

Checklist for a graduate of a non-Canadian Engineering Accreditation Board engineering program (Non-CEAB)

Please mail the P.Eng. application and other submissions to the address indicated below:

Document Management Centre
Professional Engineers Ontario
101 - 40 Sheppard Avenue West
Toronto, ON M2N 6K9

Non-CEAB Checklist: To submit a P.Eng. application for licence, please review the table below for the required documents which must be submitted to PEO directly.

#	Required Document	Submitted to PEO (Yes/No)
1	Completed and signed P.Eng. application form	
2	Cheque or money order for the P.Eng. application fee	
3	Proof of identity document(s)	
4	Official transcript(s) with the conferral date for each engineering degree completed in Canada and the United States of America	
5a	Official transcript(s) and degree/diploma certificate(s) for each engineering degree completed outside of Canada and the USA in the original language	
5b	If applicable, the certified English translations of the official transcript(s) and degree certificate(s) for each engineering degree completed outside of Canada and the USA	
6	English course descriptions for all courses taken towards the degree for each engineering program completed	PEO will confirm whether this is optional or required after receiving and reviewing the application
7	If applicable, thesis abstract(s) or confirmation that the graduate degree(s) was course-based	
8	Engineering experience information	
9	Additional document(s)	PEO will confirm whether any additional document(s) are required after receiving and reviewing the application.

Please see below for more information on the required documents and document submission instructions.

To submit a P.Eng. application to PEO, the following documents are required:

- 1) **P.Eng. application form.** A completed and signed P.Eng. application form must be mailed to PEO directly.

The Licensing Guide and P.Eng. Application Form can be downloaded from here:

<https://www.peo.on.ca/sites/default/files/2019-07/LicensingGuide%26Application.pdf>

- 2) **P.Eng. application fee.** A cheque or money order for the P.Eng. application fee mailed with the application form to PEO. The total amount for the application fee is \$406.80 (\$360 + HST) and the payment is to the attention of 'Professional Engineers Ontario'.

- 3) **Proof of identity document(s).** Please review the list of acceptable identification documents below to determine the applicable identification document(s) that must be submitted with the P.Eng. application form to PEO.

- A. Canadian Birth Certificate;
- B. Canadian Citizenship Card or Certificate (both sides);
- C. Canadian Permanent Resident Card (both sides);
- D. Form IMM 1000 of Record of Landing (only if Canadian Permanent Resident Card is not available);
- E. For those holding a Canadian Work Permit or Study Permit, please submit the following:
 - i. Canadian Work Permit or Study Permit,
 - ii. Canadian Provincial Driver's License or Health Card (both sides),
 - iii. Home Country Passport in original language, and
 - iv. Home Country Birth Certificate in original language
- F. For Canadian convention refugees, please submit the following:
 - i. Canadian Convention Refugee Court Decision
 - ii. Canadian Provincial Driver's License or Health Card (both sides),
 - iii. Home Country Passport in original language, and
 - iv. Home Country Birth Certificate in original language

- 4) **Official transcript(s) with the conferral date for each engineering degree completed in Canada and the United States of America.** Please request the postsecondary institution to mail the official transcript(s) for each engineering degree completed to PEO directly in a sealed-institution envelope. Student-issued transcripts and electronic versions of transcripts are not acceptable.

Please have all transcript(s) for each engineering degree completed in Canada and the USA mailed from the institution to PEO directly using the following mailing address:

Licensing and Registration
Professional Engineers Ontario
101 - 40 Sheppard Avenue West
Toronto, ON M2N 6K9

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- 5) **Official transcript(s) and degree/diploma certificate(s) for each engineering degree completed outside of Canada and the USA.** For each engineering degree completed outside of Canada and the United States of America, please review the courses of action indicated below. Please enclose any submissions with the application form mailed to PEO.
- A. The official transcript of marks and degree certificate in the original language or a certified copy of each of these documents.** The original documents can be submitted with the application form to PEO for further review. The certified copies may be completed by PEO's reception desk, a licensed Canadian professional engineer or a notary public of Ontario, and then submitted to PEO.
- i. **For PEO's reception desk to complete a certified copy of each original document,** the applicant must bring each original document with a clear and legible copy to PEO's reception desk during business hours. PEO will verify the copy with the original. Then, PEO will forward the copy as a certified copy to PEO's Admissions Department for further review.
 - ii. **If a licensed Canadian professional engineer completes a certified copy of the original for any academic document,** the P.Eng. licence holder must use the appropriate statement from PEO's Canadian P.Eng. Certification Statements for Academic Documents and then submit the certified copies to PEO for further review.

P.Eng. Certification Statements: <https://www.peo.on.ca/sites/default/files/2019-09/TranslationCertificationStatements.pdf>
 - iii. **To complete a certified copy of each original document with a notary public of Ontario,** the applicant must visit a notary public of Ontario to arrange for a certified copy of the documents and then submit them to PEO for further review.
- B. Should the transcript of marks and/or degree certificate not be issued by the institution in English, PEO requires the official English translations.** All official English translations must be completed by a certified member of the Association of Translators and Interpreters of Ontario (ATIO) or by a licensed Canadian professional engineer who is fluent in the original language of the corresponding document and English, and then submitted to PEO for further review.
- i. **To complete an official English translation with ATIO,** the applicant must contact an ATIO translator certified in the language of the academic document and English to arrange for the certified English translation of the documents and then submit them to PEO for further review.

ATIO Directory: <https://at.io.on.ca/directory/>
 - ii. **If a licensed Canadian professional engineer completes a certified English translation of any academic document,** the P.Eng. licence holder must use the appropriate statement from PEO's Canadian P.Eng. Certification Statements for Academic Documents and then submit the English certified translations to PEO for further review.

P.Eng. Certification Statements: <https://www.peo.on.ca/sites/default/files/2019-09/TranslationCertificationStatements.pdf>

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- 6) **English course descriptions for all courses taken towards the program for each engineering degree completed.** PEO will confirm whether the course descriptions for each engineering program are required or optional after PEO receives the application. Please ensure that the course descriptions for the years the courses were completed are organized clearly by each program and labelled correctly with the institution name, course title, course code, and the course descriptions. Please enclose any course description submissions with the application form mailed to PEO.

If you are submitting a course description booklet prepared by your institution, please highlight the courses that you have taken.

- 7) **Thesis abstract(s) or confirmation that the graduate degree(s) was course-based.** Please review the two courses of action indicated below to determine which one applies for each graduate degree completed.
- A. **If the applicant has completed a thesis towards the degree requirement of the graduate degree,** please submit a copy of the thesis abstract in English to PEO. Please ensure that all thesis abstracts are labeled correctly with the institution name, degree and title of the thesis in addition to the thesis abstract itself. Please enclose any thesis abstract(s) with the application form mailed to PEO.
 - B. **If the applicant has not completed a thesis towards the degree requirement of the graduate degree,** please confirm that the graduate degree was course-based on a separate letter prepared and signed by the applicant. Please ensure that the name of the institution and graduate degree being confirmed as a course-based are written clearly in the letter. Please enclose the confirmation letter with the application form mailed to PEO.
- 8) **Engineering experience information.** Please review the three courses of action indicated below to determine which one applies.
- A. **If the applicant has completed five or more years of engineering experience in the profession from the conferral date of the bachelor's degree in an engineering program,** please provide an experience summary page and a completed experience record form for each engineering employment. Please enclose your experience submissions with the application form mailed to PEO.
 - B. **If the applicant has less than five years of engineering experience in the profession from the conferral date of the bachelor's degree in an engineering program,** please confirm that less than five years of engineering experience in the profession has been accumulated on a separate letter prepared and signed by the applicant. Please enclose the confirmation letter with the application form mailed to PEO.
 - C. **If the applicant has been conferred a Ph.D. degree in an engineering program,** please provide an experience summary page and a completed experience record form for each engineering employment. Please enclose your experience submissions with the application form mailed to PEO.

The Experience Summary Page and Experience Record can be downloaded from here:

<https://www.peo.on.ca/licence-applications/become-professional-engineer/experience-assessment>

- 9) **Additional document(s).** PEO will confirm whether additional documents are required after the application is received and reviewed.