

**Terms of Reference
Academic Requirements Committee (ARC)**

Issue Date: April 2010

Review Date: April, 2015

<p>Legislated and other Mandate approved by Council</p>	<p>To</p> <ul style="list-style-type: none"> • assess the <i>academic qualifications</i> of applicants referred to the Academic Requirements Committee (ARC) by the Registrar or requested the ARC to review their qualifications, • advise Professional Engineers Ontario (PEO) on <i>academic matters</i> relating to PEO Admission procedures and policies, and • oversee the Professional Practice Examination (<i>PPE</i>). <p>Legislative References:</p> <p>Professional Engineers Act, Section 10 (14)</p> <p>(3) The Registrar, on his or her own initiative, may refer and on the request of an applicant shall refer the application of the applicant for the issuance of a licence,</p> <ul style="list-style-type: none"> (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; (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 (c) first to the Academic Requirements Committee and then to the Experience Requirements Committee for determinations under clauses (a) and (b). <p>R.R.O. 1990, Reg. 941, Section 40</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 Member's as are appointed by the Council and three member's of the Committee constitute a quorum.</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> <ul style="list-style-type: none"> (a) assess the academic qualifications of the applicant; (b) determine whether the applicant meets the academic qualifications prescribed by this Regulation and so advise the Registrar; and (c) make such recommendations to the Registrar as it considers necessary in respect of examinations and any other academic requirements which must be completed by the applicant in the event that the Committee determines that the applicant does not meet the prescribed academic qualifications. <p>(3) For the purpose of carrying out its duties in subsection (2), the Academic Requirements Committee,</p> <ul style="list-style-type: none"> (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; (b) may, in the discretion of the Committee and on its own initiative, interview the applicant; (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
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	<p>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 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>
<p>Key Duties and Responsibilities</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. <p>For a representative list of specific activities see Appendix A.</p>
<p>Constituency & Qualifications of Committee/Task Force Members</p>	<p>There is no fixed number of members, as the committee should include as many members as is necessary to provide a timely assessment of licensure applications.</p> <p>Members should have experience assessing the academic background of licensure applicants through official transcripts and course descriptions.</p> <p>Membership on the committee should be representative of most engineering disciplines (and all major ones), as reflected by the academic qualifications of licensure applicants.</p> <p>Council shall appoint the members of the ARC.</p> <p>Council may remove a member with just cause in response to a recommendation of a supermajority (75%) of all committee members.</p> <p>Members will be asked annually if they wish to continue on ARC.</p>
<p>Qualifications and election of the Chair</p>	<p>The ARC members shall recommend the Chair to Council. Council shall appoint the Chair of the ARC.</p> <p>Council may replace the Chair with just cause in response to a recommendation of a super majority (75%) of all committee members, and a new Chair shall be appointed to serve the remainder of the Chair's term.</p>
<p>Qualifications and election of the Vice Chair(s)</p>	<ul style="list-style-type: none"> • Vice-Chair must be an active member of ARC. • ARC elects the Vice-Chair. • ARC may replace the Vice-Chair with just cause in response to a recommendation of a super majority (75%) of all committee members, and a

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	new Vice-Chair shall be appointed to serve the remainder of the Vice-Chair's term.
Duties of Vice Chair(s)	Act as the ARC Chair's delegate as needed.
<u>Term Limits for Committee Chair and Vice Chair</u>	The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member.
Term Limits for Committee Members	<i>Note: Given the statutory mandate of the Academic Requirements Committee (ARC) as well as the reliance on the expertise and experience of their members in order to carry out their legislated mandates, there is no term limit imposed on the general membership of this committee.</i>
Succession Planning	Note: All committees must have a succession plan, approved by Council, to ensure the orderly transition of the position of chair and vice chair as well as provide for the renewal of the committee's membership and on-boarding of new committee members.
Quorum	Three ARC members.
Meeting Frequency & Time Commitment	The ARC normally meets once a month for a full day meeting during the week (12 meetings per year). Members are expected to attend the majority of meetings held each year.
Operational year time frame	January-December.
Committee advisor	Moody Samuel Farag, P.Eng., Manager – Admissions, Licensing & Registration.

APPENDIX A – Representative ARC Activities

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1. Review and assess the academic qualifications of applicants not possessing a 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 (MRAs), etc.
3. Develop and review examination syllabi and engineering 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 CEO/Registrar or Council on current academic requirements initiatives and issues (including CEQB, CEAB, CCPE, emerging disciplines) that affect the processing and assessment of applications for licensure.