



PEO Application Checklist for graduates of Canadian Engineering Accreditation Board (CEAB)-accredited programs

Note: Please refer to the Licensing Guide and Application for Licence at http://peo.on.ca/index.php/ci_id/14824/la_id/1.htm for details.

Mandatory
to open a
PEO file

- Completed and signed **APPLICATION FORM**
- PROOF OF IDENTITY**, supported by photocopies of:
 - Canadian birth certificate;
 - Canadian Citizenship Card or Certificate (both sides);
 - Permanent Resident Card (both sides); or
 - Form IMM 1000 of Record of Landing (only if card is not available).
- APPLICATION FEE** of \$360 + HST (total \$406.80), by **cheque** or **money order** payable to PEO.
- ORIGINAL TRANSCRIPTS** for all degrees sent directly to PEO by the applicant's academic institution. Photocopies and/or student-issued transcripts are **NOT** acceptable.

Can be
submitted with
application,
but not
necessary

- PREGRADUATION EXPERIENCE RECORD** for experience gained after the midpoint of your bachelor's degree and prior to graduation. Refer to the guide at http://www.peo.on.ca/index.php/ci_id/22884/la_id/1.htm.
- EXPERIENCE RECORD** (refer to the Guide to Required Experience for Licensing as a Professional Engineer in Ontario at http://peo.on.ca/index.php/ci_id/22929/la_id/1.htm). Work Experience summary format is available at http://www.peo.on.ca/index.php/ci_id/25661/la_id/1.htm. Include:
 - Names and dates (YY/MM) of employment and location of employers;
 - Job title/position; and
 - Description of engineering activities that meet the five criteria (application of theory, practical experience, management of engineering, communication skills, and social implications of engineering).
- REFEREE CONTACT INFORMATION**. Include:
 - Name and title;
 - Mailing and email address; and
 - Licence/registration number, if applicable.

(Refer to the Guide to Required Experience for Licensing as a Professional Engineer in Ontario at http://peo.on.ca/index.php/ci_id/22929/la_id/1.htm for referee requirements.)

Note: The Experience Record is reviewed and referees contacted only **after** an applicant has met all other licensure requirements (i.e. passed the Professional Practice Exam and completed 48 months of experience).