



Professional Engineers
Ontario



APPLICATION FORM

PROFESSIONAL ENGINEER (P.ENG.) LICENCE

This professional engineer licence application package contains:

- a description of the licensing requirements
- a licence application
- information on fees and payment methods



GENERAL INFORMATION

Professional Engineers Ontario (PEO) is the organization that is mandated, under the *Professional Engineers Act*, with setting the standards for admission and with regulating the practice of professional engineering in Ontario. To practise as a professional engineer in Ontario, an individual must be licensed by PEO.

LICENCE REQUIREMENTS

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

- Be at least 18 years old;
- Be of good character;
- Hold a bachelor's degree in an engineering program from a Canadian university that is accredited to the Council's satisfaction, or equivalent engineering educational qualifications recognized by the Council;
- the National Professional Practice Exam (NPPE); 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 a licence application before a prospective applicant has satisfied all of the above-noted requirements; however, all requirements must be satisfied before a licence can be granted.

Please note that PEO reserves the right, at its sole discretion, to request additional information or proof of information provided, at any time during the application and licensing process, to ensure that requirements for licensure are satisfied. This may include, but is not limited to, signed documentation, either originals or certified copies, additional proof of identification or qualifications, names and contact information for referees etc.

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 will make this determination.

REINSTATEMENTS

Applicants who have been previously licensed by PEO and are seeking reinstatement, because they either resigned or allowed their licence to lapse, are not required to submit transcripts or write any examinations. However, prior to submitting their licence application forms, reinstatement applicants are required to contact PEO's licensing and registration department (reinstatement@peo.on.ca) in order that a reinstatement letter may be issued stating the fees due and any other requirements. After receipt of this letter, reinstatement applicants must submit an licence application form, together with the fees indicated in the letter, and any other information indicated as required by the reinstatement letter.

TRANSFERS

Applicants who are licensed as professional engineers in good standing in another Canadian engineering association/ordre are not required to submit transcripts or write PEO's Professional Practice Examination, but are required to submit an up-to-date resume.

PEO'S LICENSING/ADMISSION PROCESS

PEO's licensing/admission process proceeds as follows:

- Fulfill the stipulated academic requirements;
- Successfully complete the National Professional Practice Exam (NPPE); and
- Fulfill PEO's work experience requirements (minimum of 48 months).

REQUIRED ACADEMIC DOCUMENTS

APPLICANTS WHO HOLD A DEGREE FROM A CEAB-ACCREDITED PROGRAM

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. Proof of degree in the form of a copy of a transcript, emailed directly from the institution, or a copy of the diploma, is required.

APPLICANTS WHO HOLD A BACHELOR'S DEGREE FROM A NON-CEAB-ACCREDITED PROGRAM

The following documents must accompany this licence application. (Additional information and documentation may be requested once the application is reviewed by staff.):

- copies of transcripts, diplomas, degrees and/or certificates, to establish the applicant's educational qualifications. Please submit copies of academic documents in their original language as well as English translations. More on this below.
- if the transcripts, diplomas, degrees and/or certificates are not in English, English translations must be prepared, either by a certified member of the Association of Translators and Interpreters of Ontario or by a Canadian professional engineer, who must certify that the professional engineer is fluent in both languages. (Please note: P.Eng. licence holders should not use their P.Eng. seals on non-engineering documents. Transcripts and diplomas are non-engineering documents. For guidance on this, please visit: <https://peo.on.ca/sites/default/files/2019-09/TranslationCertificationStatements.pdf>)

THE ENGINEERING INTERN (EIT) PROGRAM (OPTIONAL)

Prospective applicants must submit a licence application to be enrolled in PEO's optional Engineering Intern (EIT) program.

ENROLLMENT IN THE EIT PROGRAM:

- demonstrates an applicant is serious about being licensed as a professional engineer;

- helps applicants ensure they are getting relevant experience, since PEO reviews their experience at the applicant's request, advises of apparent deficiencies, and suggests how these may be remedied;
- permits applicants to participate in the Engineers Canada-sponsored insurance and financial security programs and to access relevant counselling and mentoring;
- entitles the applicant to receive the association's official journal *Engineering Dimensions*; and
- enables applicants to join a PEO chapter and attend chapter meetings/events.

To be enrolled in the EIT program, check the appropriate box on page 4 of the licence application. The annual fee for the EIT program is \$90 plus HST (total \$101.70) and is in addition to the application fee. Do not include the EIT registration fee with your application. You will be invoiced for \$90 upon being enrolled in the program. A completed licence application must be submitted to enrol in PEO's optional Engineering Intern (EIT) program.

MAY I DO ENGINEERING WORK WHILE MY APPLICATION IS BEING CONSIDERED?

Yes. You may do engineering work, provided a licence holder takes responsibility for your work. In Ontario, it is illegal to use the title "professional engineer" or any variation of it as an occupational or business title if you are not licensed by PEO.

COSTS TO BECOME LICENSED

1. Application fee of \$360 + HST (total \$406.80),
2. Professional Practice Examination fee of \$200,
3. Where applicable, technical examination candidates are required to pay:
 - A one-time administration and first examination fee of \$700;
 - \$200 for each subsequent examination; and
 - \$360 for submission of an engineering report.
4. Final registration/licensing fee of \$300 + HST (total \$339). You will be invoiced for this fee upon licensing.
5. To remain licensed, you are required to pay annual dues of \$265+HST (total \$299.45).

NOTE: All costs are non-refundable. Please ensure that all documents to support your application are submitted to PEO; incomplete submissions will be returned back to applicants.

HOW TO COMPLETE A LICENCE APPLICATION

1. TYPE OF APPLICATION

Indicate whether this is an application for a new professional engineer (P.Eng.) licence. If you are a past PEO licence holder, check the reinstatement box and follow the instructions in your reinstatement letter to complete this application.

2. NAME

This is the name that will appear on your licence certificate. Enter your full legal name exactly as shown on your proof of age and identity.

Enter your date of birth and indicate your gender by checking the appropriate box.

3. PROOF OF AGE AND IDENTITY

To be eligible for a licence, an applicant must be at least eighteen (18) years of age. To verify your age and identity, you must include a photocopy (both sides) of a government-issued identification document(s) provided it specifies your full name and date of birth. Acceptable documents include:

- Driver's licence
- Canadian birth certificate, or a proof of birth document
- Canadian Permanent Resident Card
- Canadian Citizenship Card
- Record of Landing
- Student/Work Authorization

To be considered for the Financial Credit Program (FCP), <https://peo.on.ca/licence-applications/become-professional-engineer/financial-credit-program> you must provide an identification document to prove that you are a Canadian citizen and/or qualified to become a permanent resident.

4. CURRENT RESIDENCE ADDRESS

Provide your current residence address, telephone number and e-mail address.

5. ACADEMIC BACKGROUND

Specify:

- type of earned undergraduate (bachelor's) and postgraduate (master's, doctorate) degrees (e.g. B.A.Sc., M.A.Sc., Ph.D.);
- the discipline of study;
- name and location (city/country) of the degree-granting institution(s); and
- the date (month/year) each degree was granted.

6. GOOD CHARACTER

In addition to the education and experience requirements, the *Professional Engineers Act* stipulates that a prospective licence holder must be of good character for licensing as a professional engineer. Please answer the questions in this section by checking the appropriate box. If you answer "yes" to any of the questions, provide details on a separate sheet.

7. APPLICANT'S DECLARATION

Read and complete the declaration carefully before signing your licence application.



(PLEASE DOWNLOAD, COMPLETE AND EMAIL TO PENG.APPLY@PEO.ON.CA WITH ALL SUPPORTING DOCUMENTS. TO FILL THIS FORM OUT ELECTRONICALLY, PLEASE DOWNLOAD THE FORM AND COMPLETE USING THE FREE [ADOBE READER FILL & SIGN TOOL](#).)

TYPE OF APPLICATION

This application is for: P.Eng. licence Reinstatement

INFORMATION

Family name (Use your full legal name exactly as shown on your proof of age and identity)

Given name(s)

First name most commonly used

Date of birth _____ Sex M F

MM/DD/YYYY

PROOF OF AGE AND IDENTITY (Attach photocopy of documentation)

- Driver's licence
- Canadian birth certificate, or a proof of birth document
- Canadian Permanent Resident Card
- Canadian Citizenship Card
- Record of Landing
- Student/Work Authorization

CURRENT RESIDENCE ADDRESS

Number and street name

Unit/Apt. number

City

Province

Postal code

Country

Phone number

Email

PEO USE ONLY

Number

Stream

Date

Type

Category

Route

Location

Recognized

Verification

1st year to write

Status

Exams Completed

Recorded

PPE

Closed

Reinstated

Provisional

Licence Approval Date



ACADEMIC BACKGROUND

Bachelor's degree	Discipline	Date granted
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University name	City/Country
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Post-graduate degree	Discipline	Date granted
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University name	City/Country
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Additional degree	Discipline	Date granted
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University name	City/Country
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GOOD CHARACTER

Subsection 14(1)(e) of the Ontario *Professional Engineers Act* requires that all applicants be of good character to obtain a professional engineer licence. The Act also provides that if an applicant’s past conduct affords grounds for belief that the person will not engage in the practice of professional engineering according to the law and with honesty and integrity, a licence may not be issued.

All applicants must answer all of the following questions to enable the Registrar to determine whether the applicant is of good character and whether there is any basis for refusing to issue a licence given the applicant’s past conduct. By providing this information, you consent to PEO contacting the relevant professional engineering licensing body(ies) or equivalent organization(s) and their providing this information to PEO.

An affirmative answer to any of these questions does not necessarily mean that you will be refused a licence.

If you answer “yes” to any of the following questions and additional space is needed, attach a separate page.

1. Have you previously been licensed by PEO?..... Yes No
If “yes”, provide year _____ Registration/Licence or File No. _____

2. Have you ever applied to, but not been licensed by, PEO?..... Yes No
File No. _____

3. Have you ever been licensed by any professional engineering body in another province, territory or country?..... Yes No
If “yes,” provide:
Month/Year _____ Where _____ Registration/Licence No. _____
Month/Year _____ Where _____ Registration/Licence No. _____
Month/Year _____ Where _____ Registration/Licence No. _____

4. Have you ever applied to, but not been licensed by, any professional engineering body in another province, territory or country?..... Yes No
If “yes,” provide:
Year _____ Where _____ File No. _____
Year _____ Where _____ File No. _____

5. Have you ever been refused membership or had a licence revoked or suspended by another engineering association/ordre?
 Yes No If “yes,” provide:
Year _____ Where _____ Registration/Licence or File No. _____
Year _____ Where _____ Registration/Licence or File No. _____

6. Is there recorded on any register of any professional engineering regulatory or licensing body or equivalent organization any finding against you of professional misconduct or incompetence?..... Yes No

7. Have you ever been found guilty of any offence under any federal, provincial or territorial laws, including laws governing the practice of professional engineering? Yes No

8. To your knowledge, are you currently being investigated for any violation under any federal, provincial or territorial laws, including laws governing the practice of professional engineering? Yes No

9. Is there any outstanding judgment against you in any civil proceeding in Canada or elsewhere?..... Yes No

10. Have you ever been found guilty of a criminal offence, whether in Canada or elsewhere?..... Yes No



ENGINEERING INTERN (EIT) PROGRAM (OPTIONAL)

Do you want to be recorded in PEO's voluntary Engineering Intern program? Yes No

APPLICANTS DECLARATION

I declare that the information in this application is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation may disqualify me for a licence. I agree to provide additional information and documentation as requested from time to time by PEO and/or if the response to any question on this application changes between now and the date of my licensing as a professional engineer in Ontario.

Professional Engineers Ontario shares relevant applicant/practitioner information with other licensing bodies, including North American professional engineering licensing bodies, pursuant to the PEO Privacy Policy and the Memorandum of understanding on Discipline and Enforcement for Associations/ Ordre of Professional Engineers in Canada and the Agreement on Mobility of Professional Engineers within Canada.

Signature

Date

IN ORDER TO HAVE YOUR APPLICATION ACCEPTED

Please provide all documentation required to support your licence application.

- Ensure that you have completed all sections of the licence application form.
- Please do not enclose a cheque or money order at this time, PEO will inform you when a payment is required and provide information on how to pay online.
- If you checked the box on the licence application form indicating that you wish to be recorded in PEO's optional Engineering Intern (EIT) program, please do not include the EIT fee with this application; applicants who qualify for the EIT program will be invoiced separately.

NOTE

If this application is accepted, you will be informed about how to pay your application fees. The application will not be processed and will be destroyed if the fees payment has not been received within three weeks after you have been advised to pay.

The information collected on this form is used for the purpose of regulating the practice of professional engineering. The immediate purpose for collecting this information is primarily to assist PEO in pursuing its regulatory activities and providing basic professional information to members of the public. For more information, see PEO's Privacy Policy at www.peo.on.ca, or contact PEO's Privacy Office at 416-224-1100.

PROVIDING FALSE INFORMATION OR MISREPRESENTATION OF ANY KIND MAY RESULT IN DISQUALIFICATION FOR A LICENCE TO PRACTISE PROFESSIONAL ENGINEERING IN ONTARIO.





**Professional Engineers
Ontario**

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

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

Enforcement Hotline: 416-224-1100 Ext. 1444
or 800-339-3716 Ext. 1444

www.peo.on.ca