



P.ENG. REINSTATEMENT GUIDE & APPLICATION FORM

PROFESSIONAL ENGINEER (P.ENG.) LICENCE

This professional engineer licence application package contains:

- a description of the licensing requirements
- a licence application
- information on fees and payment methods

GENERAL INFORMATION

Professional Engineers Ontario (PEO) is the organization that is mandated, under the *Professional Engineers Act*, with setting the standards for admission and with regulating the practice of professional engineering in Ontario. To practise as a professional engineer in Ontario, an individual must be licensed by PEO.

LICENCE REQUIREMENTS

To be granted a licence to practise professional engineering, the applicant must:

- Be at least 18 years old;
- Be of good character;
- Hold a bachelor's degree in an engineering program from a Canadian university that is accredited to the Council's satisfaction, or equivalent engineering educational qualifications recognized by the Council;
- the National Professional Practice Exam (NPPE); and
- Demonstrate at least 48 months of verifiable, acceptable engineering experience, at least 12 months of which must be acquired in a Canadian jurisdiction under a licensed professional engineer (P.Eng.).

PEO will accept a licence application before a prospective applicant has satisfied all of the above-noted requirements; however, all requirements must be satisfied before a licence can be granted.

Please note that PEO reserves the right, at its sole discretion, to request additional information or proof of information provided, at any time during the application and licensing process, to ensure that requirements for licensure are satisfied. This may include, but is not limited to, signed documentation, either originals or certified copies, additional proof of identification or qualifications, names and contact information for referees etc.

In accordance with PEO's governing legislation, an applicant for licence must be able to communicate adequately in the English language. Therefore, if a question is raised with respect to this ability, PEO will make this determination.

REINSTATEMENTS

If you are licensed as a professional engineer (P.Eng.) in good standing with another Canadian engineering regulator, we encourage you to apply as a P.Eng. transfer applicant. For more information, please [click here](#).

Based on the cancellation date of your P.Eng. licence, you will have different submission instructions. Follow the instructions that you qualify under:

1. **If your licence has been cancelled for up to 90 days**, please login to your PEO portal account and pay your fees by using the following link <https://secure.peo.on.ca/ebusiness/home>.

If you do not have a PEO portal account, contact Financial Services at 416-224-1100 ext. 1125.

2. **If your licence has been cancelled for 91 to 365 days**, please contact our Financial Services department to reinstate your licence at 416-224-1100 ext. 1125.
3. **If your licence has been cancelled for 1 to 2 years or you resigned your licence in the past**, you are required to reapply by submitting your P.Eng. Reinstatement Application form and an acceptable identification document. For your referee list, please include at least two references (they do not have to be a P.Eng. licence holder). Please submit this information to reinstatements@peo.on.ca for review.
4. **If your licence has been cancelled for 2 or more years**, you are required to reapply by submitting your P.Eng. Reinstatement Application form, an acceptable identification document, a Codes and Standards Experience Form and a Professional Development Report. For your referee list, please include at least two P.Eng. licence holders who you currently work with. Please submit this information to reinstatements@peo.on.ca for review.

PEO will review reinstatement applications to determine if additional information is required in order to proceed. Applicants may be referred to the Experience Requirements Committee (ERC) for further review and may be assigned a Continuous Professional Development plan.

After all required information is received and it is determined that your P.Eng. Reinstatement application can proceed, your application will be processed and you will be required to pay the appropriate fees.

MAY I DO ENGINEERING WORK WHILE MY APPLICATION IS BEING CONSIDERED?

Yes. You may do engineering work, provided a licence holder takes responsibility for your work. In Ontario, it is illegal to use the title "professional engineer" or any variation of it as an occupational or business title if you are not licensed by PEO.

REINSTATEMENT FEES

Cancelled for up to 90 days:

1. The reinstatement registration fee of \$60, plus HST;
2. The annual fees for the current year, plus HST

Cancelled for 91 to 365 days:

1. Reinstatement registration fee of \$280, plus HST;
2. The fees owing at the time of your licence was cancelled, plus HST;
3. The annual fees for the current year, plus HST

Cancelled for 1 to 2 years:

1. Reinstatement registration fee of \$280, plus HST;
2. The fees owing at the time your licence was cancelled, plus HST;

3. The annual fees for the current year, plus HST

Cancelled for 2 or more years:

1. Reinstatement registration fee of \$555, plus HST;
2. The fees owing at the time your licence was cancelled, plus HST;
3. The annual fees for the current year, plus HST

Resigned Members:

1. Reinstatement registration fee of \$280, plus HST;
2. The fees owing at the time you resigned, plus HST;
3. The annual fees for the current year, plus HST

NOTE: All costs are non-refundable. Please ensure that all documents to support your application are submitted to PEO at the time you apply.

HOW TO COMPLETE A LICENCE APPLICATION

1. TYPE OF APPLICATION

This application form is specific to Reinstatements. Please only complete this application form if you have been licensed as a P.Eng. licence holder with PEO in the past.

2. NAME

This is the name that will appear on your licence certificate. Enter your full legal name exactly as shown on your proof of age and identity.

Enter your date of birth and indicate your gender by checking the appropriate box.

3. PROOF OF AGE AND IDENTITY

To be eligible for a licence, an applicant must be at least eighteen (18) years of age. To verify your age and identity, you must include a photocopy (both sides) of a government-issued identification document(s) provided it specifies your full name and date of birth. Acceptable documents include:

- Driver's licence
- Canadian birth certificate, or a proof of birth document
- Canadian Permanent Resident Card (both sides)
- Canadian Citizenship Card (both sides)
- Record of Landing
- Student/Work Authorization

4. CURRENT RESIDENCE ADDRESS

Provide your current residence address, telephone number and e-mail address.

5. ACADEMIC BACKGROUND

Specify:

- type of earned undergraduate (bachelor's) and postgraduate (master's, doctorate) degrees (e.g. B.A.Sc., M.A.Sc., Ph.D.);
- the discipline of study;
- name and location (city/country) of the degree-granting institution(s); and
- the date (month/year) each degree was granted.

6. GOOD CHARACTER

In addition to the education and experience requirements, the *Professional Engineers Act* stipulates that a prospective licence holder must be of good character for licensing as a professional engineer. Please answer the questions in this section by checking the appropriate box. If you answer "yes" to any of the questions, provide details on a separate sheet.

7. APPLICANT'S DECLARATION

Read and complete the declaration carefully before signing your licence application.



PLEASE DOWNLOAD, COMPLETE AND EMAIL TO REINSTATEMENTS@PEO.ON.CA WITH ALL SUPPORTING DOCUMENTS.

P.ENG. REINSTATEMENT APPLICATION

INFORMATION

Family name (Use your full legal name exactly as shown on your proof of age and identity)

Given name(s)

First name most commonly used

Date of birth _____ Sex ☐ M ☐ F
MM/DD/YYYY

PROOF OF AGE AND IDENTITY (Attach photocopy of documentation)

- Driver's licence
- Canadian birth certificate, or a proof of birth document
- Canadian Permanent Resident Card
- Canadian Citizenship Card
- Record of Landing
- Student/Work Authorization

CURRENT RESIDENCE ADDRESS

Number and street name

Unit/Apt. number

City

Province

Postal code

Country

Phone number

Email

PEO USE ONLY

Number

Stream

Date

Type

Category

Route

Location

Recognized

Verification

1st year to write

Status

Exams Completed

Recorded

PPE

Closed

Reinstated

Provisional

Licence Approval Date



REFEREE LIST

Referee #1

Full name: _____

Position title: _____

Company name: _____

Email: _____

Phone: _____

Professional Engineer licence number (if applicable): _____

Referee #2

Full name: _____

Position title: _____

Company name: _____

Email: _____

Phone: _____

Professional Engineer licence number (if applicable): _____

Referee #3

Full name: _____

Position title: _____

Company name: _____

Email: _____

Phone: _____

Professional Engineer licence number (if applicable): _____



ACADEMIC BACKGROUND

Bachelor's degree	Discipline	Date granted
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University name	City/Country
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Post-graduate degree	Discipline	Date granted
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University name	City/Country
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Additional degree	Discipline	Date granted
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University name	City/Country
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GOOD CHARACTER

Subsection 14(1)(e) of the Ontario *Professional Engineers Act* requires that all applicants be of good character to obtain a professional engineer licence. The Act also provides that if an applicant's past conduct affords grounds for belief that the person will not engage in the practice of professional engineering according to the law and with honesty and integrity, a licence may not be issued.

All applicants must answer all of the following questions to enable the Registrar to determine whether the applicant is of good character and whether there is any basis for refusing to issue a licence given the applicant's past conduct. By providing this information, you consent to PEO contacting the relevant professional engineering licensing body(ies) or equivalent organization(s) and their providing this information to PEO.

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

If you answer "yes" to any of the following questions and additional space is needed, attach a separate page.

1. Have you previously been licensed by PEO?..... ☐ Yes ☐ No
If "yes", provide year _____ Registration/Licence or File No. _____
2. Have you ever applied to, but not been licensed by, PEO?..... ☐ Yes ☐ No
File No. _____
3. Have you ever been licensed by any professional engineering body in another province, territory or country?..... ☐ Yes ☐ No
If "yes," provide:
Month/Year _____ Where _____ Registration/Licence No. _____
Month/Year _____ Where _____ Registration/Licence No. _____
Month/Year _____ Where _____ Registration/Licence No. _____
4. Have you ever applied to, but not been licensed by, any professional engineering body in another province, territory or country?..... ☐ Yes ☐ No
If "yes," provide:
Year _____ Where _____ File No. _____
Year _____ Where _____ File No. _____
5. Have you ever been refused membership or had a licence revoked or suspended by another engineering association/ordre? ☐ Yes ☐ No
If "yes," provide:
Year _____ Where _____ Registration/Licence or File No. _____
Year _____ Where _____ Registration/Licence or File No. _____
6. Is there recorded on any register of any professional engineering regulatory or licensing body or equivalent organization any finding against you of professional misconduct or incompetence?..... ☐ Yes ☐ No
7. Have you ever been found guilty of any offence under any federal, provincial or territorial laws, including laws governing the practice of professional engineering? ☐ Yes ☐ No
8. To your knowledge, are you currently being investigated for any violation under any federal, provincial or territorial laws, including laws governing the practice of professional engineering? ☐ Yes ☐ No
9. Is there any outstanding judgment against you in any civil proceeding in Canada or elsewhere?..... ☐ Yes ☐ No
10. Have you ever been found guilty of a criminal offence, whether in Canada or elsewhere?..... ☐ Yes ☐ No



APPLICANTS 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 provide additional information and documentation as requested from time to time by PEO and/or if the response to any question on this application 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.

Signature

Date

IN ORDER TO HAVE YOUR APPLICATION ACCEPTED

Please provide all documentation required to support your licence application.

- Ensure that you have completed all sections of the licence application form.
- Please do not enclose a cheque or money order at this time, PEO will inform you when a payment is required and provide information on how to pay online.

NOTE

If this application is accepted, you will be informed about how to pay your application fees. The application will not be processed and will be destroyed if the fees payment has not been received within three weeks after you have been advised to pay. Please note, all fee payments are non-refundable.

The information collected on this form is used for the purpose of regulating the practice of professional engineering. The immediate purpose for collecting this information is primarily to assist PEO in pursuing its regulatory activities and providing basic professional information to members of the public. For more information, see PEO's Privacy Policy at www.peo.on.ca, or contact PEO's Privacy Office at 416-224-1100.

PROVIDING FALSE INFORMATION OR MISREPRESENTATION OF ANY KIND MAY RESULT IN DISQUALIFICATION FOR A LICENCE TO PRACTISE PROFESSIONAL ENGINEERING IN ONTARIO.