

Fair Registration Practices Report

Engineers (2009)

The answers that you submitted to OFC can be seen below.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions Act (FARPA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process

Applicants can initiate the process by submitting a completed application form, attach the application fee and enclose the documents to support their application.

Prospective immigrants, who choose to come to Ontario may apply for licensure even before they land in Canada by following the same steps as above.

The steps required to initiate the registration process are also outlined in the “Licensing Guide and Application for Licence” on page 4 under the heading, “PEO’s Licensing/ Admission Process.” This guide is posted on PEO’s website <http://www.peo.on.ca/registration/howeng.html> and can also be mailed to prospective applicants upon their request at no cost. In addition, PEO provides seminars and information sessions at no cost to Ontario engineering students through their universities and to International Engineering Graduates (IEGs) through settlement agencies in Ontario.

b) requirements for registration

To be granted a licence to practise professional engineering, the applicant must:

- be at least 18 years old;
- be a citizen or permanent resident of Canada;
- be of good character;
- hold an undergraduate engineering degree from a Canadian Engineering Accreditation Board (CEAB)-accredited program (or possess equivalent qualifications);
- successfully complete PEO’s Professional Practice Examination (PPE); and
- demonstrate at least 48 months of verifiable, acceptable engineering experience, at least 12 months of which must be acquired in a Canadian jurisdiction under a licensed professional engineer (P.Eng.).

PEO will accept an Application for Licence before the applicant has satisfied all of the above-noted requirements; however, all requirements must be satisfied before a licence can be granted. In accordance with PEO’s governing legislation, an applicant for licence must be able to communicate adequately in the English language. Therefore, if a question is raised with respect to this ability, PEO shall make this determination.

The above requirements are also outlined in the “Licensing Guide and Application for Licence” on page 3 under the heading “Licence Requirements.” This guide is posted on PEO’s website <http://www.peo.on.ca/registration/howeng.html> and can also be mailed to prospective applicants upon their request at no cost. In addition, PEO provides seminars and information sessions at no cost to Ontario engineering students through their universities and to International Engineering Graduates (IEGs) through settlement agencies in Ontario.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

Applicants whose undergraduate engineering degrees have been granted by a Canadian university whose program is accredited by the Canadian Engineering Accreditation Board (CEAB) are deemed to have satisfied PEO’s academic requirements but must ensure that original transcripts of their academic studies are sent directly to PEO in a sealed university envelope by the institutions from which they received their degrees. Photocopied or faxed transcripts and/or “student issued” transcripts are not acceptable.

PEO will assess the academic qualifications of applicants who do not hold an undergraduate degree from a CEAB-accredited program to determine if they satisfy PEO’s academic requirements for licensing. This assessment normally takes about two months after the receipt of academic transcript(s) and all supporting documents. Following this review, PEO may either accept applicants’ academic qualifications or assign applicants a technical examination program. Technical exams are usually assigned to either (a) ascertain whether an applicant’s academic preparation is equivalent to that provided by an undergraduate engineering program accredited by the CEAB, or (b) remedy identified deficiencies in an applicant’s academic preparation compared to a CEAB-accredited program.

The above explanation on how academic requirements could be satisfied is also outlined in the “Licensing Guide and Application for Licence” on page 4 under the heading “Fulfilling the Academic Requirements.” This guide is posted on PEO’s website <http://www.peo.on.ca/registration/howeng.html> and can also be mailed to prospective applicants upon their request at no cost. In addition, PEO provides seminars and information sessions at no cost to Ontario engineering students through their universities and to International Engineering Graduates (IEGs) through settlement agencies in Ontario.

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

Part of the requirements that must be satisfied for registration is that applicants must demonstrate at least 48 months of verifiable, acceptable engineering experience, at least 12 months of which must be acquired in a Canadian jurisdiction under a licensed professional engineer (P.Eng.).

The above requirement is also explained in the “Licensing Guide and Application for Licence” on page 6 under the heading, “Fulfilling the Work Experience Requirements.” This guide is posted on PEO’s website <http://www.peo.on.ca/registration/howeng.html> and can also be mailed to prospective applicants upon their request at no cost. In addition, PEO provides seminars and information sessions at no cost to Ontario engineering students through their universities and to International Engineering Graduates (IEGs) through settlement agencies in Ontario.

e) requirements that may be satisfied through acceptable alternatives

An Admissions Representative is assigned to each applicant and becomes the applicant's contact at PEO. Applicants may meet with their representative any time and no appointment is necessary. The Admissions Representative provides guidance to each applicant depending on his/her case and the qualification status at the time of application. This guidance could be provided by phone, email or in person. In any case, an official letter is sent within six weeks from the time a receipt of application is issued, outlining the next steps, alternatives and costs associated with each step depending on the option the applicant chooses.

f) the steps in the assessment process

PEO's licensing/admission process proceeds as follows:

- fulfill the stipulated academic requirements;
- successfully complete PEO's Professional Practice Examination (PPE); and
- fulfill PEO's work experience requirements (minimum of 48 months).

The above steps of the assessment process are also outlined in a chart on page 8 of the "Licensing Guide and Application for Licence" under the heading "PEO's Licensing/Admission Process." This guide is posted on PEO's website <http://www.peo.on.ca/registration/howeng.html> and can also be mailed to prospective applicants upon their request at no cost. In addition, PEO provides seminars and information sessions at no cost to Ontario engineering students through their universities and to International Engineering Graduates (IEGs) through settlement agencies in Ontario.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

Applicants whose undergraduate engineering degrees have been awarded by a Canadian university whose program is accredited by the Canadian Engineering Accreditation Board (CEAB) must ensure that original transcripts of their academic studies are sent directly to PEO in a sealed university envelope by the institutions from which they received their degrees. Photocopied or faxed transcripts and/or "student issued" transcripts are not acceptable.

Applicants who do not hold an undergraduate degree from a CEAB-accredited program must provide the following documents to support their application for licence:

- original transcripts, diplomas, degrees and/or certificates. Copies of the originals will be accepted if the copies are signed and certified as a true copy of the original by a Canadian professional engineer (with licence number) or a notary public of Ontario. Applicants may also bring their originals and copies to PEO's office for verification. However, transcripts issued by Canadian or United States institutions must be sent directly to PEO from the institution. Photocopied transcripts and/or student-issued transcripts issued by Canadian and/or U.S. schools are not acceptable;
- abstracts of theses for postgraduate degrees; and
- course descriptions of the subjects they have taken during their entire engineering education. English translations made by the applicant are acceptable for the course descriptions only. Applicants may submit their applications without including these course descriptions; however, failure to provide the course descriptions could delay the academic review or could result in the assignment of additional examinations.

If the original transcripts, diplomas, degrees, certificates and/or abstracts are not in English, English translations must be prepared by a certified member of the Association of Translators and Interpreters of Ontario or by a Canadian professional engineer, who must certify that he/she is fluent in both languages. If a translator cannot be found, applicants are kindly requested to Contact PEO's Licensing and Registration Department.

The above information is also listed on page 4 of the “Licensing Guide and Application for Licence” under the heading, “Fulfilling the Academic Requirements.” This guide is posted on PEO’s website <http://www.peo.on.ca/registration/howeng.html> and can also be mailed to prospective applicants upon their request at no cost. In addition, PEO provides seminars and information sessions at no cost to Ontario engineering students through their universities and to International Engineering Graduates (IEGs) through settlement agencies in Ontario.

h) acceptable alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

In circumstances where the International Engineering Graduate (IEG) does not have access to official documents, the applicant will be advised through his/her Admissions Representative to provide his/her own written documentation. PEO will consider it on a case-by-case basis. In most cases, applicants are referred to the Experience Requirement Committee (ERC) for an interview to confirm what the applicant has submitted. In any case, since PEO accepts academic documents submitted by International Engineering Graduates and does not insist that these documents should come directly from their institutions, PEO has an obligation to confirm that no fraudulent documentation has been presented in order to protect the public where engineering is concerned. The ERC interview provides PEO with that opportunity.

i) how applicants can contact your organization

Applicants can contact PEO, by phone, email, mail or by walking into the office. An Admissions Representative is assigned to each applicant and becomes the applicant’s contact at PEO. Applicants may meet with their representative at any time and no appointment is necessary. The Admissions Representative provides guidance to each applicant depending on his/her case and the qualification status at the time of application. This guidance could be provided by phone, email or in person. In any case, an official letter is sent within six weeks from the time an application receipt is mailed to the applicant, outlining the next steps, alternatives and costs associated with each step depending on the option the applicant chooses.

j) how, why and how often your organization initiates communication with applicants about their applications

PEO communicates with active applicants on a regular basis whenever an application is processed from one step to the next in the form of letters. These letters provide step-by-step guidance to applicants. For example, a fees receipt is sent to paying applicants within six weeks from the time an application is received by PEO; the receipt includes the applicant’s file number. An Admissions Representative is then assigned to each applicant and becomes the applicant’s contact at PEO. Applicants may meet with their representative at any time and no appointment is necessary. The Admissions Representative provides guidance to each applicant depending on his/her case and the qualification status at the time of application. This guidance could be provided by phone, email or in person. In any case, an official letter is sent within six weeks from the time a step is completed outlining the next steps, alternatives and costs associated with each step depending on the option the applicant chooses.

k) the process for dealing with documents provided in languages other than English or French

If the original transcripts, diplomas, degrees, certificates and/or abstracts are not in English, English translations must be prepared by a certified member of the Association of Translators and Interpreters of Ontario or by a Canadian professional engineer, who must certify that he/she is fluent in both languages. If a translator cannot be found, applicants are kindly requested to contact PEO's Licensing and Registration Department.

The above process is also outlined in the "Licensing Guide and Application for Licence" on page 4 under the heading, "Fulfilling the Academic Requirements." This guide is posted on PEO's website <http://www.peo.on.ca/registration/howeng.html>. Applicants will also be informed about the process by their Admissions Representative.

l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process

PEO conducts its own "peer review assessment of qualifications." For this purpose, it depends on two legislated committees; namely, the Academic Requirements Committee (ARC) and the Experience Requirements Committee (ERC). Both committees are composed of professional engineers who volunteer their time for peer reviewing applicants' credentials. Assessments' criteria, tools and procedures are published in the following two documents:

1. Licensing Guide and Application for Licence <http://www.peo.on.ca/registration/howeng.html>; and
2. Guide to the Required Experience for Licensing as a Professional Engineer in Ontario <http://www.peo.on.ca/registration/experience.html>

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

Applicants are advised of any timelines, deadlines or time limits by their Admissions Representatives through our standard correspondences. The relevant timeframes may differ from one applicant to another; they are dependent on the number of requirements satisfied by the applicant prior to applying. If applicants have demonstrated the academic requirements and the 48 months of engineering experience at the time of their application, they are required to write the Professional Practice Examination within two years from the time they are informed of their eligibility to write. However, if applicants have not satisfied the academic requirements prior to their application, the *Professional Engineers Act* allows the applicant up to eight years to write exams, but there is no time limit for an applicant to satisfy the engineering experience requirements.

n) the amount of time that the registration process usually takes

The current licensing process is applicant-driven and the length of the registration process is dependent on the number of requirements satisfied by the applicant prior to applying. If applicants have demonstrated the academic requirements and the 48 months of engineering experience at the time of their application, they may write the Professional Practice Examination and they could be registered within six weeks from the time they pass the exam. However, if applicants have not satisfied the academic requirements prior to their application, the *Professional Engineers Act* allows the applicant up to eight years to write exams, depending on how and when the applicant chooses to write exams, to fulfill the academic and experience requirements. Technical exams are offered twice each year and applicants may write in any of the 70 centres spread all over Canada.

Applicants may also contact PEO for arrangements to write exams outside Canada. Results of exams are sent within 45 working days from the date of the last exam sitting

The registration process may take longer if the references did not submit their forms to PEO on time or if the applicant is a recent graduate who has yet to gain the required engineering experience in quantity and quality.

After satisfying the academic requirements, applicants are allowed up to two years to write the Professional Practice Examination, but there is no time limit for an applicant to satisfy the engineering experience requirements. The Professional Practice Examination is offered three times per year and applicants may write in any of the 70 centres spread all over Canada. Applicants may also contact PEO for arrangements to write the exam outside Canada. Results of exams are sent via mail within 45 days from the date of the last exam sitting.

Applicants who choose to apply as soon as they graduate will need to gain four years of acceptable engineering experience before a licence could be issued.

Applicants who have satisfied all the licensure requirements could be registered as soon as they pay the registration fees.

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

Information about all fees associated with registration, such as fees for initial application, exams and exam rewrites is outlined in the “Licensing Guide and Application for Licence” on page 7 under the heading, “Costs to Become Licensed.” This guide is posted on PEO’s website <http://www.peo.on.ca/registration/howeng.html>.

Below is a summary of the fees:

P.Eng. Application Fee - \$230.00
P.Eng. Registration Fee - \$230.00
Professional Engineer Licence Annual Fee - \$220.00
Professional Practice Exam (PPE) - \$130.00
Technical Examination (fee for first exam) - \$520.00
Technical Examinations (fee for each additional exam) - \$150.00
Submission of thesis - \$300.00
Provisional Licence - \$230.00
Engineering Intern (EIT) Annual Fee - \$70.00

It is also important to mention that at its January 2007 meeting, Professional Engineers Ontario (PEO) Council approved motions to enhance inclusiveness in the profession by creating an Engineering Intern Training Financial Credit Program (FCP). Subsequently, at its March 2007 meeting, Council approved the implementation plan for this program. Under this initiative, which was launched on May 1, 2007, individuals who have graduated from Canadian Engineering Accreditation Board (CEAB)-accredited Bachelor of Engineering programs or International Engineering Graduates (IEGs) with a Bachelor of Engineering or Applied Science Degree may be able to apply for PEO’s professional engineering licence at no cost. Also at no cost, individuals may register in the Engineering Intern Training (EIT) program for the first year provided they meet specific criteria established by PEO. More details on this initiative may be obtained on PEO’s website <http://www.peo.on.ca/FCP/FCP1.html>.

p) accommodation of applicants with special needs, such as visual impairment

In every step of the licensure process, applicants are advised to contact their Admissions

Representative if they have any concerns or questions. Applicants who raise concerns will have their cases assessed on a case-by-case basis and every effort is made to accommodate applicants' special needs.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes relevant to the above section occurred during the reporting period.

[BACK TO INDEX](#)

Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

Fees are the same for all PEO applicants. Application fees may be waived for International Engineering Graduates if they have a Bachelor of Engineering degree and applied for PEO's Financial Credit Program within six months from their landing date in Canada. Similarly, graduates from Canadian Engineering Accreditation Board (CEAB)-accredited programs may qualify for the credit if they applied within six months of their graduation date.

Information about all fees associated with registration, such as fees for initial application, exams and exam rewrites is outlined in the "Licensing Guide and Application for Licence" on page 7 under the heading, "Costs to Become Licensed." The document is posted on PEO's website <http://www.peo.on.ca/registration/howeng.html>.

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Submission of thesis - \$300.00
Provisional Licence - \$230.00
Engineering Intern (EIT) Annual Fee - \$70.00

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes relevant to the above section occurred during the reporting period.

[BACK TO INDEX](#)

Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions?

Applicants who have satisfied all the licensure requirements could be registered as soon as they pay the registration fees. However, the duration for each applicant to satisfy the registration requirements is dependent on the number of requirements satisfied by the applicant prior to applying. If applicants are able to demonstrate that they have satisfied the academic requirements and the 48 months of engineering experience prior to submitting an application, they will only have to write the Professional Practice Examination (PPE) and they can be registered within six weeks from the time they receive the result of the PPE. But if applicants have not satisfied the academic requirements prior to their application, the *Professional Engineers Act* allows the applicant up to eight years to write technical examinations, depending on how and when the applicant chooses to write the examinations to fulfill the academic and experience requirements. Technical exams are offered twice each year and applicants may write in any of the 70 centres spread all over Canada. Applicants may also contact PEO for arrangements to write examinations outside Canada. Results of examinations are sent via mail within 45 working days from the date of the last examination sitting.

The registration process may take longer if the references did not submit their forms to PEO on time or if the applicant is a recent graduate who has yet to gain the required engineering experience in quantity and quality.

After satisfying the academic requirements, applicants are allowed up to two years to write the PPE, but there is no time limit for an applicant to satisfy the experience requirements. The PPE is offered three times per year and applicants may write in any of the 70 centres spread all over Canada. Applicants may also contact PEO for arrangements to write the PPE outside Canada.

Results of examinations are sent via mail within 45 days from the date of the last examination sitting.

Applicants who choose to apply as soon as they graduate from an engineering program will need to gain four years of acceptable engineering experience before a licence could be issued.

b) What are your timelines for responding to applicants in writing?

Written responses and reasons are conveyed to applicants within six weeks and examination results are mailed to applicants within 45 working days as per Section 39 of the Regulations.

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions?

Written responses and reasons are conveyed to applicants within six weeks for all registration decisions and

internal reviews. PEO does not have a formal appeal process; however, applicants are entitled to request a Registration Committee Hearing. It is important to note that Registration Committee Hearings are **first instance hearings**, and the onus is on the applicant to demonstrate that he/she has satisfied all the licensure requirements or why he/she should be exempted from any or all of the requirements. As stated in Section 19. (7) of the *Professional Engineering Act*, the Powers of the Registration Committee are: 1) It can uphold the Registrar's Notice of Proposal to refuse to issue a licence, or 2) direct the Registrar to issue a licence.

Note: The details that link Appeals and Registration Committee Hearings are documented in the Registrar's Report issued on March 15, 2005 http://www.peo.on.ca/registrar/RegistrarsReport/RR_March15_2005.pdf

The Registration Committee is a tribunal that operates at arm's length from PEO's Licensing and Registration Department and is governed by the Statutory Powers Procedure Act of Ontario R.S.O. 1990, Chapter S.22. Therefore, PEO has no control over how long it will take an applicant to go through the Registration Committee Hearing process which is a formal legal process.

Either the applicant or PEO may appeal the Registration Committee Hearing decision to the Divisional Court which may introduce further delays. However, to date, no appeals to the Divisional Court were initiated during the reporting period.

d) Explain how your organization ensures that it adheres to these timelines.

The Licensing and Registration Department runs reports every month to ensure that it adheres to its timeframe for internal reviews. Furthermore, applicants' written requests/complaints are recorded in a log by the Assistant to the Deputy Registrar, Licensing and Registration.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There have been no changes relevant to internal reviews for the period under review. However, the Registration Committee has adopted prehearing sessions prior to a Registration Committee Hearing. Following those prehearings, the Registration Committee may issue prehearing orders. Such orders may obligate applicants to undergo additional assessments or take exams prior to a hearing.

[BACK TO INDEX](#)

Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

Applicants can access, upon request, all the information concerning the decisions in their case and can see their physical file. However, PEO may not reveal the names of the assessors. PEO will provide to a self-represented applicant or to an applicant's lawyer the documentation regarding any disputed area.

b) Explain why access to applicants' own records would be limited or refused.

Outcomes are always disclosed to applicants; however, identities of individuals making the decisions are not disclosed in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) and PEO's Privacy Policy which is published on PEO's website http://www.peo.on.ca/Privacy/PEO_Privacy_Policy.pdf

c) State how and when you give applicants estimates of the fees for making records available.

Records are made available to applicants at no cost.

d) List the fees for making records available.

Records are made available to applicants at no cost.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

Records are made available to applicants at no cost.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes relevant to the above section occurred during the reporting period.

[BACK TO INDEX](#)

Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

The following are the most important resources to applicants:

1. Licensing Guide and Application for Licence <http://www.peo.on.ca/registration/howeng.html>
2. Guide to the Required Experience for Licensing as a Professional Engineer in Ontario <http://www.peo.on.ca/registration/experience.htm>
3. Samples of past Technical Examinations
4. Samples of past Professional Practice Examinations

5. Other publications are available to download <http://www.peo.on.ca> under the “Licensing & Registration” and “Publications” tabs

b) Describe how your organization provides information to applicants about these resources.

[The Licensing Guide and Application for Licence](#) and the [Guide to the Required Experience for Licensing as a Professional Engineer in Ontario](#) can be downloaded by applicants, prospective applicants and the general public at no cost. In addition, PEO provides these documents at no cost to Ontario engineering students through their universities and to Internationally Educated Graduates through settlement agencies. Other publications are also available to download from <http://www.peo.on.ca> under the “Licensing & Registration” and “Publications” tabs. Samples of past Professional Practice Examinations are mailed to applicants who are eligible to write the Professional Practice Examination and samples of past technical examinations are available for a nominal cost of \$5.00 per set. The set contains exams for all the subjects in a particular discipline that were offered in the previous exam sitting.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes relevant to the above section occurred during the reporting period.

[BACK TO INDEX](#)

Internal Review or Appeal Processes (6 / 13)

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

The two processes PEO has are internal review and Registration Committee Hearings.

Written responses and reasons are conveyed to applicants within six weeks for all internal reviews. However, PEO has no control over how long it will take an applicant to go through the Registration Committee Hearing process which is a formal legal process that is mostly administered by lawyers. Please note that the Registration Committee that conducts the Registration Committee Hearings is a tribunal that operates at arm’s length from PEO’s Licensing and Registration Department and is governed by the Statutory Powers Procedure Act of Ontario R.S.O. 1990, Chapter S.22.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

During the reporting period, PEO received about 4,000 new applications and issued about 2,350 licences. Written requests/complaints are recorded in a log by the Assistant to the Deputy Registrar, Licensing and Registration. Between January 2009 and December 2009, PEO received about 80 requests from applicants for review and reconsideration.

Given the fact that PEO has no control over the timeliness within which the Registration Committee Hearing process is being conducted, PEO's Licensing and Registration Department is not in a position to establish a timeline against which to compare actual time required to reach a decision. However, during this reporting period, two Registration Committee Hearing requests were received from applicants and four prehearing sessions were conducted by the Registration Committee. The Registration Committee released one final decision and one interim decision in 2009.

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

There are none to report for internal reviews. The timeframes for Registration Committee Hearings are not dependent on whether the applicant is internationally or locally trained. It rather depends on the availability of the applicant, the witnesses, the lawyers and the members of the Registration Committee.

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

Internal Review:

In every step of the licensure process, applicants are advised to contact their Admissions Representative if they have any concerns or questions. Applicants who raise concerns will have their file reviewed again and a written response is provided usually within six weeks. Sometimes, in cases where additional information is provided by the applicant or requested by PEO to support the applicant's concerns, it may take longer depending on when such information is provided. Applicants are also encouraged to request a review whenever they have acquired new academic credentials and/or engineering experience that have not been reviewed before. There is no limit as to how many times a file may be reviewed and the applicant may request a review or reconsideration at any stage of the process

Registration Committee Hearings:

The Registration Committee Hearings legal proceeding allows both PEO and the applicant to make submissions to the Registration Committee as part of the legal proceeding. Applicants have a right to make opening statements, present evidence, call witnesses at the hearing, cross examine witnesses and make closing submissions.

c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.

Internal Review:

In every step of the licensure process, applicants are advised to contact their Admissions Representative if they have any concerns or questions. Applicants are encouraged to make submissions in writing or electronically via email. Depending on the nature of the request and the review conducted, applicants are advised if a personal discussion with peers is necessary. In the current licensing process, this is referred to as the "Experience Requirements Committee (ERC) Interview."

Registration Committee Hearings:

Applicants are advised on how they can make a submission through their legal counsel or directly if

legally unrepresented. In accordance with the Statutory Powers Procedure Act of Ontario R.S.O. 1990 (Appendix 14), a Registration Committee Hearing may be conducted in writing, orally or electronically. The Registration Committee panel and the lawyers (or the applicant if not represented by a lawyer) agree on the means of the hearing.

d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

Internal Review:

An oral review is conducted by two peers (peer review) from PEO's Experience Requirements Committee (ERC) who were not part of the initial review. Furthermore, the new panel is not informed that this is a second review to ensure that the applicant has a new and impartial opportunity to present his/her case; such oral reviews are known as "ERC second interviews." Paper reviews are usually conducted by at least two peers from PEO's Academic Requirements Committee (ARC), to ensure impartiality in the assessment. In the current licensing process, this is known as "ARC double vetting".

Registration Committee Hearings:

The Registration Committee is a tribunal at arm's length from PEO's Licensing and Registration Department, and members of the tribunal are not part of the initial decision-makers, in accordance with the Statutory Powers Procedure Act of Ontario R.S.O. 1990, Chapter S.22. Hearings are de novo (Latin for "anew," which means starting over, as in a trial de novo. For example, a decision in a small claims case may be appealed to a local trial court, which may try the case again, de novo.).

e) Describe your internal review or appeal process.

Internal Review:

The internal review process is a straight-forward and simple process. In every step of the licensure process, applicants are advised to contact their Admissions Representative if they have any concerns or questions. Applicants who raise concerns will have their file reviewed again and a written response is provided usually within six weeks. Sometimes, in cases where additional information is provided by the applicant or requested by PEO to support the applicant's concerns, it may take longer depending on when such information is provided. Applicants are also encouraged to request a review whenever they have acquired new academic credentials and/or engineering experience that was not reviewed before. There is no limit as to how many times a file may be reviewed and the applicant can request a review or reconsideration at any stage of the process. Written requests/complaints are recorded in a log by the Assistant to the Deputy Registrar, Licensing and Registration. Between January 2009 and December 2009, PEO received about 80 requests from applicants for review and reconsideration.

Registration Committee Hearings:

Note: The details that link Appeals and Registration Committee Hearings are documented in the [Registrar's Report issued on March 15, 2005, p.7](#).

In accordance with Section 14.(2) of the *Professional Engineers Act*, the Registrar may refuse to issue a licence to an applicant where the Registrar is of the opinion, upon reasonable and probable grounds, that the past conduct of the applicant affords grounds for belief that the applicant will not engage in the practice of professional engineering in accordance with the law and with honesty and integrity. In accordance with Section 14.(1), the Registrar may propose to refuse to issue a licence because an applicant does not satisfy **all** the requirements stipulated in that section. In both cases the Registrar will serve the applicant with a Notice of Proposal to refuse to issue a licence, together with written reasons in accordance with section 19. (1). Furthermore, in accordance with section 19.(3), the notice shall state that the applicant is entitled to a hearing by the Registration Committee if the applicant delivers, within 30 days after the notice is served on the applicant, notice in writing requesting a hearing by the Registration Committee.

The Registration Committee is a tribunal that operates at arm's length from PEO's Licensing and Registration Department and is governed by the Statutory Powers Procedure Act of Ontario R.S.O. 1990, Chapter S.22. Therefore, PEO has no control over how long it will take an applicant to go through the Registration Committee Hearing process which is a formal legal process that is mostly administered by lawyers.

It is important to note that Registration Committee Hearings are ***first instance hearings***, and the onus is on the applicant to demonstrate that he/she meets all the licensure requirements or why he/she should be exempted from any or all of the requirements. The Powers of the Registration Committee are very limited as stated in Section 19.(7) of the *Professional Engineers Act*. It can uphold the Registrar's Notice of Proposal to refuse to issue a licence or direct the Registrar to issue a licence. Additional information, if required, can be obtained from the Tribunal Office.

Either the applicant or PEO may appeal the Registration Committee Hearing decision to the Divisional Court. To our knowledge, no appeals to the Divisional Court were initiated during the reporting period.

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

It is important to note that Registration Committee Hearings are ***first instance hearings***, and the onus is on the applicant to demonstrate that he/she meets all the licensure requirements or why he/she should be exempted from any or all of the requirements. The Powers of the Registration Committee are limited as stated in Section 19.(7) of the *Professional Engineers Act*. It can uphold the Registrar's Notice of Proposal to refuse to issue a licence or direct the Registrar to issue a licence. Additional information, if required, can be obtained from the Tribunal Office.

The Registration Committee is a tribunal that operates at arm's length from PEO's Licensing and Registration Department and is governed by the Statutory Powers Procedure Act of Ontario R.S.O. 1990, Chapter S.22. Currently the Registration Committee is composed of eleven members. Nine of them are licensed professional engineers, five of which are International Engineering Graduates. The other two members are Lieutenant Governor-in-Council appointees (LGA) who are not professional engineers.

Section 32. (1) of the *Professional Engineers Act* states:

- (1) The Registration Committee is continued and shall be composed of,
 - (a) not less than two members of the Council appointed by the Lieutenant Governor in Council; and
 - (b) not less than three additional members appointed by the Council. R.R.O. 1990, Reg. 941, s. 32 (1).
- (2) Three members of the Registration Committee, of whom at least one is a member of Council appointed by the Lieutenant Governor in Council, constitute a quorum. R.R.O. 1990, Reg. 941, s. 32 (2).

Further information about the Registration Committee may be obtained by contacting PEO's Tribunal Office.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The Registration Committee has adopted prehearing sessions prior to Registration Committee Hearings. The Registration Committee took the position at a number of prehearings that a hearing could not be conducted until the applicant wrote the Professional Practice Examination and had his/her experience assessed. The change occurred in terms of when an applicant could request the hearing and trigger the Notice of Proposal to Refuse to issue a licence. In the past, if an applicant

did not satisfy the academic requirements, then, at that point, a request by the applicant could trigger the Notice of Proposal to be issued. As a result of several prehearings, the Registrar now completes the full assessment of all of the registration requirements before the Notice of Proposal is issued.

[BACK TO INDEX](#)

Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

Either the applicant or PEO may appeal a Registration Committee Hearing decision that is made by the Registration Committee following a Registration Committee Hearing to the Divisional Court. To our knowledge, no appeals to the Divisional Court were initiated during the reporting period. The Registration Committee Panel that sits on a hearing advises all parties (PEO's Registrar and the Applicant) of their rights and obligations as part of the legal procedure in accordance with the Statutory Powers Procedure Act of Ontario R.S.O. 1990, Chapter S.22.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes relevant to the above section occurred during the reporting period.

[BACK TO INDEX](#)

Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

To be granted a licence to practise professional engineering, the applicant must:

1. be at least 18 years old;
2. be a citizen or permanent resident of Canada;
3. be of good character;
4. hold an undergraduate engineering degree from a Canadian Engineering Accreditation Board (CEAB)-accredited program or possess equivalent qualifications;
5. successfully complete PEO's Professional Practice Examination (PPE);

6. demonstrate at least 48 months of verifiable, acceptable engineering experience, at least 12 months of which must be acquired in a Canadian jurisdiction under a licensed professional engineer (P.Eng.); and
7. pay the required fees.

PEO will accept an Application for Licence before the applicant has satisfied all of the above-noted requirements; however, all requirements must be satisfied before a licence can be granted. The above information is posted on PEO's website and also in the [The Licensing Guide and Application for Licence](#).

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

PEO conducts its own "peer review assessment of qualifications." For this purpose, it depends on two legislated committees; namely, the Academic Requirements Committee (ARC) and the Experience Requirements Committee (ERC). Both committees are composed of professional engineers who volunteer their time for peer reviewing applicants' credentials. Assessments' criteria, tools and procedures are published in the following two guides:

1. [The Licensing Guide and Application for Licence](#); and
2. [Guide to the Required Experience for Licensing as a Professional Engineer in Ontario](#).

In addition, applicants are assessed based on their own credentials, which are different from one applicant to another. Some applicants are deemed to have satisfied the academic requirements upon application and others would need to satisfy them by writing exams, depending on their academic preparation prior to applying.

Internationally trained engineering graduates may be assigned a technical examination program. However, PEO may exempt applicants if they have bachelor's degrees in engineering from institutions that have mutual recognition agreements with Engineers Canada, or if they have postgraduate degrees in the same discipline as their undergraduate engineering degree, which would confirm their undergraduate engineering knowledge. Furthermore, applicants who have five years or more of engineering experience are referred to the Experience Requirements Committee (ERC) for an interview, where they can demonstrate their academic knowledge as it has been applied to their engineering experience. Approximately two-thirds of internationally trained engineers satisfy the academic requirements without writing technical exams.

c) Explain how work experience in the profession is assessed.

As far as the assessment of engineering experience is concerned, PEO has published in its website and always refers applicants to the publication called, "[Guide to the Required Experience for Licensing as a Professional Engineer in Ontario](#)." This publication includes the following information:

1. The full and detailed description of the experience requirements for licensure both in quantity (duration) and quality (five clearly identified and described criteria);
2. The process followed to determine whether or not an applicant meets this criteria with the assistance of the applicant's description of his/her engineering activity as well as the evaluation against each one of the criteria provided by adequate references who are identified by the applicant and contacted directly by PEO;
3. Information about who the references should be and what is their responsibility;
4. Information about credits towards the experience requirements by virtue of postgraduate degrees; and
5. Information about some of the more complicated types of engineering experience and how PEO evaluates its quality for licensure purposes.

The process followed to assess the engineering experience is based on the *Professional Engineers Act* and the Regulations which require four years of experience with at least one of these four years gained in a

Canadian jurisdiction under the supervision of a person legally authorized to practise professional engineering in that jurisdiction. The process also explains how engineering experience gained outside Canada can satisfy the requirements of this Canadian experience.

The process also includes the tools for determining whether an applicant meets the experience requirements in cases of doubtful or contentious types of experience where the references do not offer adequate support. In these cases, the applicant is invited to attend an interview with appropriate members of the Experience Requirements Committee where an opportunity is provided to the applicant to directly explain his/her experience to peers. Furthermore, in case of a negative result of this Experience Requirements Committee interview, the applicant is given every possible assistance and indication concerning his/her shortcomings and guidance to create a plan to address the deficiencies in collaboration with the applicant's selected P. Eng. supervisor.

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

The educational system in any country may change from one year to another and in order for PEO to fulfil its mandate in protecting the public of Ontario where engineering is concerned, and in fairness to each applicant, it is incumbent upon PEO to assess applicants' academic studies and the knowledge they gained during their enrolment in the engineering program. Therefore, applicants who do not hold a Bachelor's degree in engineering from accredited Canadian programs must have their academic qualifications assessed by PEO, and to ensure fairness to each applicant, they are required to submit the following documents and information:

- Original or certified copies of diploma(s), degree(s), and full transcript(s), showing courses completed and marks; copies of these documents must be certified by a notary public or a professional engineer.
- Detailed descriptions of all engineering courses taken, attached to the application. PEO tries to compare the courses taken by each applicant with the courses required in Canada.
- If the academic documents are not in English, applicants must submit notarized English translations prepared by a service that is certified by the Association of Translators and Interpreters of Ontario (ATIO) or by a professional engineer.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

To ensure consistency, PEO maintains a database of previous assessments; reports of these assessments are run for each applicant and comparisons are made. But these reports are used as guidelines only because engineering programs are flexible by nature and students may take different courses to fulfill their graduation requirements. In addition, the educational systems in any institution or jurisdiction may change from one year to another; consequently even though two applicants may seem to have similar academic qualifications, their academic knowledge may be very different.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

The educational system in any country may change from one year to another and in order for PEO to fulfil its mandate in protecting the public of Ontario where engineering is concerned, and in fairness to each applicant, it is incumbent upon PEO to assess applicants' academic studies and the knowledge they gained during their enrolment in the engineering program. Therefore, any changes in the recognition status of the institution in

their home country, before or after the applicant graduated from it, should have no impact. This is part of the rationale as to why applicants' academic qualifications are assessed on a case-by-case basis. To ensure fairness, each applicant is required to submit the following documents and information:

- Original or certified copies of diploma(s), degree(s), and full transcript(s), showing courses completed and marks; copies of these documents must be certified by a notary public or a professional engineer.
- Detailed descriptions of all engineering courses taken, attached to the application. PEO tries to compare the courses taken by each applicant with the courses required in Canada.
- If the original transcripts, diplomas, degrees, certificates and/or abstracts are not in English, English translations must be prepared by a certified member of the Association of Translators and Interpreters of Ontario or by a Canadian professional engineer, who must certify that he/she is fluent in both languages.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

Applicants with special needs are encouraged to disclose to PEO their needs. These requests are then considered on a case-by-case basis and every effort is made to accommodate applicants' special needs.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

Applicants who satisfy all the licensure requirements could be registered as soon as they pay the registration fees. However the time required by each applicant for satisfying the registration requirements is dependent on the number of requirements satisfied by the applicant prior to applying. If applicants are able to demonstrate that they have satisfied the academic requirements and the 48 months of engineering experience prior to submitting an application, they will only have to write the Professional Practice Examination (PPE) and they can be registered within six weeks from the time they receive the result of the Professional Practice Examination; but if applicants have not satisfied the academic requirements prior to their application, the *Professional Engineers Act* allows the applicant up to eight years to write technical examinations, depending on how and when the applicant chooses to write the examinations, to fulfill the academic and experience requirements. Technical exams are offered twice each year and applicants may write the exams in any of the 70 centres spread all over Canada. Applicants may also contact PEO for arrangements to write examinations outside Canada. Results of examinations are sent via mail within 45 working days from the date of the last examination sitting.

The registration process may take longer if the references did not submit their forms to PEO on time or if the applicant is a recent graduate who has yet to gain the required experience in quantity and quality.

After satisfying the academic requirements, applicants are allowed up to two years to write the PPE, but there is no time limit for an applicant to satisfy the experience requirements. The Professional Practice Examination is offered three times per year and applicants may write in any of the 70 centres spread all over Canada. Applicants may also contact PEO for arrangements to write the Professional Practice Examination outside Canada.

Results of examinations are sent within 45 days from the date of the last examination sitting.

Applicants who choose to apply as soon as they graduate will need to gain four years of acceptable engineering experience before a licence can be issued.

i. State whether the average time differs for internationally trained individuals.

The length of the registration process is dependent on the number of requirements satisfied by the applicant prior to applying. If applicants have demonstrated the academic requirements, they can be registered in six months. If applicants have not yet satisfied the academic requirements, the process can take up to eight years.

The registration process can be delayed if the letters of reference and other required documents are not presented on time during the process.

After satisfying the academic requirements, applicants have two years to write the Professional Practice Examination, after which there is no time limit to satisfy the experience requirements.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

The length of the registration process is dependent on the number of requirements satisfied by the applicant prior to applying.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

To be registered with PEO, an applicant must have attained a Bachelor's degree in engineering from an accredited Canadian undergraduate degree program or have an engineering degree conferred outside Canada that PEO believes to be equivalent to one from an accredited Canadian engineering degree program.

PEO conducts its own "peer review assessment of qualifications." For this purpose, it depends on two legislated committees; namely, the Academic Requirements Committee (ARC) and the Experience Requirements Committee (ERC). Both committees are composed of professional engineers who volunteer their time for peer reviewing applicants' credentials. Assessments' criteria, tools and procedures are published in the following two guides:

1. [The Licensing Guide and Application for Licence](#); and
2. [Guide to the Required Experience for Licensing as a Professional Engineer in Ontario](#).

In addition, applicants are assessed based on their own credentials, which are different from one applicant to another. Some applicants are deemed to have satisfied the academic requirements upon application and others would need to satisfy them by writing exams, depending on their academic preparation prior to applying.

Internationally trained engineering graduates may be assigned a technical examination program. However, PEO may exempt applicants if they have Bachelor's degrees in engineering from institutions that have mutual recognition agreements with Engineers Canada, or if they have postgraduate degrees in the same discipline as their undergraduate engineering degree, which would confirm their undergraduate engineering knowledge. Furthermore, applicants who have five years or more of engineering experience are referred to the Experience Requirement Committee (ERC) for an interview, where they can demonstrate their academic knowledge as it has been applied to their engineering experience. Approximately two-thirds of internationally trained engineers satisfy the academic requirements without writing technical exams. However, if the assessment reveals any gaps in academic qualifications for licensing purposes, or equivalencies, PEO advises which examinations an applicant will be required to write.

ii. Describe the criteria that are applied to determine equivalency.

PEO will assess the academic qualifications of applicants who do not hold an undergraduate degree from a CEAB-accredited program to determine if they satisfy PEO's academic requirements for licensing. Following this review, PEO may accept applicants' academic qualifications or may assign applicants a technical examination program. Technical exams are usually assigned to either:

- ascertain whether an applicant's academic preparation is equivalent to that provided by an undergraduate engineering program accredited by the CEAB, or
- remedy identified deficiencies in an applicant's academic preparation compared to a CEAB-accredited program.

Applicants may be assigned one of the following technical examination programs:

- *Confirmatory Examination Program.* Applicants whose academic preparation appears to be similar to that provided by a CEAB-accredited engineering program will normally be assigned a Confirmatory Examination Program (CEP).
- *Specific Examination Program.* Applicants whose academic qualifications are judged by PEO to fall between those of a technology diploma and those of an engineering degree will be assigned a Specific Examination Program.

iii. Explain how work experience is taken into account.

Applicants who have substantial engineering experience are referred to the Experience Requirement Committee (ERC) for an interview, where they are given an opportunity to demonstrate their academic knowledge as it has been applied to their engineering experience. Approximately two-thirds of internationally trained engineers satisfy the academic requirements without writing technical exams.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

PEO conducts competency assessments based on the principle of "peer review." The methodology to evaluate competency is two fold, as follows:

1. When the candidate has most of his/her engineering work experience in Canada, PEO is guided by the evaluation against five experience criteria that is performed by at least two Canadian professional engineers who are sufficiently familiar with the day-to-day engineering quality of the applicant's work.
2. When the applicant has most of his/her engineering work experience outside Canada we conduct peer review personal interviews against the same five experience criteria.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

The methodology is validated by the fact that there are two independent assessments conducted by "peers".

iii. Explain how work experience is used in the assessment of competency.

The result of the experience assessment is correlated with the educational base as evidenced by the university degrees and transcripts in order to ensure that the applicant is able to competently and safely put to practice his/her engineering education which is basically what is being understood by the word "competency."

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

PEO conducts prior learning assessments by judging the outcome of that learning as evidenced by its application to the applicant's normal engineering work. The methodology followed is to interview applicants who are requested to submit samples of their work that demonstrate how he/she has applied the previously learned engineering knowledge for the purpose of a real time project/work.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

Given the fact that PEO's mandate is to protect the public safety where engineering work is involved, Experience Requirements Committee interviews do, in addition to the evaluation of the actual application of the previously learned engineering knowledge, look specifically for examples of care and consideration given with respect to, and application of, corresponding codes, standards and regulations, as well as for examples of the consideration given to protect the public interest where engineering work is involved.

iii. Explain how work experience is used in the assessment of prior learning.

The assessment of the quality of the engineering experience highlighting the practical application of the previously learned engineering knowledge is essentially the very tool PEO uses to assess prior learning.

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The Professional Practice Examination (PPE) must be written by all candidates towards licensure. This is a three-hour closed book exam that consists of two parts: Part A Ethics and Part B Law.

A minimum mark of 50% is required in both Part A and Part B of the PPE to pass the PPE. If the candidate fails one part of the PPE, he/she is only required to rewrite the failed part at the next attempt and only 1.5 hours are given if the candidate only has to rewrite one part of the PPE. The candidate is allowed to rewrite the PPE three times. Candidates who fail the PPE three times need to attend a PPE interview with a PPE sub-committee before a fourth and final attempt will be granted for the candidate to rewrite. Should a fourth failure occur, the file will be closed but the candidate can re-apply again with no penalty. The result history will be part of the new application and if the candidate passed one part of the PPE from a previous application, the candidate only has to rewrite the part that is outstanding and the candidate will be given three chances again to try and pass the PPE.

Technical exams are three-hour exams. Their format can be open or closed book depending on the examiner's decision. In any case, applicants are advised well in advance of the exam if the exam is an open or closed book. Candidates get a percentage mark and 50% is the minimum required for passing. A candidate may fail one exam up to three times. Applicants who are assigned a Confirmatory Examination Program, and choose to write two technical examinations in one sitting and score an average of 65% in the two exams with no mark less than 60%, may have the rest of the examination program waived for their good performance in those exams. In essence, their good performance in exams confirms their engineering education equivalence.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

Professional Practice Examinations (PPEs) are set by P.Eng. examiners and they are reviewed by the Academic Requirements Committee's PPE sub-committee to ensure the questions set are fair and fall within the scope of the syllabus.

For the technical exams, P.Eng. examiner experts in the discipline set the exam (active or retired professors from accredited engineering programs) and the exam is reviewed by another examiner to ensure the exam is fair and falls within the scope of the exam outline.

For both the PPE and technical exams, candidates have an option to request a re-read of their exam paper within 30 days of receipt of their result letter if the candidate disagrees with the result received. The re-read is done by an independent examiner that is not aware of the result assigned by the original examiner and the re-read result is the final decision.

iii. State how often exam questions are updated and the process for doing so.

The Professional Practice Examination questions are updated for every sitting. Since this exam is of an essay type, the questions may vary from one sitting to the next, but the objective is to test the fundamental understanding of a limited number of concepts.

Technical exams are updated in accordance with the same frequency as done at Canadian universities since they are set by professors from these universities.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes relevant to the above section occurred during the reporting period.

[BACK TO INDEX](#)

Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

PEO does not rely upon any third parties.

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

PEO does not rely upon any third parties.

ii. utilizes current and accurate information about qualifications from outside Canada

PEO does not rely upon any third parties.

iii. provides timely decisions, responses and reasons to applicants

PEO does not rely upon any third parties.

iv. provides training to individuals assessing qualifications

PEO does not rely upon any third parties.

v. provides access to records related to the assessment to applicants

PEO does not rely upon any third parties.

vi. accommodates applicants with special needs, such as visual impairment

PEO does not rely upon any third parties.

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

PEO does not rely upon any third parties.

ii. Describe the criteria that are applied to determine equivalency.

PEO does not rely upon any third parties.

iii. Explain how work experience is taken into account.

PEO does not rely upon any third parties.

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

PEO does not rely upon any third parties.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

PEO does not rely upon any third parties.

iii. Explain how work experience is used in the assessment of competency.

PEO does not rely upon any third parties.

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

PEO does not rely upon any third parties.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

PEO does not rely upon any third parties.

iii. Explain how work experience is used in the assessment of prior learning.

PEO does not rely upon any third parties.

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

PEO does not rely upon any third parties.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

PEO does not rely upon any third parties.

iii. State how often exam questions are updated and the process for doing so.

PEO does not rely upon any third parties.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes relevant to the above section occurred during the reporting period.

[BACK TO INDEX](#)

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

Academic Requirement Committee (ARC) and Experience Requirement Committee (ERC) members who assess the academic preparation and experience of applicants have received training and orientation on how to make the determinations, how to evaluate the information collected and how to be sensitive to all of the principles of fairness, impartiality and transparency with special emphasis on the fact that approximately 50% of the applicants are individuals educated in countries other than Canada. Furthermore, close to 80% of the members of the ARC and ERC are themselves International Engineering Graduates who went through the same process and satisfied the very same requirements.

ii. individuals who make registration decisions

Registration decisions made by the Registrar are mostly based on recommendations made by Academic Requirement Committee (ARC) and Experience Requirement Committee (ERC) members who assess the academic preparation and experience of applicants. They have received appropriate training concerning how to make the determinations, how to evaluate the information collected and how to be sensitive to all of the principles of fairness, impartiality and transparency with special emphasis on the fact that approximately 50% of the applicants are individuals educated in countries other than Canada. Furthermore, close to 80% of the members of the ARC and ERC are themselves International Engineering Graduates who went through the same process and satisfied the very same requirements.

PEO staff that supports both committees has attended several training sessions, workshops, and seminars for example:

- “customer service training”;
- “Executive Leadership Program for Regulators” offered by the Council on Licensure, Enforcement and Regulation (CLEAR);
- “Managing Cultural Differences” workshop that was offered by Ontario Regulators for Access Consortium (ORAC); it is interesting to note that the instructor of the workshop is a professional engineer and served as a member of the Experience Requirement Committee; and
- “National Workshop of Credential Evaluators” offered through the Pan-Canadian Quality Standards in International Credential Evaluation, which is administered by the Canadian Information Centre for International Credentials (CICIC) at the Council of Ministers of Education, Canada.

iii. individuals who make internal review or appeal decisions

The Registration Committee is a tribunal at arm’s length from PEO’s Licensing and Registration Department, and members of the tribunal are not part of the initial decision-makers. In accordance with the Statutory Powers Procedure Act of Ontario R.S.O. 1990, Chapter S.22 (Appendix 14), hearings are de novo. (Latin for "anew," which means starting over, as in a trial de novo. For example, a decision in a small claims case may be appealed to a local trial court, which may try the case again, de novo.)

The Registration Committee members undergo training and orientation sessions. They also have access to Independent Legal Counsel who attend each Tribunal hearing and provide advice to the panel that recites on the hearing. Additional information may be obtained by contacting PEO’s Tribunal Office.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes relevant to the above section occurred during the reporting period.

[BACK TO INDEX](#)

Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

National: Canadian Engineering Accreditation Board (CEAB)

The Canadian Engineering Accreditation Board was established by Engineers Canada in 1965 to accredit undergraduate engineering programs that provide the academic requirements necessary for licensure as a professional engineer in Canada.

National: Inter-Association Mobility Agreement (IAMA):

Each province or territory in Canada regulates the practice of professional engineering within that jurisdiction; PEO has an agreement with all provincial engineering association/order. This agreement is known as the Inter-Association Mobility Agreement (IAMA).

National: Internationally Educated Engineers Qualification Bridging (IEEQB) Program

The Internationally Educated Engineers Qualification Bridging (IEEQB) Program is a new program offered by the Faculty of Engineering, Architecture and Science at Ryerson University in Toronto and Professional Engineers Ontario (PEO). The program is funded by the Ontario Ministry of Citizenship and Immigration and the Government of Canada.

The Faculty of Engineering, Architecture and Science at Ryerson University has developed this program specifically to provide international engineering graduates with an opportunity to satisfy the academic requirements for professional engineering licensing in Ontario.

International: Mutual Recognition Agreements (MRA)

Even though PEO does not have international mutual recognition agreements; Engineers Canada has mutual recognition agreements at the academic level with the following countries: Australia, Hong Kong, Ireland, New Zealand, South Africa, the United Kingdom and the United States. (For Hong Kong, the degree must have been granted in 1995 or later. For South Africa, the degree must have been granted in November 1999 or later. For all other countries, the degree must have been granted in November 1989 or later.) Engineers Canada recently became party to mutual recognition agreements with other countries: Japan, Singapore, India (provisional), Taiwan, Germany and South Korea.

b) Explain the impact of these agreements on the registration process or on applicants for registration.

National: Canadian Engineering Accreditation Board (CEAB)

Applicants whose undergraduate engineering degrees have been awarded by a Canadian university whose program is accredited by the Canadian Engineering Accreditation Board (CEAB) are deemed to satisfy PEO's academic requirements.

National: Inter-Association Mobility Agreement (IAMA)

Each province or territory regulates the practice of professional engineering within that jurisdiction. However, there is an agreement among Canadian provinces and territories that will allow applicants to transfer their licences if they need to practise in another province or territory of Canada, or if they choose to move to another province or territory and become licensed. This agreement allows the receiving province to ensure that the candidates comply with provincial legislation if it is different from the province of original licensure.

National: Internationally Educated Engineers Qualification Bridging (IEEQB) Program

The Internationally Educated Engineers Qualification Bridging (IEEQB) Program is a new program offered by the Faculty of Engineering, Architecture and Science at Ryerson University in Toronto and Professional Engineers Ontario (PEO). The program is funded by the Ontario Ministry of Citizenship and Immigration and the Government of Canada.

Applicants who choose to enrol in the IEEQB Program should:

- Receive an academic bridging education and career and social counselling support from Ryerson.

- Interact socially and professionally with other engineering student peers while enrolled in accredited engineering undergraduate program courses.
- Review and update their technical knowledge in their engineering discipline.
- Learn the technical English terminology required for their engineering discipline along with Canadian economic principles and engineering law and ethics.
- Receive engineer-in-training experience and initiate corporate networking through a paid co-op or internship placement. The quality of the experience gained through the co-op program may be assessed by PEO; if it meets the work experience requirement, it may be credited toward the four years of engineering experience required for licensing.
- Be eligible to apply for financial assistance from the Ontario Student Assistance Program (OSAP).

International: Mutual Recognition Agreements (MRA)

Applicants who have an engineering degree awarded by an institution in a country that has a mutual recognition agreement (MRA) with Engineers Canada, may not be required to write PEO's technical examinations. However, if their academic qualifications are not deemed to satisfy PEO's licensing requirements, technical examinations will be assigned. Currently, these countries are Australia, Hong Kong, Ireland, New Zealand, South Africa, the United Kingdom and the United States. (For Hong Kong, the degree must have been granted in 1995 or later. For South Africa, the degree must have been granted in November 1999 or later. For all other countries, the degree must have been granted in November 1989 or later.) Engineers Canada recently became party to mutual recognition agreements with other countries: Japan, Singapore, India (provisional), Taiwan, Germany and South Korea.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes relevant to the above section occurred during the reporting period.

[BACK TO INDEX](#)

Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	No
Other (please specify)	None

Paid staff employed by your organization

b) In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, 1 full-time employee and 1 part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	99
Staff involved in appeals process	7
Staff involved in registration process	26

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants* were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
India	266
China	220
Iran	135
Pakistan	117
Bngldesh	98
n/a	
n/a	
n/a	
n/a	

n/a

*Persons who have applied to start the process for entry to the profession.
Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members* were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31st of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31st of 2009.

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Members on December 31st of the reporting year	42785	9889	1863	16696	1698	72931

* Persons who are currently able to use the protected title or professional designation of the profession.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

RE ITEM (b) ABOVE: Since PEO has Registration Committee Hearings rather than appeals, the number of staff involved in Registration Committee Hearings is 7.

RE ITEM (d) ABOVE: The "Unknown" number consists of applicants who have not provided academic documents to PEO, or PEO's IT database does not currently have academic information recorded for the applicant.

RE ITEM (d) ABOVE: The "Ontario" number includes:

Total number of graduates from Canadian Engineering Accreditation Board (CEAB)-accredited programs including Retiree members: 38679

Total number of graduates from non-CEAB programs including Retiree members: 4106

Number of CEAB P.Eng. Retiree members: 4515

Number of non-CEAB P.Eng. Retiree members: 1097

RE ITEM (d) ABOVE: The "Other Canadian Provinces" number includes:

Total number of graduates from Canadian Engineering Accreditation Board (CEAB) programs including Retiree members: 8994

Total number of graduates from non-CEAB programs including Retiree members: 895

Number of CEAB P.Eng. Retiree members: 1653

Number of non-CEAB P.Eng. Retiree members: 335

Applications your organization processed in the past year

e) State the number of applications your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

from January 1 st to December 31 st of the reporting year	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	2038	227	60	1435	226	3986
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	3822	396	130	3923	352	8623
Inactive applicants (applicants who had no contact with your organization in the reporting year)	2948	267	95	1732	479	5521
Applicants who met all requirements and were authorized to become members but did not become members	0	0	0	0	0	0

Applicants who became members	1119	137	37	1053	0	2346
Applicants who were authorized to receive an alternative class of licence* but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence*	0	0	0	14	0	14

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

RE: ABOVE TABLE

1. The above table refers strictly to P.Eng. applications.
2. Of the 2038 new applications received from applicants who were educated in Ontario, 1881 applicants were graduates of Canadian Engineering Accreditation Board (CEAB)-accredited programs and 157 applicants were graduates of non-CEAB programs; i.e. technical examinations may be assigned to them.
3. Of the 227 new applications received from applicants who were educated in Canadian provinces other than Ontario, 216 were graduates of CEAB programs and 11 were graduates of non-CEAB programs.
4. "Unknown" in the above table means applicants have not provided academic documents to Professional Engineers Ontario (PEO), or PEO's database does not currently have academic information records for the applicants.
5. Of the 3986 applicants in 2009, 1046 did not have to pay application fees. These are mainly recent graduates who would need to gain four years of acceptable engineering experience before a licence could be issued to them.
6. Of the 3822 applicants actively pursuing licensing who were educated in Ontario, 3483 applicants were graduates of Canadian Engineering Accreditation Board (CEAB)-accredited programs and 339 applicants were graduates of non-CEAB programs; i.e. technical examinations might have been assigned to them.
7. Of the 396 applicants actively pursuing licensing who were educated in Canadian provinces other than Ontario, 376 were graduates of CEAB programs and 20 were graduates of non-CEAB programs.
8. Of the 2948 inactive applicants who were educated in Ontario, 2836 applicants were graduates of Canadian Engineering Accreditation Board (CEAB)-accredited programs and 112 applicants were graduates of non-CEAB programs; i.e. technical examinations might have been assigned to them.
9. Of the 267 inactive applicants who were educated in Canadian provinces other than Ontario, 250 were graduates of CEAB programs and 17 were graduates of non-CEAB programs.
10. Of the 1119 applicants who became members and who were educated in Ontario, 1096 applicants were graduates of Canadian Engineering Accreditation Board (CEAB)-accredited programs and 23

applicants were graduates of non-CEAB programs; i.e. might have been required to write technical examinations.

11. Of the 137 applicants who became members and who were educated in Canadian provinces other than Ontario, 133 were graduates of CEAB programs and 4 were graduates of non-CEAB programs.

12. Alternative class of licence means provisional licence, mostly issued to International Engineering Graduates. An alternative class of licence enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licensed.

	Class of licence	Description
a)	Provisional Licence	A provisional licence may be issued to an applicant for a professional engineer (P.Eng.) licence who has satisfied all of PEO's licensing requirements except for the minimum 12 months of verifiable and acceptable engineering experience in a Canadian jurisdiction, under the supervision of a professional engineer licensed in the jurisdiction in which the work was undertaken.
b)	Limited Licence	A limited licence is normally issued to engineering technologists or scientists who by virtue of many years of specialized experience have demonstrated competence in a specific aspect of engineering. If that engineering competence is within the scope of professional engineering practice (i.e. impacts on the public), and the individual is an employee, the legislation provides for the issuing of a limited licence covering that aspect of professional engineering practice.
c)	Temporary Licence	A temporary licence is issued on a project and discipline basis to engage in the practice of professional engineering for a maximum period of 12 months from approval. One does not have to be a citizen of Canada or a permanent resident of Canada to apply for a temporary licence.
d)		
e)		
f)		
g)		
h)		

i)		
j)		

Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

from January 1 st to December 31 st of the reporting year	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	0	0	0	1	0	1
Applicants who initiated an appeal of a registration decision	1	0	0	1	0	2
Appeals heard	2	0	0	4	0	6
Registration decisions changed following an appeal	0	0	0	0	0	0

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Table (f) above refers to Registration Committee Hearing applicants only.

During this reporting period, there were eight applicants in different stages of the Registration Committee Hearing:

- two Registration Committee Hearing requests were received;
- four prehearing sessions were conducted by the Registration Committee;
- one final decision; and
- the Registration Committee released one interim decision.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The Registration Committee has adopted prehearing sessions prior to a Registration Committee Hearing. The Registration Committee took the position at a number of prehearings that a hearing cannot be conducted until the applicant writes the Professional Practice Examination and has his/her experience assessed. The change occurred in terms of when an applicant can request the hearing and trigger the Notice of Proposal to Refuse to issue a licence. In the past, if an applicant did not meet the academic requirements, then, at that point, a request by the applicant could trigger the Notice of Proposal to be issued. As a result of several prehearing orders, the Registrar now completes the full assessment of all of the registration requirements before the hearing request is made and the Notice of Proposal is issued.

[BACK TO INDEX](#)

Certification (13 / 13)

I hereby certify that:

- I have reviewed the information submitted in this Fair Registration Practices Report (the "Report").
- All information required to be provided in the Report is included.
- The information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization: Michael Price

Title: Deputy Registrar - Licensing and Registration

Date: February 25, 2010

[BACK TO INDEX](#)