

WORK PLAN - 2018

ACADEMIC REQUIREMENTS COMMITTEE (ARC)

Approved by Committee: <i>September 22, 2017</i>		Review Date: <i>September 2018</i>
Approved by Council: <i>November 17, 2017</i>		Approved Budget: <i>[AMOUNT] [DATE]</i>
Mandate [as approved by Council] April 2010:	<p>To</p> <ul style="list-style-type: none"> • assess the academic qualifications of applicants referred to the Academic Requirements Committee (ARC) by the Registrar or as requested by applicant to review their qualifications, • advise Professional Engineers Ontario (PEO) on academic matters relating to PEO Admission procedures and policies, and • oversee the Professional Practice Examination (PPE). <p>Legislative References:</p> <p>Professional Engineers Act, Section 14 (3), 14 (4), 14 (5), 18 (3)</p> <p>Referral to committee</p> <p>(3) The Registrar may refer the application of the applicant for the issuance of a licence,</p> <p>(a) to the Academic Requirements Committee for a determination as to whether or not the applicant has met the academic requirements prescribed by the regulations for the issuance of the licence;</p> <p>(b) to the Experience Requirements Committee for a determination as to whether or not the applicant has met the experience requirements prescribed by the regulations for the issuance of the licence; or</p> <p>(c) first to the Academic Requirements Committee and then to the Experience Requirements Committee for determinations under clauses (a) and (b).</p> <p>Same</p> <p>(4) The Registrar shall refer an application to a committee under subsection (3) for a determination referred to in that subsection,</p> <p>(a) if the applicant requests the referral; or</p> <p>(b) in the circumstances specified by the regulations.</p> <p>Hearing</p> <p>(5) A committee shall receive written representations from an applicant but is not required to hold or to afford to any person a hearing or an opportunity to make oral submissions before making a determination under subsection (3).</p> <p>Referral to committee</p> <p>(3) Subsections 14 (3) to (6) (which relate to the Academic Requirements Committee and the Experience Requirements Committee) apply with necessary modifications in respect of an applicant for a temporary licence or a limited licence.</p> <p>Note: On a day to be named by proclamation of the Lieutenant Governor, subsection (3) is amended by striking out "a temporary licence or a limited licence" at the end and substituting "a temporary licence, a provisional licence or a limited licence".</p> <p>R.R.O. 1990, Reg. 941, Section 34</p> <p>Examinations required by the Academic Requirements Committee shall be held prior to the 1st day of June in each year and at such other times, if any, and at such place or places, as the Council may from time to time determine.</p> <p>R.R.O. 1990, Reg. 941, Section 36</p> <p>(7) Where an applicant who is required by the Academic Requirements Committee to take and pass more than one examination fails to take at least one examination in each academic year after taking the first of such examinations, the Registrar shall withdraw the applicant's application for a licence unless the applicant submits to the Registrar reasonable justification in writing for the failure to take the examination.</p>	

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	<p>R.R.O. 1990, Reg. 941, Section 40 (1)</p> <p>(1) The Academic Requirements Committee is continued and shall be composed of a chair appointed by Council, the immediate past chair, if any, and such other Members as are appointed by the Council and three members of the Committee constitute a quorum.</p> <p>R.R.O. 1990, Reg. 941, Section 40 (2)</p> <p>(2) Where an application for the issuance of a licence, temporary licence or limited licence is referred to the Academic Requirements Committee pursuant to the Act, the Committee shall,</p> <p>(a) assess the academic qualifications of the applicant;</p> <p>(b) determine whether the applicant meets the academic qualifications prescribed by this Regulation and so advise the Registrar; and</p> <p>(c) if the Committee determines that the applicant does not meet the academic requirements, specify the academic requirements that the applicant must meet, for the purposes of the notice referred to in subsection 14 (6) of the Act.</p> <p>R.R.O. 1990, Reg. 941, Section 40 (3)</p> <p>(3) For the purpose of carrying out its duties in subsection (2), the Academic Requirements Committee,</p> <p>(a) shall review the education, experience and other qualifications of the applicant in the light of the academic standards established for the issuance of licences, temporary licences or limited licences, as the case requires, at the time of such review;</p> <p>(b) may, in the discretion of the Committee and on its own initiative, interview the applicant;</p> <p>(c) may refer the experience of an applicant to the Experience Requirements Committee for an assessment and recommendation as to how such experience should be taken into account in assigning examinations to the applicant; and</p> <p>(d) shall consider and decide upon the form and content of examinations recommended and the results of such examinations.</p> <p>R.R.O. 1990, Reg. 941, Section 40 (4)</p> <p>(4) For the purposes of clause 14 (4) (b) of the Act, the Registrar shall refer to the Academic Requirements Committee every application for a limited licence made on or after the day</p>
<p>Terms of Reference [Key duties]:</p>	<ul style="list-style-type: none"> - Review and evaluate the academic qualifications of applicants - Review, evaluate, recommend, and make policies and procedures pertaining to ARC's mandate. - Review and advise on PPE issues. - Interact with the Experience Requirements Committee (ERC) on issues of commonality and interest. - Equity and Diversity Module to be reviewed by each member (required of new members). <p>For a representative list of specific activities see Appendix A.</p>
<p>Equity and Diversity Awareness</p>	<ol style="list-style-type: none"> 1. <i>Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES</i> 2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? YES, also in 2017 ARC expanded the guidelines on the Conflict of Interest and Bias in its Manual</i>

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	3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? ARC related documents, such as the Engineering Report Preparation and Guideline documents should be online and accessible to public		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	Evaluate applicant academics.	Number of applications processed by category (e.g., confirmatory, ERC interviews, specific exams)	Ongoing
	Monitor PPE Results	Identify any major shift in pass/fail rates	Ongoing
	<i>Persons with special needs are appropriately accommodated.</i>		
Inter-committee collaboration:	Known or Expected Collaborations (September 2017 – September 2018) <ul style="list-style-type: none"> - Experience Requirements Committee - Advisory Committee on Volunteers - Registration Committee - Legislative Committee - Licensing Committee - National Framework Task Force 		
Stakeholders:	<ul style="list-style-type: none"> • Engineers Canada • Ryerson University with respect to IEEQB – Internationally Educated Engineers Qualification Bridging Program • McMaster University with respect to their B.Tech programs 		

APPENDIX A REPRESENTATIVE ARC ACTIVITIES

1. Review and assess the academic qualifications of applicants not possessing a Canadian Engineering Accreditation Board (CEAB) accredited engineering degree, and to recommend a course of action to the Registrar.
2. Recommend new or amended admissions-related policies or procedures. For example, the establishment of policies, guidelines, procedures and standards pertaining to the Admissions Policy Manual, to emerging disciplines, to scopes of practice, to memoranda of agreement, etc.
3. Develop and review examination syllabi and the PEO board sheets.
4. Update the Admissions Policy and Procedures Manual (a.k.a. Red Book).
5. Review and approve Experience Requirements Committee (ERC) recommendations with respect to files referred by the ARC.
6. Assign, review and approve technical examinations, e.g., for content and quality assurance.
7. Review and approve the Professional Practice Examination (PPE) also referred to as the Ethics and Law examination. Review and approve the results of the PPE and make recommendations on actions to be taken by applicants failing the PPE.
8. Receive information and provide advice to the Registrar or Council on current academic requirements initiatives and issues (including Canadian Engineering Qualifications Board (CEQB), Canadian Engineering Accreditation Board (CEAB), Engineers Canada, emerging disciplines) that affect the processing and assessment of applications for licensure.