



# Application for Redesignation as a Consulting Engineer

INSTRUCTIONS: Please read the enclosed sections 56 to 71, inclusive, of Ontario Regulation 941. Complete and return one copy of this form to the association. Please type or print legibly in ink.

<b>Personal</b>	Family Name	First Name	Second Name	PEO Licence Number
	Street Number/Street Name/Unit, Suite or Apartment			City
	Province	Postal Code	Country	Telephone Number

<b>Employment</b>	Present Employer's Name	Title of Position	
	Street Number/Street Name/Unit or Suite	City	
	Province	Postal Code	Country

List below the names and complete addresses of three referees who have agreed to answer inquiries concerning your recent engineering experience. These shall include one client and two registered professional engineers, at least one of whom is a designated consultant, and one who is not affiliated with your company. Identify those who are client(s).

<b>References</b>	Name	Company
	Company Address	
	Position	PEO #
	Name	Company
	Company Address	
	Position	PEO #
	Name	Company
	Company Address	
	Position	PEO #

Have you ever been refused membership by any professional engineering association? Has your licence to practise ever been revoked? Is there recorded on the register of any professional engineering regulatory or licensing body or equivalent organization, or has there ever been recorded, any finding of guilt against you for professional misconduct, negligence, or incompetence?  No  Yes (If yes, please attach details.)

**Practice**

During the course of the next five years, I intend to practise as follows (please be specific):

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**Details of Engineering Experience**

Provide in chronological order a list of engineering projects completed during the last five years (two or three projects a year), including details of project descriptions, with engineering roles and responsibilities. Details should relate to all technical, business, executive/administrative and supervisory aspects. Although you must provide this information, to the extent that you include personal information about an individual (e.g. a non-business client), as opposed to business information, you must obtain the individual's consent to include the personal information. (If necessary, continue on a separate sheet.)

Location	Name of Client & Contact Person	Completion Date	Description of my Duties

**Declarations**

1. I am a member listed on my firm's application for a Certificate of Authorization.
2. I certify that the information contained on this form, including any attachments hereto, is true and correct.

Date \_\_\_\_\_ Signature \_\_\_\_\_

The information collected on this form is used for the purpose of regulating the profession and 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](http://www.peo.on.ca), or contact PEO's Privacy Office at 416-224-1100.

**Fees**

Redesignation Application Fee of \$265.00 + \$34.45 HST (R 106733066) in Canadian dollars, cheque or money order made payable to the Association of Professional Engineers of Ontario, must be attached. **The fee is not refundable.**

Examination Fee of \$200.00 is payable for each examinations, **where these are required by Council.**

Redesignation Fee of \$265.00 + \$34.45 HST (R 106733066) for the period of redesignation is **payable following redesignation by Council.** NOTE: As the applicable fee may have changed by the time you submit your application, please pay the latest fee plus any applicable taxes as posted on PEO's website at [this hyperlink: PEO Fee Schedule.](#)

**PEO USE ONLY**

YY/MM/DD  Yes  No YY/MM/DD YY/MM/DD YY/MM/DD YY/MM/DD  Yes  No YY/MM/DD  
 Received C of A Checked Effective Date Date of Issue Acknowledged Job Change Expiry Date

# EXCERPT FROM REGULATION 941

## CONSULTING ENGINEER DESIGNATION

### Requirements for designation

56. (1) The Council shall designate as a consulting engineer every applicant for the designation who,
- (a) is a Member;
  - (b) is currently engaged, and has been continuously engaged, for not less than two years or such lesser period as may be approved by the Council, in the independent practice of professional engineering in Canada;
  - (c) has, since becoming a Member, had five or more years of professional engineering experience that is satisfactory to the Council;
  - (d) has passed the examinations prescribed by the Council or has been exempted therefrom, pursuant to subsection (2). R.R.O. 1990, Reg. 941, s. 56 (1); O. Reg. 402/07, s. 1.
- (2) The Council may exempt an applicant from any of the examinations mentioned in clause (1) (d) where the Council is of the opinion that the applicant has appropriate qualifications. R.R.O. 1990, Reg. 941, s. 56 (2).

### Expiry of designation

57. (1) Designation as a consulting engineer expires five years from the date of issuance of notice of the designation. R.R.O. 1990, Reg. 941, s. 57 (1).
- (2) The Council shall redesignate as a consulting engineer every applicant who,
- (a) is a Member;
  - (b) is currently engaged in the independent practice of professional engineering in Canada; and
  - (c) has during the five years since the date of issue of the applicant's most recent designation as a consulting engineer had professional engineering experience satisfactory to the Council. R.R.O. 1990, Reg. 941, s. 57 (2); O. Reg. 402/07, s. 2.

### Notice of decision to applicant

58. The Registrar, upon the granting or refusing of an application for a designation or redesignation shall mail or send electronically forthwith to the applicant a notice stating,
- (a) that the applicant has or has not been granted a designation or redesignation as a consulting engineer, as the case may be; and
  - (b) in the case of a refusal to grant the designation or redesignation, the reasons therefor. R.R.O. 1990, Reg. 941, s. 58; O. Reg. 71/15, s. 21.

### Titles

59. A Member who has been designated or redesignated as a consulting engineer may use the title "consulting engineer", "ingénieur-conseil" or "ingénieure-conseil", or a variation of one of those titles approved by Council from time to time so long as the Member is in the independent practice of professional engineering and the designation or redesignation is valid. R.R.O. 1990, Reg. 941, s. 59; O. Reg. 305/18, s. 3.

### Independent practice of professional engineering

60. For the purpose of this Regulation, a Member shall be deemed to be in the independent practice of professional engineering if the Member,
- (a) holds a certificate of authorization and is primarily engaged in offering or providing services within the practice of professional engineering to the public; or
  - (b) is a partner in or employee of a holder of a certificate of authorization, is designated in the application for the certificate as a person who will assume responsibility for and supervise the services of the holder that are within the practice of professional engineering and is primarily engaged in offering or providing, on behalf of the holder, services within the practice of professional engineering to the public. R.R.O. 1990, Reg. 941, s. 60.

### Consulting Engineer Designation Committee

61. (1) The Consulting Engineer Designation Committee is continued. R.R.O. 1990, Reg. 941, s. 61 (1).
- (2) The Consulting Engineer Designation Committee may make recommendations to the Council in respect of all matters relating to applications for designation as a consulting engineer including, without limitation,
- (a) the standards to be applied;
  - (b) procedures for and the form and content of examinations;
  - (c) the qualifications of applicants;
  - (d) the exemption of applicants from examinations; and
  - (e) the length of time engaged in independent practice required. R.R.O. 1990, Reg. 941, s. 61 (2).

### Consulting Engineer Designation Committee — composition

62. (1) The Consulting Engineer Designation Committee shall consist of a chair, vice-chair and such other Members as are appointed by the Council. R.R.O. 1990, Reg. 941, s. 62 (1).
- (2) A majority of the members of the Consulting Engineer Designation Committee must be designated consulting engineers. R.R.O. 1990, Reg. 941, s. 62 (2).
- (3) The Consulting Engineer Designation Committee may, from time to time, appoint one or more subcommittees to assist it in carrying out any of its functions and to make recommendations to it with respect thereto. R.R.O. 1990, Reg. 941, s. 62 (3).
- (4) The majority of the members of a subcommittee of the Consulting Engineer Designation Committee must be designated consulting engineers. R.R.O. 1990, Reg. 941, s. 62 (4).
- (5) The chair of a subcommittee of the Consulting Engineer Designation Committee must be a member of the Consulting Engineer Designation Committee. R.R.O. 1990, Reg. 941, s. 62 (5).

### **Applicant to appear**

63. An applicant for designation as a consulting engineer shall, if requested, appear personally before the Council or the Consulting Engineer Designation Committee or a subcommittee thereof. R.R.O. 1990, Reg. 941, s. 63.

### **Reconsideration**

64. (1) Where the Council has refused an application for designation as a consulting engineer, the applicant may, within thirty days of the date of receipt of notice of the refusal, request that the Council reconsider the application together with such additional information as is submitted by the applicant. R.R.O. 1990, Reg. 941, s. 64 (1).  
(2) Upon receipt of a request from an applicant pursuant to subsection (1), the Council shall reconsider the application, taking into account the additional information, if any, submitted by the applicant with the request. R.R.O. 1990, Reg. 941, s. 64 (2).  
(3) Upon the reconsideration, the Council may make findings of fact by such standards of proof as are commonly relied upon by reasonable and prudent persons in the conduct of their own affairs and may refer the matter to and accept recommendations from such holders of licences or committee of holders of licences as it considers appropriate in the circumstances. R.R.O. 1990, Reg. 941, s. 64 (3).

### **Notice to applicant re reconsideration**

65. The Registrar upon the granting or refusing of an application for reconsideration of an application for designation or redesignation shall mail or send electronically forthwith to the applicant a notice stating,  
(a) that the prior refusal of designation or redesignation as a consulting engineer has been confirmed or that the application for designation or redesignation as a consulting engineer has been granted, as the case may be; and  
(b) in the case of a confirmation of a refusal to grant the designation or redesignation, the reasons therefor. R.R.O. 1990, Reg. 941, s. 65; O. Reg. 71/15, s. 22.

### **No reapplication for twelve months**

66. An applicant for designation or redesignation as a consulting engineer who has been refused the designation by Council is not entitled to reapply therefor for a period of twelve months after,  
(a) the date of receipt of notice of the refusal of the Council; or  
(b) in the case of a reconsideration by the Council, the date of receipt of notice of the refusal of the Council upon the reconsideration. R.R.O. 1990, Reg. 941, s. 66.

### **Titles — use by Member**

67. Only a Member designated by the Council may use the title “consulting engineer”, “ingénieur-conseil” or “ingénieure-conseil”, or a variation of one of those titles approved by the Council from time to time. R.R.O. 1990, Reg. 941, s. 67; O. Reg. 305/18, s. 4.

### **Titles — use by certificate holder**

68. A holder of a certificate of authorization who is primarily engaged in offering to the public services within the practice of professional engineering and who satisfies the Council that the practice of professional engineering by the holder is and will be carried on under the responsibility and supervision of a designated consulting engineer named in the application for the certificate of authorization or in a related notice of change filed with the Registrar may use the title “consulting engineer”, “ingénieur-conseil” or “ingénieure-conseil”, or a variation of one of those titles approved by Council from time to time. R.R.O. 1990, Reg. 941, s. 68; O. Reg. 36/18, s. 10; O. Reg. 305/18, s. 5.

### **Titles — cessation of use by certificate holder**

69. A holder of a certificate of authorization ceases to be entitled to use the title “consulting engineer”, “ingénieur-conseil” or “ingénieure-conseil”, or a variation of one of those titles approved by the Council when there ceases to be a designated consulting engineer who assumes responsibility for and supervises the practice of professional engineering provided by the holder of the certificate of authorization or when the holder ceases to be primarily engaged in offering to the public services within the practice of professional engineering. R.R.O. 1990, Reg. 941, s. 69; O. Reg. 305/18, s. 6.

### **Notice of cessation**

70. A designated consulting engineer who ceases to be responsible for and to supervise the practice of professional engineering by a partnership or a corporation shall give notice of the cessation forthwith to the Registrar. R.R.O. 1990, Reg. 941, s. 70.

### **Listing of designated Members**

71. The Council may cause to be published from time to time a listing of Members designated as consulting engineers and of holders of certificates of authorization entitled to use the title “consulting engineers”, “ingénieurs-conseils” or “ingénieures-conseils”, or a variation of one of those titles. R.R.O. 1990, Reg. 941, s. 71; O. Reg. 305/18, s. 7.



## **“Consulting Engineer” Designation: Notes Regarding Experience**

**(Approved by Council in July 1987)**

Section 56(1)(c) [formerly section 70(1)(c)] of the regulations governing designation as a consulting engineer requires a minimum of five years of post-registration experience. (This experience must be at least of equal quality to the experience required for initial licensing.) The purpose of this requirement is to ensure that in addition to technical experience, the applicant has acquired satisfactory exposure to the business aspects of consulting necessary for the effective planning and implementation of engineering work. The applicant's experience during this time should indicate the development of such characteristics as business judgment, communications ability, acceptance of responsibility and self-confidence. In this regard, at least two years of an applicant's technical and business experience should ideally be at a level equivalent to level “D” in [then] APEO's salary survey publications. [Salary surveys are now conducted by the Ontario Society of Professional Engineers.]

The two years of experience in independent practice required under section 56(1)(b) [formerly section 70(1)(b)] may be considered as part of the overall five years of experience required by section 56(1)(c) [formerly section 70(1)(c)].

Most commonly, the two years of experience in independent practice will be gained from full time employment in the consulting industry. It should be noted, however, that there will be exceptions. For instance, experience in research and development organizations may also be considered, provided the application of engineering principles is involved and provided suitable “business exposure”, as noted above, has been obtained.

Experience gained in a post-secondary academic institution will be acceptable in satisfying the requirements of section 56(1)(c) [formerly section 70(1)(c)], provided it relates to the teaching of engineering principles and provided it is supported by two years of experience as required by section 56(1)(b) [formerly section 70(1)(b)].

For applicants with many years of suitable engineering and business experience at senior levels in industry and who have made a career change into the consulting business, it may be recommended that Council waive the two-year experience requirement noted in section 56(1)(b) [formerly 70(1)(b)].

The term “engaged primarily” as noted in section 60(a) [formerly section 74(a)] means that at least 50 per cent of the applicant's annual income is derived from the independent practice of professional engineering.

CCH/ab

March 1990

September 1990

April 1993 Revised Regulation (formerly 538/84, now 1990, Regulation 941)