

Checklist for a graduate of a Canadian Engineering Accreditation Board engineering program (CEAB)

Please mail the P.Eng. application and other submissions to the address indicated below:

Document Management Centre
Professional Engineers Ontario
101 - 40 Sheppard Avenue West
Toronto, ON M2N 6K9

CEAB Checklist: To submit a P.Eng. application for licence, please review the table below for the required documents which must be submitted to PEO directly.

#	Required Document	Submitted to PEO (Yes/No)
1	Completed and signed P.Eng. application form	
2	Cheque or money order for the P.Eng. application fee	
3	Proof of identity document(s)	
4	Official transcript(s) with the conferral date	
5	Additional document(s)	PEO will confirm whether any additional document(s) are required after receiving and reviewing the application.

Please see below for more information on the required documents and document submission instructions.

To submit a P.Eng. application to PEO, the following documents are required:

- 1) **P.Eng. application form.** A completed and signed P.Eng. application form must be mailed to PEO directly.

The Licensing Guide and P.Eng. Application Form can be downloaded from here:

<https://www.peo.on.ca/sites/default/files/2019-07/LicensingGuide%26Application.pdf>

- 2) **P.Eng. application fee.** A cheque or money order for the P.Eng. application fee mailed with the P.Eng. application form to PEO. The total amount for the application fee is \$406.80 (\$360 + HST) and the payment is to the attention of 'Professional Engineers Ontario'.
- 3) **Proof of identity document(s).** Please review the list of acceptable identification documents below to determine the applicable identification document(s) that must be submitted with the P.Eng. application form to PEO.

- A. Canadian Birth Certificate;
- B. Canadian Citizenship Card or Certificate (both sides);
- C. Canadian Permanent Resident Card (both sides);
- D. Form IMM 1000 of Record of Landing (only if Canadian Permanent Resident Card is not available);
- E. For those holding a Canadian Work Permit or Study Permit, please submit the following:
 - i. Canadian Work Permit or Study Permit,
 - ii. Canadian Provincial Driver's License or Health Card (both sides),
 - iii. Home Country Passport in original language, and
 - iv. Home Country Birth Certificate in original language
- F. For Canadian convention refugees, please submit the following:
 - i. Canadian Convention Refugee Court Decision
 - ii. Canadian Provincial Driver's License or Health Card (both sides),
 - iii. Home Country Passport in original language, and
 - iv. Home Country Birth Certificate in original language

- 4) **Official transcript(s) with the conferral date.** Please request the postsecondary institution to mail the official transcript(s) with the conferral date for each engineering degree completed to PEO directly. PEO must receive each transcript in a sealed-institution envelope. Student-issued transcripts and electronic versions of transcripts are not acceptable.

The official transcript must state the conferral date of the degree. Therefore, please have the transcript mailed after the convocation ceremony.

Please have all transcript(s) mailed to the following mailing address:

Licensing and Registration
Professional Engineers Ontario
101 - 40 Sheppard Avenue West
Toronto, ON M2N 6K9

- 5) **Additional document(s).** PEO will confirm whether additional documents are required after the application is received and reviewed.