



Fair Registration Practices Report 2020

The Fair Registration Practices Report was created as required in the:

- Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA) s.20 and 23(1), for the regulated professions named in Schedule 1 of FARPACTA
- Health Professions Procedural Code set out in Schedule 2 of the Health Professions Act, 1991 (RHPA) s. 22.7(1) and 22.9(1), for health colleges

Guidelines for this report are available to download as a .pdf on the OFC website.

<https://www.fairnesscommissioner.com/en/Publications/Pages/Guidelines.aspx>

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Qualitative Information

The following qualitative information is collected for the purpose of highlighting a regulator's enhancements to improve fair access year over year, including actions that result from recommendations made in the OFC's Assessment of Registration Practices.

For each of the categories below, where applicable, please describe any improvements/changes implemented in the last year by your organization or a third-party for the purpose of changing fair access.

Please also describe the impact of these improvements/changes on applicants. If you have been working on improvements/changes over the last year that have not yet been implemented, describe your progress and the expected impact the improvements/changes will have on applicants and your organization.

Provide as much detail as possible. This can include the rationale for the improvements/changes, relevant findings from preliminary work leading up to the improvements/changes, methodology, relevant dates and anything else you think is important.

Include as much supporting material as possible to support your description (e.g., relevant reports, policies, protocols, websites, other documents and anything else you think is important). This material can be provided in the form of hyperlinks to electronic sources.

a. Requirements for registration, including acceptable alternatives

- i) Describe any improvements / changes implemented in the last year
No changes this year
- ii) Describe the impact of the improvements / changes on applicants
No changes this year
- iii) Describe the impact of the improvements / changes on your organization
No changes this year

b. Assessment of qualifications

- i) Describe any improvements/changes implemented in the last year



No changes this year

- ii) Describe the impact of the improvements/changes on applicants

No changes this year

- iii) Describe the impact of the improvements/changes on your organization

No changes this year

c. Provision of timely decisions, responses, and reasons

- i) Describe any improvements / changes implemented in the last year

No changes this year

- ii) Describe the impact of the improvements / changes on applicants

No changes this year

- iii) Describe the impact of the improvements / changes on your organization

No changes this year

d. Fees

- i) Describe any improvements / changes implemented in the last year

No changes this year

- ii) Describe the impact of the improvements / changes on applicants

No changes this year

- iii) Describe the impact of the improvements / changes on your organization

No changes this year

e. Timelines

- i) Describe any improvements / changes implemented in the last year

No changes this year

- ii) Describe the impact of the improvements / changes on applicants

No changes this year

- iii) Describe the impact of the improvements / changes on your organization

No changes this year

f. Policies, procedures and/or processes, including by-laws

- i) Describe any improvements / changes implemented in the last year

Due to the Covid-19 pandemic, PEO started receiving new applications by email as of June 15, 2020 and implemented a policy that an application would not be



opened unless a minimum set of documents were provided for identification, academic qualifications and relevant engineering work experience.

- ii) Describe the impact of the improvements / changes on applicants
Applicants were required to submit applications via email and remit the application fees using credit card payment or electronic transfer of funds. Applications that had been mailed prior to the office closure on March 17, 2020 were processed normally and received documents were scanned and saved as electronic versions.
- iii) Describe the impact of the improvements / changes on your organization
This temporary transition to electronically submitted documents has created additional work for staff and has extended average processing times. This is expected to be a temporary situation while PEO implements a system for online licence applications.

g. Resource for applicants

- i) Describe any improvements / changes implemented in the last year
No changes this year
- ii) Describe the impact of the improvements / changes on applicants
No changes this year
- iii) Describe the impact of the improvements / changes on your organization
No changes this year

h. Review or appeal processes

- i) Describe any improvements / changes implemented in the last year
No changes this year
- ii) Describe the impact of the improvements / changes on applicants
No changes this year
- iii) Describe the impact of the improvements / changes on your organization
No changes this year

i. Access to applicants' records

- i) Describe any improvements / changes implemented in the last year
PEO has begun a migration from paper-based applications to electronic files for processing and storage. New applications and supporting documents are being accepted by email as a temporary measure and all files are stored in a secure



dated that can be accessed by licensing and registration staff. Older files are scanned and converted to digital versions on an as needed basis.

- ii) Describe the impact of the improvements / changes on applicants
All new information provided by applicants must be submitted electronically.
- iii) Describe the impact of the improvements / changes on your organization
Staff have adapted to working with electronic documents however, there is additional work associated with correctly indexing and storing the electronic documents.

j. Training and resources for registration staff, Council, and committee members

- i) Describe any improvements / changes implemented in the last year
No changes this year
- ii) Describe the impact of the improvements / changes on applicants
No changes this year
- iii) Describe the impact of the improvements / changes on your organization
No changes this year

k. Mutual recognition agreements

- i) Describe any improvements / changes implemented in the last year
No changes this year
- ii) Describe the impact of the improvements / changes on applicants
No changes this year
- iii) Describe the impact of the improvements / changes on your organization
No changes this year

l. Other improvements/changes (include as many items as applicable)

- i) Describe any improvements / changes implemented in the last year
PEO discontinued the essay-based professional practice exam (PPE) in law and ethics and joined other Canadian engineering regulators in using the National PPE exam. The exam is multiple choice and is deemed to be a psychometrically balanced exam. Applicants must pass the PPE or NPPE as a specific licensing requirement.

The first sitting for PEO applicants was in June 2020 and there were subsequent sittings in September and November of 2020.

- ii) Describe the impact of the improvements / changes on applicants



The NPPE is offered five times per year vs. three times per year for the PPE, so applicants have more opportunities to take the exam.

The PPE was provided in separate parts for law and ethics; if an applicant failed a part, he/she could register to re-write the failed part at a subsequent sitting. If an applicant fails the NPPE, the applicant must retake and pass the full exam.

The last regular sitting of the essay-based PPE was in February 2020. A special sitting was held in October 2020, to accommodate applicants that needed to pass only one part of the PPE.

iii) Describe the impact of the improvements / changes on your organization

The NPPE is administered by a third-party supplier and is normally delivered at the supplier’s testing facilities. During the Covid-19 pandemic, the exam is administered remotely via the internet to individual applicants.

PEO no longer needs to arrange for testing venues and invigilators for the exam sittings.

m. Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year

No changes this year

Provide any additional information:

Quantitative Information

The following quantitative information is collected for the purpose of observing statistical changes and trends related to application, licensure, appeals and staffing year over year.

a. Languages

Indicate the languages in which application materials and information about the application process are available.

Language	Yes/No
English	Yes
French	No

Other (please specify):

b. Gender applications



Indicate the number of applicants in each category as applicable

Gender	Number of applicants
Male	5004
Female	1179
None of the above	0

Additional comments:

c. Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of members
Male	74423
Female	10322
None of the above	0

Additional Comments:

For the following sections d,e & f, the OFC recognizes that the term initial education infers that applicants may receive their education in multiple jurisdictions.

For the purpose of these questions, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

d. Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
2405	208	79	India 787	1432	6183
			Iran, Islamic Republic of 271		
			China 102		
			Egypt 97		
			Pakistan 78		
			United Kingdom 69		
			Nigeria 62		
			Brazil 43		



			Bangladesh	39		
			Lebanon	28		
			Philippines	27		
			Turkey	27		
			Iraq	26		
			Syrian Arab Republic	26		
			Jordan	23		
			United Arab Emirates	21		
			Sri Lanka	17		
			Nepal	15		
			Spain	14		
			Colombia	13		
			Morocco	13		
			France	12		
			Australia	11		
			Ghana	11		
			Ireland	11		
			Mexico	10		
			Korea, Republic of	9		
			Malaysia	8		
			Russian Federation	8		
			South Africa	8		
			Venezuela	8		
			Ethiopia	7		
			Saudi Arabia	7		
			Sudan	7		
			Libyan Arab Jamahiriya	6		
			New Zealand	6		
			Trinidad And Tobago	6		
			Ukraine	6		
			Algeria	5		
			Germany	5		
			Guyana	5		
			Israel	5		
			Palestine, State of	5		
			Romania	5		
			Cameroon	4		
			Chile	4		
			Greece	4		
			Italy	4		
			Mauritius	4		
			Cuba	3		
			Cyprus	3		
			Eritrea	3		



			Hong Kong	3		
			Japan	3		
			Netherlands	3		
			Serbia	3		
			Belgium	2		
			Bulgaria	2		
			Ecuador	2		
			El Salvador	2		
			Honduras	2		
			Indonesia	2		
			Kuwait	2		
			Malta	2		
			Oman	2		
			Peru	2		
			Poland	2		
			Qatar	2		
			Tunisia	2		
			Afghanistan	1		
			Albania	1		
			Argentina	1		
			Armenia	1		
			Azerbaijan	1		
			Bahrain	1		
			Belarus	1		
			Bolivia	1		
			Burkina Faso	1		
			Croatia	1		
			Denmark	1		
			Dominican Republic	1		
			Jamaica	1		
			Nicaragua	1		
			Niger	1		
			Republic of Macedonia	1		
			Senegal	1		
			Singapore	1		
			Sweden	1		
			Uganda	1		
			Vietnam	1		
			Yemen	1		
			Zambia	1		

Additional comments:



The number of applicants reported as having an Unknown jurisdiction for initial education is based on applicants who have not yet submitted academic documents; the jurisdiction will be determined prior to licensing.

e. Jurisdiction where applicants who became registered members obtained their initial education

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
1441	109	32	Iran, Islamic Republic of 216	0	2407
			India 147		
			China 82		
			Egypt 46		
			Bangladesh 33		
			Pakistan 32		
			United Kingdom 25		
			Nigeria 25		
			Philippines 16		
			Iraq 14		
			Syrian Arab Republic 13		
			Brazil 12		
			United Arab Emirates 10		
			Ireland 9		
			Jordan 8		
			Australia 7		
			Venezuela 7		
			South Africa 7		
			Russian Federation 6		
			Sri Lanka 6		
			Lebanon 6		
			Ukraine 5		
			Romania 5		
			Mexico 5		
			Greece 4		
			Poland 4		
			Turkey 4		
			Trinidad And Tobago 3		
			Palestine, State of 3		
			Morocco 3		



			Libyan Arab Jamahiriya	3		
			Malaysia	3		
			Indonesia	3		
			Israel	3		
			Italy	3		
			Eritrea	3		
			Ghana	3		
			Cuba	3		
			Czech Republic	2		
			Colombia	2		
			Afghanistan	2		
			Germany	2		
			Korea, Republic of	2		
			Nepal	2		
			Portugal	2		
			Singapore	2		
			Spain	2		
			Tunisia	2		
			Sudan	1		
			Vietnam	1		
			Yugoslavia	1		
			Uzbekistan	1		
			Senegal	1		
			New Zealand	1		
			Kuwait	1		
			Kazakhstan	1		
			Ethiopia	1		
			Japan	1		
			Albania	1		
			Belarus	1		
			Belgium	1		
			Bolivia	1		
			Croatia	1		
			Chile	1		
			Dominican Republic	1		
			Ecuador	1		

Additional comments:

f. Jurisdiction where members were initially trained

Indicate the total number of registered members by jurisdiction where they obtained their initial education in the profession or trade.



Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
49354	10521	1931	India 2868	584	84745
			China 2802		
			Iran, Islamic Republic of 2701		
			United Kingdom 2015		
			Egypt 1336		
			Romania 1148		
			Pakistan 1075		
			Bangladesh 607		
			Poland 541		
			Iraq 499		
			Serbia 431		
			Russian Federation 405		
			Sri Lanka 297		
			Colombia 258		
			Ukraine 247		
			Philippines 240		
			Turkey 227		
			South Africa 184		
			Syrian Arab Republic 179		
			Lebanon 167		
			Hong Kong 166		
			Israel 150		
			Bosnia And Herzegovina 145		
			Brazil 144		
			France 143		
			Nigeria 139		
			Ireland 138		
			Venezuela 138		
			Australia 130		
			Germany 127		
			Czech Republic 126		
			Korea, Republic of 122		
			Croatia 119		
			Mexico 115		
			Jordan 114		
			Bulgaria 114		
			Trinidad And Tobago 104		
			Hungary 86		
			Taiwan 77		
			Argentina 74		
			Albania 71		



		Algeria	68	
		Slovak Republic	62	
		Peru	61	
		Guyana	57	
		Republic of Macedonia	57	
		Cuba	57	
		Italy	56	
		Kenya	51	
		New Zealand	50	
		Netherlands	42	
		Nepal	42	
		Sudan	39	
		Spain	37	
		Chile	35	
		United Arab Emirates	34	
		Greece	33	
		Ghana	33	
		Belarus	33	
		Ethiopia	32	
		Morocco	31	
		Switzerland	29	
		Saudi Arabia	28	
		Kuwait	26	
		Libyan Arab Jamahiriya	26	
		Tunisia	25	
		Japan	24	
		Latvia	20	
		Jamaica	20	
		Indonesia	20	
		Vietnam	19	
		Yugoslavia	19	
		Belgium	18	
		Dominican Republic	17	
		Malaysia	17	
		El Salvador	16	
		Sweden	16	
		Portugal	16	
		Palestine, State of	15	
		Uzbekistan	14	
		Thailand	14	
		Denmark	13	
		Cyprus	13	
		Ecuador	13	
		Myanmar	12	



		Lithuania	12		
		Singapore	12		
		Finland	11		
		Cameroon	11		
		Azerbaijan	10		
		Afghanistan	10		
		Austria	10		
		Mauritius	9		
		Honduras	8		
		Zimbabwe	8		
		Norway	8		
		Moldova, Republic of	8		
		Costa Rica	8		
		Malta	7		
		Republic of Kosovo	6		
		Eritrea	6		
		Paraguay	5		
		Kazakhstan	5		
		Zambia	5		
		Armenia	5		
		Nicaragua	5		
		Uganda	5		
		Senegal	4		
		Tanzania, United Republic of	4		
		Georgia	4		
		Tajikistan	4		
		Somalia	3		
		Haiti	3		
		Estonia	3		
		Barbados	3		
		Bolivia	3		
		Congo, Democratic Republic of the	3		
		Iceland	2		
		Sierra Leone	2		
		Yemen	2		
		Panama	1		
		Slovenia	1		
		Mozambique	1		
		Gabon	1		
		Guinea	1		
		Turkmenistan	1		
		Uruguay	1		
		Suriname	1		
		Burkina Faso	1		

			Malawi	1		
			Kyrgyzstan	1		
			Guatemala	1		

Additional comments:

g. Application processed

Indicate the number of applications your organization processed in the reporting year. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	2405	208	79	2059	1432	6183
Applicant actively pursuing licensing. Those who had some contact with your organization in the reporting year	3249	290	105	3714	66	7424
Inactive applicants. Those who had no contact with your organization in the reporting year.	5758	341	77	1906	41	8123
Applicants who met all requirements and were authorized to become members <u>but did not</u> become members	16	3	0	11	0	30
Applicants who became <u>fully</u> registered members	1441	109	32	825	0	2407
Applicants who were authorized to receive an alternative licence <u>but were not</u> issued a licence	0	0	0	1	5	6
Applicants who were issued an alternative class of licence*	10	5	12	8	0	35

- An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.



Additional comments:

Ontario: 9 Limited Licences, 1 Temporary Licence issued

Canada Other: 2 Limited Licences, 3 Temporary Licences issued

United States: 12 Temporary Licences issued

International: 1 Limited Licence, 2 Temporary Licences, 5 Provisional Licences issued

h. Classes of certificate/licence

Provide a description of the classes of certificate/license offered by your organization.

You should have at least one class listed.

#	Certification	Description
1	Licence	<p>A licence to practice as a professional engineer is issued to applicants who meet the following requirements:</p> <ol style="list-style-type: none"> 1. be at least 18 years old. 2. be of good character. 3. meet the academic requirement 4. pass the Professional Practice Exam 5. satisfy the experience requirements <p>The academic requirement is met if the applicant holds a bachelor's degree in engineering from a Canadian university program accredited by the Canadian Engineering Accreditation Board (CEAB) or if their academic background is assessed by PEO to be equivalent to established standards.</p> <p>The experience requirements are met if the applicant has obtained a minimum of 48 months of qualifying engineering work experience, including at least 12 months obtained in a Canadian jurisdiction.</p>
2	Temporary Licence (TL)	<p>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.</p>
3	Limited Licence (LEL)	<p>A limited licence is issued to engineering technologists or scientists who, by virtue of many years of specialized engineering 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), the legislation provides for the issuing of a limited licence covering that aspect of professional engineering practice.</p>
4	Licensed Engineering Technologist (LET)	<p>A Licensed Engineering Technologist designation is granted to those LEL holders who applied after July 1, 2015, and who concurrently maintain their CET registration with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).</p>
5	Provisional Licence (PL)	<p>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.</p>



Additional comments:

i. Reviews and appeals processed

State the number of reviews and appeals your organization processed in the reporting year. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e., before they were granted use of the protected title or professional designation in Ontario.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applicants 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	0	0	0
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments:

There were no appeals requested or initiated in 2020.

j. Paid Staff

Provide the number of paid staff employed by your organization in the categories shown, as of December 31, 2020.

You may use decimals if you need to count half units. For example, on full-time employee plus one part-time employee will be equivalent to 1.5 employees.

Category	Number of staff
Total number of staff employed by the regulatory body	114
Number of staff involved in the appeals process	4
Number of staff involved in the registration process	37



Additional comments:

The majority of staff involved in the registration process are assigned exclusively to roles in the Licensing and Registration division at PEO. Senior management has shared responsibilities with other regulatory activities and is involved to coordinate licensing operations and to perform statutory functions.

Staff involved in the appeals process are on an “as needed” basis and are generally involved with other processes involving administrative law.

Submission

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

Johnny F. Zuccon

Title: Registrar

Date: 2021/04/29