

## WORK PLAN - 2021

### Experience Requirements Committee (ERC)

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| <b>Approved by Committee:</b> [DATE]            | <b>Review Date:</b> September 16, 2020   |
| <b>Approved by Council:</b> November 20, 2020   | <b>Approved Budget:</b> [AMOUNT] [DATE]  |
| <b>Mandate<br/>[as approved<br/>by Council]</b> | <p>1) The Experience Requirements Committee (ERC) is continued and shall be composed of a chair appointed by Council, the immediate past chair, if any, and such other Members as are appointed by the Council and three members of the Committee constitute a quorum. R.R.O. 1990, Reg. 941, s. 41 (1).</p> <p>(2) Where an application for the issuance of a licence, temporary licence or limited licence is referred to the Experience Requirements Committee pursuant to the Act, the Committee shall,</p> <ul style="list-style-type: none"> <li>(a) assess the experience qualifications of the applicant; and</li> <li>(b) determine whether the applicant meets the experience requirements prescribed by this Regulation and so advise the Registrar. R.R.O. 1990, Reg. 941, s. 41 (2).</li> <li>(c) if the Committee determines that the applicant does not meet the experience requirements, specify the experience requirements that the applicant must meet, for the purposes of the notice referred to in subsection 14(6) of the Act R.R.O. 1990 Reg. 941 s. 41(2); O.Reg 71/15, s. 13.</li> </ul> <p>(2.1) If the Experience Requirements Committee is requested to assess, for the purposes of section 51.1, an applicant for the reinstatement of a licence or limited licence, the Committee shall,</p> <ul style="list-style-type: none"> <li>(a) assess the applicant's knowledge and understanding of the current laws and standards governing the practice of professional engineering; and</li> <li>(b) determine whether the applicant's knowledge and understanding is sufficient to warrant the reinstatement of his or her licence or limited licence and so advise the Registrar. O. Reg. 143/08, s. 6.</li> </ul> <p>(3) For the purpose of carrying out its duties, the Experience Requirements Committee may, in the discretion of the Committee and on its own initiative, interview the applicant. R.R.O. 1990, Reg. 941, s. 41 (3).</p> <p>(4) The Committee shall interview the applicant if there is a question raised with respect to the ability of the applicant to communicate adequately in the English language. R.R.O. 1990, Reg. 941, s. 41 (4).</p> |
| <b>Terms of Reference<br/>[Key duties]</b>      | <p>To assess the experience of applicants through file review and by personal interview as may be required :</p> <ul style="list-style-type: none"> <li>(a) To determine if experience requirements under the Regulations has been met;</li> <li>(b) To recommend to the Academic Requirements Committee (ARC) how experience can be taken into account in assigning of examinations;</li> <li>(c) To interview applicants where there is a question of the ability to communicate effectively in English;</li> <li>(d) In the case of reinstatement – to assess applicant's knowledge and understanding of the current laws and standards governing the practice of professional engineering as per ERC guidelines.</li> </ul> <p>To advise the Registrar with respect to the foregoing. (Mandate approved in principle by Council).</p>  |
| <b>Equity and Diversity Awareness</b>           | <p>The Equity and Diversity Module was made available to the ERC members for training and resource purposes. All new ERC members are required to complete the module before having their membership approved by council. The majority of the committee members are themselves foreign educated professional engineers who were themselves interviewed</p>  |

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|   | prior to licensure.   |   |                 |
| <b>Tasks, Outcomes and Success Measures</b> | <b>Task/Activities</b>  | <b>Outcomes</b><br><b>Success measures</b>  | <b>Due date</b> |
|   | Timely and appropriate advice to the Registrar or Deputy Registrar and to applicants with respect to the appropriateness of the experience.             | Monthly approval of ERC interview recommendations   | Ongoing         |
|   | Timely and appropriate advice to the ARC with respect to recommendations on exam programs and academic qualifications of applicants.                    | Monthly recommendations for ARC consideration   | Ongoing         |
|   | Modifications and improvements to ERC Operating Policies and Procedures Manual for the purpose of documenting the current ERC interview processes.      | Approved manual to be used as a resource by current ERC members and as a training tool for new members  | Ongoing         |
|   | Implementation of Consultant's recommendations for the interview process.   | Development of procedures enhancements and subsequent training of ERC members   | Ongoing         |
|   | Implementation of competency-based interviews.  | Development of process, semi structured questions, reporting forms.   | Ongoing         |
|   | Members should engage in training as required to ensure they are up-to-date in types of interviews, ERC policies and procedures, etc.                   | Training is provided to current and new ERC members. Periodic training is conducted on an annual basis.   | Ongoing         |
|   | Provide timely input to the Licensing Committee (LIC), Academic Requirements Committee and other committees as requested                                | Recommendations to various committees with respect to experience assessments and requirements for licensure.  | Ongoing         |
|   | Persons with disabilities and food allergies are appropriately accommodated.<br><br>Special religious and multi-cultural requirements are accommodated. | Individual preferences for food are accommodated<br><br>Scheduling of interviews provides flexibility to applicants and ERC members in consideration of these special requirements. | Ongoing         |

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| <p><b>Performance metrics</b></p>           | <p><i>Indicate performance outcomes and metrics to evaluate the performance of committee members, Chair and Vice Chair.</i></p> <p>David Kiguel, P.Eng. - Chair, re-elected for 2020.<br/>Changiz Sadr, P.Eng. – Vice Chair, re-elected for 2020</p> <p>There are approximately 160 members. Council confirms existing membership, approves new members and takes note of members who resign. According to the Council approved ERC Terms of Reference, there is no term limit imposed on the general membership of this committee</p> <p>The ERC has a Sub-Committee (ERCSC) composed by the ERC Chair, the ERC Vice-Chair, the ERC Immediate Past-Chair and up-to seven (7) elected ERC Members-at-large, representing a diversity of gender and disciplines. The purpose and responsibility of the ERCSC is to (a) assist and advise the ERC in completing its work; and (b) carry out and report on specific tasks assigned by the ERC.</p> |
| <p><b>Inter-committee collaboration</b></p> | <p>The ERC will provide recommendations to the ARC with respect to applicants' exam programs and academic qualifications.</p> <p>The ERC will provide recommendations to the Legislation Committee, the Licensing Committee and other PEO committees as requested.</p> <p>The ERC members may be requested to provide evidence in Registration Hearings.</p>  |
| <p><b>Stakeholders:</b></p>                 | <p><i>ARC, LIC, REC</i></p>   |