



## RESPONSIBLE LICENCE HOLDERS – CERTIFICATE OF AUTHORIZATION

A Certificate of Authorization (CofA) must have at least one responsible licence holder, although multiple responsible licence holders may be assigned. These individuals must be licensed in Ontario as:

- A Professional Engineer (P.Eng.),
- A temporary licence holder (TL), or
- A limited licence holder (LEL or LET), provided the application for the limited licence was made on or after July 1, 2015.

One of the responsible licence holders must be designated as the contact licence holder.

All individual engineering licence holders (P.Eng., TL, LEL or LET) engaged by a CofA holder (i.e., the business entity) are professionally accountable for their own work and for any work they directly supervise.

A **responsible licence holder** on a CofA is generally only held responsible for the acts of incompetence or professional misconduct by unlicensed persons, or licence holders under suspension, when those persons are not under the direct authority of another P.Eng. These unlicensed or suspended individuals are generally in a position of authority within the CofA holder. If an unlicensed individual engages in professional engineering activities in violation of the Professional Engineers Act or Regulation 941 while working independently of the engineering team, the responsible licence holder may be subject to disciplinary proceedings if they failed to exercise appropriate oversight or control.

For additional guidance on the roles and responsibilities of licence holders supervising others and assuming responsibility for engineering work, please refer to [this practice guideline](#) from the PEO website.

Both the CofA holder and the responsible licence holder are required to notify PEO when the responsible licence holder ceases to act in that capacity. This notification must be made within 30 days of the change, in accordance with Section 50.1 of Regulation 941.

The **contact licence holder** serves as the primary point of communication between PEO and the CofA holder. This individual typically receives all relevant correspondence from PEO, including CofA renewal notices and any notifications regarding disciplinary matters or complaints involving the CofA holder. The CofA record is accessed through the contact licence holder's PEO portal account.

Any changes to the CofA record—such as the addition or removal of responsible licence holders, officers or directors, updates to the business address, or changes to insurance information—must be reported to PEO, either through the PEO portal or by email, within 30 days of the change.

To update the contact licence holder, please send an email to **CofAR@peo.on.ca**, including the CofA number as well as the name, PEO number, and email address of the licence holder being appointed to the role.