



Can a P.Eng. guide act as a referee for my experience? All applicants must attain at least 12 months' experience in a Canadian jurisdiction under the supervision of a person legally authorized to engage in the practice of professional engineering in Canada. When an engineering intern is not being supervised by a professional engineer, he/she must arrange for a professional engineer monitor who meets the requirements as outlined in PEO's experience guidelines. Guides in the Licensure Assistance Program have no obligation to act as a monitor.

Will participation in the Licensure Assistance Program guarantee that I will obtain a P.Eng. licence? No, the Licensure Assistance Program does not guarantee licensure with PEO. The Licensure Assistance Program is meant to provide support to help engineering interns as they progress towards licensure. Participants must still meet all the requirements for licensure as outlined in PEO's guidelines.



How do I sign up? Please contact your local chapters for further information.

The Licensure Assistance Program matches professional engineer guides with EIT interns, and both sides can expect to gain from the experience. Read what others say about the program:

- "It's a great program for EITs who are unsure of the path to obtain their P.Eng. It is also great to meet a professional who has been through the process and can guide you along the way."
–EIT intern, Sudbury Chapter
- "The Licensure Assistance Program allowed me to reflect on my own experience, meet and get to know other engineers."
–P.Eng. guide, Grand River Chapter
- "One of my interns passed the PPE exam and is well prepared for the experience report and to pursue professional work in the coming month. My second intern is ready to take the final step of reference checks and receive their licence."
–P.Eng. guide, Ottawa Chapter
- "My guide didn't just guide me through the licensing process, but also opened my eyes in a different way: 'What is the market for engineers? What do I need to do to get more skills?' My guide showed me the professional way."
–EIT intern, York Chapter

For more information on PEO or the Licensure Assistance Program (LAP), visit www.peo.on.ca, or email: licensureassistanceprogram@peo.on.ca.



**Professional Engineers
Ontario**

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

Tel: 416 224-1100 or 1-800-339-3716

Enforcement Hotline: 416 224-9528 Ext. 1444

Website: www.peo.on.ca



**Professional Engineers
Ontario**

LICENSURE ASSISTANCE PROGRAM



The PEO Licensure Assistance Program (LAP) gives the opportunity to experienced licensed professionals to transfer their skills and knowledge to aspiring EITs pursuing their engineering licence.

LAP Objective

To match licensed and experienced professionals (the guides) with engineering interns (the interns) to help support and guide them through the licensing process, develop as a professional and assimilate into the engineering community.

The program is a chapter-led initiative that receives support from PEO head office.

Expectations & Limitations

While some discussion around career may occur, the program is not intended to be a job finding mechanism. Guides are also not obligated to act as their intern's referee. The guide and intern handbooks focus on the formal Licensure Assistance relationships, including how to establish, monitor and terminate the relationship.

Program Benefits

Interns may learn how to avoid pitfalls and how to tackle challenges. They gain a trusted advisor who can smooth their transition to professional life, and help them gain specific skills and knowledge. Further, interns may be provided guidance on obtaining and reporting on acceptable engineering work experience, as defined in the *Guide to the Required Experience for Licensing as a Professional Engineer in Ontario*.

Guides get an opportunity to give something back to the professional community while increasing their guidance skills.



Frequently Asked Questions

What is a guide? A guide, for the purposes of this program, is a licensed professional engineer who volunteers his/her time to provide guidance and support to an engineering intern.

Do I have to be a P.Eng. to be a guide? Yes, you must be a licensed professional engineer with PEO to be a guide.

What is an intern? An intern, for the purposes of this program, is an engineering intern who is seeking guidance and support while he/she is working towards achieving his/her professional engineering licence.

Do I have to be an EIT to be an intern? Yes, you must be enrolled in PEO's Engineering Intern (EIT) Program to participate in the Licensure Assistance Program.

How do I find a guide/intern? When your application for the Licensure Assistance Program is received, your chapter's Licensure Assistance Program Director will review the information you have provided and assign you the best suitable match based on your information.

What are the steps involved in the program?

- The guide/intern completes the online application for the program.
- Based on the information provided, the Chapter Licensure Assistance Program Director assigns the best suitable match of guide/intern.
- The Chapter Licensure Assistance Program Director contacts the guide/intern and advises them of their match and their training and orientation date.
- At the training and orientation session, the guide and intern meet and undergo the training.
- After the training, the guide/intern pairs arrange to meet together at a mutually agreeable time.

- At their first meeting, the guide/intern pair discuss and sign the licensure assistance accord form.
- Matched pairs then meet on a regular basis for the subsequent six months (at least two hours a month).
- The chapter holds a feedback/appreciation meeting after a six-month period.

How many times should the pairs meet? Pairs should meet at least two hours a month.

Where can pairs meet? It is up to you and your guide/intern to arrange how and where you will meet. It is recommended that your first few meetings be face-to-face. Conversations over email are not recommended.

Is there a cost to the program? No, there is no cost to participate in the program; however, you must be registered as an EIT with PEO. The program is covered by the EIT membership fees.

Will I receive any tools/assistance? Yes, each intern and guide will receive a handbook. Each handbook contains guidance materials.

How long is the program? Guide/intern relationships have a six-month duration. At the end of this timeframe, guides/interns can renew their participation if they would like to remain involved in the program.

Are there only certain chapters that have this program? Not all chapters have implemented the Licensure Assistance Program; please contact your chapter directly to see if it is running the program.

Will the Licensure Assistance Program help me find a job? No. PEO's Licensure Assistance Program is to guide interns as they progress towards licensing.