



**Professional Engineers**  
Ontario

**REINSTATEMENT REQUIREMENTS**  
**AN INFORMATION GUIDE**

September 22, 2010

Published by the Association of Professional Engineers of Ontario

## Reinstatement

The reinstatement of a licence (P.Eng.) or limited licence will be subject to new amendments made under Regulation 941 effective June 16, 2008. The actual wording of the amendment (pertaining to Reinstatement) is provided in the last section of this Guide.

## Highlights of Changes

Council amended Regulation 941 to put in place a graduated process to deal with members (P.Engs) and limited licence holders who default on their fees, effective June 16, 2008. Specifically, the amendments introduce new licence reinstatement provisions that provide for increasing obligations based on the length of time the licence of a professional engineer or limited licensee has been lapsed. The highlights include:

- During the first 90 days after the date PEO cancelled your licence or limited licence, a small financial penalty will be assigned, which increases with time to larger financial penalties, and then adds the requirement to fill out an application and get character references; and
- There is a provision for re-assessment if your licence has been lapsed for more than two years.

Applicants who have been previously licensed by PEO and are seeking to have their licences reinstated, because they either resigned their licence or allowed their licence to lapse, are not required to submit transcripts or write any examinations.

Details of the new reinstatement process follow under these headings:

- A) for members (P.Engs) whose licences were cancelled for **non-payment** of fees;
- B) for members (P.Engs) who **resigned** their licence;
- C) for limited licence holders whose limited licences were cancelled for **non-payment** of fees.

## A) New Reinstatement Process for members (P.Engs) whose licences were cancelled for non-payment of fees

Members (P.Engs) who have allowed their licence to lapse are invited to follow one of the following courses of action, depending on the time that has elapsed since PEO **cancelled** their licence. The cancellation date that applies to you is stated on the cancellation letter you received from PEO. Please note that the cancellation date is not the date when your previous licence was scheduled to expire (i.e. renewal date), or is it the date when you might have advised PEO to cancel your licence.

### **Further to Section 51.1–Reinstatement of licences of members (P.Engs) whose licences were cancelled for non-payment of fees:**

Up to 90 days after Cancellation

#### Up to 90 days after cancellation

- Please complete the back of the cancellation letter you received from PEO indicating that you wish your licence to be reinstated, and submit:
  - The reinstatement fee of \$60; and
  - The fees for the current year, plus HST.
- **No application** is required.

91 to 365 days after Cancellation

#### 91 to 365 days after cancellation

- Please complete the back of the cancellation letter that you received from PEO indicating that you wish your licence to be reinstated, and to be advised of the fees due. With this information you must submit:
  - The reinstatement fee of \$280;
  - The fees owing at the time your licence or limited licence was cancelled; and
  - The fees for the current year, per section 51.1.1., plus HST (per the advice given by the Finance department).
- **No application** is required.

1 to 2 years after Cancellation

#### Between one year and two years after cancellation

- Please contact PEO's Licensing and Registration Department so that a reinstatement letter may be issued to you, stating the fees due and any other requirements.
- After receipt of this letter you must:
  - Submit a **completed Application for Licence** to PEO indicating that you wish your licence to be reinstated, and include:
    - The required fee of \$280;
    - The fees owing at the time your licence was cancelled; and
    - The fees for the current year, per section 51.1.1., plus HST.
  - Indicate in the appropriate section of the form the names and addresses of two character references who can attest to your good character.

**More than 2  
years after  
Cancellation**

**More than two years after cancellation**

- Please contact PEO's Licensing and Registration Department so that a reinstatement letter may be issued to you, stating the fees due and any other requirements.
- After receipt of this letter you must:
  - Submit a **completed Application for Licence** to PEO indicating that you wish your licence to be reinstated, and include:
    - The required fee of \$555;
    - The fees owing at the time your licence was cancelled; and
    - The fees for the current year, per section 51.1.1., plus HST.
  - Indicate in the appropriate section of the form the names and addresses of two character references who can attest to your good character.
- You will be assessed by PEO's Experience Requirements Committee (ERC) to confirm that you have sufficient knowledge and understanding of current laws and standards governing the practice of professional engineering.

**B) New Reinstatement Process for members  
(P.Engs) who resigned their licences**

**Further to Section 51–Reinstatement of members (P.Engs) who  
resigned their licences:**

- Any **resigned** member who wishes their licence to be reinstated is invited to contact PEO's Licensing and Registration Department so that a reinstatement letter may be issued to you, stating the fees due and any other requirements.
- After receipt of this letter you may:
  - Submit a **completed Application for Licence** to PEO indicating that you wish your licence to be reinstated, and include:
    - The required fee of \$280;
    - The fees owing to the association by the applicant for reinstatement at the time the applicant resigned, if any; and
    - The fees for the current year, per section 51.1., plus HST.
  - Indicate in the appropriate section of the form the names and addresses of two character references who can attest to your good character.

## C) New Reinstatement Process for limited licence holders whose limited licences were cancelled for non-payment of fees

Limited licence holders who have allowed their limited licence to lapse are invited to follow one of the following courses of action, depending on the time that has elapsed since PEO **cancelled** their limited licence. The cancellation date that applies in your case is stated on the cancellation letter that you received from PEO. Please note that the cancellation date is not the date your previous limited licence was scheduled to expire (i.e. renewal date), or is it the date when you might have advised PEO to cancel your limited licence.

### **Further to Section 51.1–Reinstatement of limited licence holders whose limited licences were cancelled for non-payment of fees:**

Up to 90 days  
after  
Cancellation

#### Up to 90 days after cancellation

- Please notify PEO's Finance Department that you wish your limited licence to be reinstated, and submit:
  - The reinstatement fee of \$60 (plus HST);
  - and The fees for the current year.
- **No application** is required.

91 to 365  
days after  
Cancellation

#### 91 to 365 days after cancellation

- Please notify PEO's Finance Department that you wish your limited licence to be reinstated, and to be advised of the fees due. With this information you must submit:
  - The reinstatement fee of \$280;
  - The fees owing at the time your limited licence was cancelled; and
  - The fees for the current year, per section 51.1.1., plus HST (per the advice given by the Finance Department).
- **No application** is required.

1 to 2 years  
after  
Cancellation

#### Between one year and two years after cancellation

- Please contact PEO's Licensing and Registration Department so that a reinstatement letter may be issued to you, stating the fees due and any other requirements.
- After receipt of this letter you must:
  - Submit a **completed Application for Limited Licence** to PEO with a note indicating that you wish your limited licence to be reinstated, and include:
    - The required fee of \$280;
    - The fees owing at the time your limited licence was cancelled; and
    - The fees for the current year, per section 51.1.1., plus HST.
- **Please note:** If you propose changing the scope of your limited licence, detailed academic and/or experience assessments may be required.

**More than 2  
years after  
Cancellation**

**More than two years after cancellation**

- Please contact PEO's Licensing and Registration Department so that a reinstatement letter may be issued to you, stating the fees due and any other requirements.
- After receipt of this letter you must:
  - Submit a **completed Application for Limited Licence** to PEO with a note indicating that you wish your limited licence to be reinstated, and include:
    - The required fee of \$555;
    - The fees owing at the time your limited licence was cancelled; and
    - The fees for the current year, per section 51.1.1., plus HST.
- **Please note:** If you propose changing the scope of your limited licence, a detailed academic assessment may be required.
- You will be assessed by PEO's Experience Requirements Committee (ERC) to confirm that you have sufficient knowledge and understanding of current laws and standards governing the practice of professional engineering.

## PEO Core Values

Accountability

Respect

Integrity

Professionalism

Teamwork



**Professional Engineers**  
Ontario

101-40 Sheppard Avenue West  
Toronto, ON M2N 6K9  
Tel: 416 224-1100 or 800 339-3716  
[www.peo.on.ca](http://www.peo.on.ca)

Enforcement Hotline:  
416-224 9528, Ext. 1444; 800-339-3716, Ext. 1444