

- Personal tape recording of the interview by applicants is strictly prohibited.
- One of the panel members will begin the interview by summarizing its purpose, and ask if you have brought along work samples that you wish to discuss with the panel.
- The panel members will have read your experience record, so you do not need to recite your career history or provide general descriptions of the companies you have worked with. Concentrate on your personal, hands-on contribution to specific engineering activities, such as design, design modifications, or solving engineering problems using analysis/calculations.
- You will be invited to describe one or two of your work samples. Remember to choose the ones you believe are the most relevant. The panel may then ask you questions about them. Because of time limitation, no more than two projects can be discussed in detail.
- If you are not prepared to discuss work samples, or did not bring along work samples, the interview panel will ask you questions about your engineering work experience, using as a guide the experience record you submitted. You will be given every opportunity to explain your contribution to project(s) on which you have worked, or on which you are currently working.
- After you have explained your contribution on your work samples, the panel will ask you questions to assess your knowledge of the fundamental engineering principles related to your engineering discipline and to the most significant project(s) listed in your experience record. The purpose of these questions is to determine whether your academic knowledge and engineering experience are, in the panel's opinion, sufficient to meet the requirements of the CEP, in which case they can recommend that this examination program be waived.

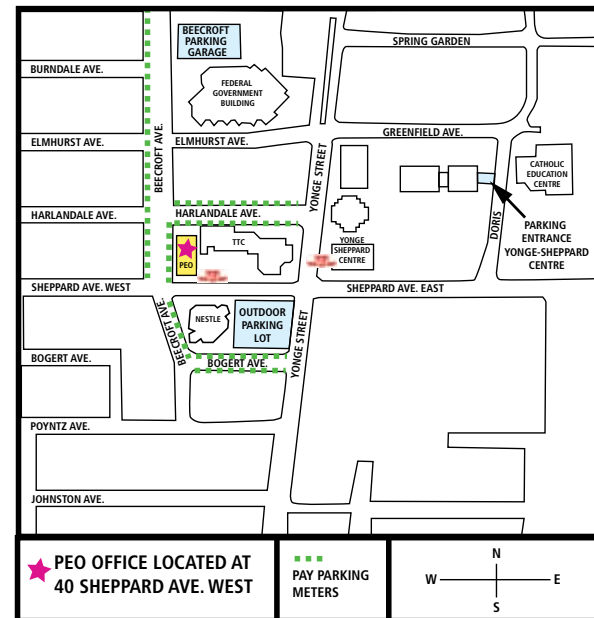
- At the end of the interview, one of the panel members may advise you of the next steps, and give you an idea of when you can expect to hear from PEO.

## Location of your interview

ERC interviews are held at the office of Professional Engineers Ontario at 40 Sheppard Avenue West, just west of Yonge Street, in Toronto, in Room 701 on the 7th floor.

Because there is no visitor parking at the PEO office, please refer to the map for directions and parking facilities in the area.

### ALTERNATIVE PARKING



## Cancelling your interview

- If you cancel or fail to appear for your scheduled appointment (other than for medical and/or business reasons), you will forfeit the opportunity to be interviewed and will be required to complete your assigned exam program.
- Cancellation for medical reasons must be supported by a signed letter from your doctor.
- Cancellation for business reasons must be explained in writing by your employer.

## Final remarks

Good luck in preparing for your Experience Requirements Committee interview. We look forward to meeting you.



40 Sheppard Avenue West  
Suite 101  
Toronto, Ontario  
M2N 6K9

Tel: 416 224-1100 or 1-800-339-3716  
Fax: 416 224-8168 or 1-800-268-0496

Enforcement Hotline: 416 224-9528 Ext. 1444

Website: [www.peo.on.ca](http://www.peo.on.ca)



# PREPARING FOR YOUR EXPERIENCE REQUIREMENTS COMMITTEE INTERVIEW

A guideline for P.Eng.  
licence applicants assigned  
a *Confirmatory Examination  
Program*

Published by Association of Professional  
Engineers of Ontario

August 2012

E  
N  
I  
E  
I  
D  
U  
G

## You have been invited for an interview. Now what?

You have applied to PEO to be licensed as a professional engineer (P.Eng.) You are a graduate of an engineering program that is not accredited by the Canadian Engineering Accreditation Board (CEAB). PEO has assigned you a Confirmatory Examination Program (CEP), comprising four exams in subjects of your choosing, the passing of which will confirm that you possess satisfactory academic preparation for licensing as a professional engineer. However, because you have at least five years of overall experience, the exam program has been assigned provisionally, and you have been invited to attend an Experience Requirements Committee (ERC) interview. What is the ERC? What's involved in an ERC interview? This guideline will answer these questions, and help you prepare for your interview.

## The Experience Requirements Committee

Members of the ERC are professional engineer volunteers with experience in a wide range of engineering fields. The ERC conducts interviews via two-person panels who are experienced in your engineering discipline of practice. The interview is aimed at determining whether your engineering experience demonstrates that you have applied academic knowledge in an engineering context, so that the confirmatory exams can be waived. Academic engineering knowledge is usually applied in work that involves analysis, design, system modifications, applied research and development, non-routine testing, or the development of testing techniques or equipment.

During the interview, the ERC will assess:

- your academic knowledge of the general engineering fundamentals of your engineering discipline as well as those that support your area of practice;
- whether your experience demonstrates that you have applied engineering principles, and used engineering judgment;
- your ability to communicate effectively in an engineering work environment; and
- whether you are aware of the social implications of your work.

You should keep in mind that work experience that is solely project management, supervision, inspection, routine laboratory testing or maintenance, or where there is limited opportunity to apply engineering principles, will not be considered satisfactory for waiving confirmatory exams. It will also not be acceptable as satisfactory engineering experience for licensing purposes.

## Preparing for your ERC interview

It is important that you prepare for your ERC interview. Here are tips on what you should do.

- Use your experience record to review in detail the activities where you believe you applied engineering principles. This will help you to explain the approaches that you used in your engineering work project(s).
- If possible, bring with you to the interview some work samples (e.g. reports, drawings, calculations, etc.) that best illustrate your applied engineering knowledge. These samples must be your own engineering work. Prepare to discuss them in detail with the interview panel, to demonstrate your personal contribution to the projects. Given the time available for the inter-

view, not more than two such samples are normally discussed. Please note that the panel's recommendations will be based on what they learn from your personal explanation during the interview and not on the written documentation presented.

- Please bear in mind that the interview will take about 30 to 60 minutes to conduct and will include not only a discussion about your project(s), but also about your general understanding and application of the fundamental engineering principles of your undergraduate engineering discipline that you used in other projects mentioned in your work experience summary.
- Consider which of your work samples best illustrates your ability to apply engineering principles, because it is your responsibility to bring your most relevant samples to the interview panel's attention. The interview panel will not necessarily ask to see all the work samples you bring with you, and you must take your samples with you after the interview. The interview panel will treat all work samples as confidential information.
- Many applicants who have come from outside Canada are not able to bring original work samples to the interview. If this is the case, please do not worry. This will not affect the outcome of your interview. Please feel free to prepare samples as best you can from memory. Simple sketches, block diagrams, or flow charts can be prepared before coming to the interview. You do not need to provide exact dimensions or quantities. Rather, please provide your best estimate/guess as to the actual figures. The panel members are more concerned with determining your level of understanding of the engineering principles involved in your work, than with how well you remember a specific number from a project you worked on several years ago.

- You should also be prepared to answer specific questions that the panel will pose about your personal contribution to the most significant project(s) listed in your experience record. Your answers to these questions will help the panel to assess the depth and breadth of your academic engineering knowledge and experience.
- Prepare to discuss the fundamental engineering principles related to your engineering discipline. Referring to the PEO syllabus for your discipline will help you identify the related engineering principles. The syllabus was included in the Confirmatory Examination Program package sent to you earlier with the assigned examination program.

## On the day of your interview

- Arrange to arrive at PEO's office about 10 minutes before the time set for your interview. Although PEO strives to begin interviews on schedule, please note that there is a possibility that your interview may be slightly delayed due to unforeseen circumstances.
- You will be asked to sit in the reception area until a staff member comes to greet you. The staff member will ask you for photo identification, escort you to the room where the interview will be conducted and introduce you to the members of the panel.
- The interview will be videotaped. The purpose of videotaping the interview is to ensure an accurate record of it to assist the ERC in deciding on its recommendation as a result of the interview. This recording may also be introduced as evidence in a Registration Committee hearing, should a hearing be necessary. There will be no further or other use of this recording by PEO.