



## P.ENG. TRANSFER 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.

### TRANSFER APPLICANTS

An individual who is licensed as a professional engineer (P.Eng.) in good standing with another Canadian engineering regulator can apply to become licensed as a P.Eng. licence holder with PEO.

To apply as a P.Eng. transfer applicant, you are required to submit a current resume, an acceptable identification document, and your completed application form. Please submit this information to [peng.transfers@peo.on.ca](mailto:peng.transfers@peo.on.ca).

P.Eng. transfer applicants are not required to submit transcripts or write the National Professional Practice Examination, because they satisfied the overall licensing requirements with their initial Canadian engineering regulator.

If you have applied to or were licensed by PEO in the past, please state this information in the good character section of your transfer application form.

Please note, there is no mobility agreement for Engineer-in-Training or Engineering Interns (EIT) in Canada, and individuals cannot transfer their EIT membership between Canadian engineering regulators. Only individuals who are a P.Eng. licence holder with another Canadian regulator can submit a P.Eng. transfer application.

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

**Please note: transfer applications from P.Engs with a restricted practice status in another province will be rejected.**

## 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.

## COSTS TO BECOME LICENSED

1. Application fee of \$360 + HST (total \$406.80);
2. Final registration/licensing fee of \$300 + HST (total \$339). You will be invoiced for this fee upon licensing;
3. Annual fees of \$265+HST (total \$299.45)

**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 P.ENG. TRANSFER APPLICATION

### 1. TYPE OF APPLICATION

This application form is specific to Transfers. Please only complete this application form if you are currently licensed as a P.Eng. licence holder with a Canadian engineering regulator.

### 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.

### 8. REQUIRED INFORMATION

- Completed and signed P.Eng. application form
- A current resume
- An acceptable identification document



PLEASE DOWNLOAD, COMPLETE AND EMAIL TO [PENG.TRANSFERS@PEO.ON.CA](mailto:PENG.TRANSFERS@PEO.ON.CA) WITH ALL SUPPORTING DOCUMENTS. TO FILL THIS FORM OUT ELECTRONICALLY, PLEASE DOWNLOAD THE FORM AND COMPLETE USING THE FREE [ADOBE READER FILL & SIGN TOOL](#).

## P.ENG. TRANSFER 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



## 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. \_\_\_\_\_

3a. Have you ever been licensed by any professional engineering regulator in another province, territory, or country? Please list this information chronologically. ☐ Yes ☐ No If "yes," provide:

Month/Year _____	Where _____	Registration/Licence No. _____
Month/Year _____	Where _____	Registration/Licence No. _____
Month/Year _____	Where _____	Registration/Licence No. _____
Month/Year _____	Where _____	Registration/Licence No. _____
Month/Year _____	Where _____	Registration/Licence No. _____
Month/Year _____	Where _____	Registration/Licence No. _____

3b. If applicable, please indicate the first Canadian professional engineering regulator that you have been licensed with:

\_\_\_\_\_

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.

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Signature

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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](http://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.**