc. The answers/solutions of past exams are not available at PEO.



## PEO'S TECHNICAL EXAMINATION PROGRAMS

### EXAM FEES

All Exam Fees are non-refundable.

First Exam Fee	\$700
Each Subsequent Exam Fee	\$200
Submission of an Engineering Thesis	\$360

### COURSES-IN-LIEU

For all course(s)-in-lieu of PEO exam(s), applicants must get prior approval from PEO. A request must be in writing and should include a description of the proposed university calendar course and should be submitted at least two months in advance of the course's registration deadline.

Applicants must arrange for the official grade report(s) to be forwarded to the Licensing and Registration Department upon the completion of the course(s).

**NOTE: Courses-in-lieu are not acceptable for:**

- **Basic Exams,**
- **Confirmatory Exams,**
- **Directed Confirmatory Exams,**
- **Failed exams**

### EXAM CENTRES

Exams are offered annually in May and December at the following centres in Ontario:

Belleville	London	Sudbury
Chalk River	Ottawa	Thunder Bay
Hamilton	Peterborough	Toronto
Kingston	Sarnia	Windsor
Kirkland Lake	St. Catharines	

The timetable information and exact location of exams are posted on PEO's website early in April to applicants writing exams in May, and early in November for those writing in December.

Applicants living inside Ontario must write at an Ontario centre. One of the centres listed may be selected. Applicants living outside Ontario may make special arrangements to write outside Ontario or Canada. Call the Exam Centre for further instructions if special arrangements are required.

### ADDITIONAL INFORMATION

**Order of exams.** Basic Studies exams are a prerequisite and must be written first. Following the successful completion of all Basic Studies exams, applicants may write the remaining exams in any order. However, it is recommended that exams in less-advanced subjects be written first. Passing an exam in an advanced subject does not merit credit for a less-advanced subject.

**English Language Skills.** An acceptable level of English—both written and spoken—is required to practise engineering and to successfully complete PEO exams. If an applicant needs to improve English language skills, s/he should contact one of the many English as a Second Language Programs run by schools and community organizations throughout Ontario.

**Penalties.** Using notes or other aids in an exam where these are not allowed is strictly forbidden. Applicants caught doing so will have their paper confiscated and risk having their licence application withdrawn.

**Exam Results.** Exam results are normally mailed within 45 working days following writing of the exam. No results will be given over the telephone or in person at PEO office. Exam papers will not be returned to applicants and answers are not available. Failed exams are automatically re-read. However, applicants may request a formal re-read

of an exam paper. A non-refundable fee of \$330 is charged in the event a formal re-read is requested by an applicant. Requests for a re-read must be received within 30 days after an applicant has been notified of the exam mark.

**Reapplying After A File Has Been Closed.** If a file has been closed, an applicant may reapply with the understanding that the regulations and policies in effect at the time of the new application will be enforced.

An application for licence fee and all other associated fees will be required.

If a file was closed for poor academic performance, the applicant may be required to show that s/he has taken course(s) in the subject(s) covered by any failed exam(s).

All recorded failed exams from a previous application must be successfully addressed before an applicant will be allowed to pursue the new program.

### WORKING IN ENGINEERING BEFORE LICENSURE

Applicants may work in engineering provided a licensed professional engineer takes responsibility for the work. It is illegal to use the title "professional engineer" or any variation thereof (project engineer, systems engineer, etc.) as an occupational or business title that might lead to the belief that a person is a licensed professional engineer.

### NEED MORE INFORMATION?

For more information about licensing/registration requirements, please contact:

Licensing and Registration Department  
Professional Engineers Ontario  
40 Sheppard Avenue West, Suite 101  
Toronto, ON M2N 6K9  
Tel: (416) 224-1100 / 1-800-339-3716  
Fax: (416) 224-8168 / 1-800-268-0496  
<http://www.peo.on.ca>