



# PEAK FAQs

## General

### PEO statuses

What is the practice of professional engineering?

The [\*\*\*Professional Engineers Act\*\*\*](#) describes the practice of professional engineering as: “any act of planning, designing, composing, evaluating, advising, reporting, directing or supervising that requires the application of engineering principles and concerns the safeguarding of life, health, property, economic interests, the public welfare or the environment, or the managing of any such act.” If your work—paid or unpaid—involves any of these elements, you are practising professional engineering.

What is my Licence Status?

Your licence status reflects whether PEO allows you to practise professional engineering, and there are two licence status options available: “*Eligible to practise*” and “*Not currently eligible to practise.*” Licence statuses are displayed on the public-facing [PEO directory](#).

What is my Practice Status?

Your practice status reflects whether you are currently engaged in the practice of professional engineering in Ontario. Two practice status options are available: “*Practising*” and “*Not Practising.*” Practice statuses are displayed in your private PEO portal account.

If I am not practising, can I still use the P.Eng. title?

Yes, you can use the P.Eng. title when you hold a P.Eng. licence; but you cannot use the P.Eng. title while your licence is suspended.

If I am not practising, can I still use the licence seal to stamp engineering documents?

No, if you are not practising—either because you self-declared as “*Not practising*” or your licence is suspended—you are not permitted to use the licence seal. You should only use the licence seal to stamp engineering documents when you are practising and confirming your responsibility for the work.

What licence and practice statuses do I need to be eligible as a designated person for a PEO certificate of authorization?

You must have both a licence status of “*Eligible to practise*” and practice status of “*Practising*” to be eligible to be a designated licence holder for a PEO certificate of authorization.



What licence and practice statuses do I need to be eligible for a PEO Consulting Engineer designation?

You must have both a licence status of "*Eligible to practise*" and practice status of "*Practising*" to be eligible for a PEO Consulting Engineer designation.

## PEAK requirements

What are my PEAK requirements if I am practising?

If you are practising or eligible to practise, you must complete all three PEAK elements: a practice evaluation, a professional practice module and a CPD report.

What are my PEAK requirements if I am not practising?

If you are not practising and have a licence status of "Not currently eligible to practise," you must complete two PEAK elements: a practice evaluation and a professional practice module.

If you are not practising and have a licence status of "*Eligible to practise*," you must complete all three PEAK elements: a practice evaluation, a professional practice module and a CPD report.

How do I comply if I will not be practising later this year?

If you declare your practice status as *Practising* in January, then change it later in the year to *Not practising* for valid circumstances, PEO will waive your CPD report requirement for this year.

How do I comply if I will resume practising later this year?

If you resume practice later this year, you must change your practice status to "*Practising*" within 30 days of resuming practice by updating the entire practice evaluation element.

What must I do if my PEO licence is suspended for not completing my PEAK requirements?

PEO automatically assigns you a licence status of "*Not currently eligible to practise*" and a practice status of "*Not practising*" when your licence is suspended for administrative reasons (like not completing PEAK requirements on time). You must complete any overdue PEAK requirements that caused the administrative licence suspension to lift the suspension; depending on your situation, this could mean completing two elements or three elements.

Please note: A person with a suspended licence cannot call themselves a professional engineer or limited licence holder, cannot use the licence title, cannot practise professional engineering and cannot be the designated person for certificates of authorization.

What are my PEAK requirements if my PEO licence is suspended for disciplinary reasons?

PEO automatically assigns you a licence status of "*Not currently eligible to practise*" and a practice status of "*Not practising*" when your licence is suspended for disciplinary reasons. You must still complete two PEAK elements: a practice evaluation and a professional practice module. Failing to



complete PEAK requirements on time could result in an additional licence suspension for administrative reasons.

Please note: A person with a suspended licence cannot call themselves a professional engineer or limited licence holder, cannot use the licence title, cannot practise professional engineering and cannot be the designated person for certificates of authorization.

## Exceptions

### Are there exceptions for individuals?

Beginning in 2024, licence holders enrolled in PEO's fee remission program (such as retired engineers) are exempt from all PEAK requirements. Note: Fee remission can only be requested at your next licence fee cycle.

Individuals with a new or reinstated licence, or who exit fee remission, will not have any PEAK requirements for their first calendar year; instead, they will start the PEAK program the next year.

Individuals who change their statuses again later in the same year will have their CPD requirement waived for that year.

Please note: individuals with a suspended licence will not have a PEAK CPD report requirement that year but they still have to complete the other two PEAK elements that year to avoid an administrative suspension of their licence.

### How do I apply for an extension to the PEAK deadline?

Currently, there is no process for requesting a PEAK deadline extension. However, PEO will provide plenty of notice before enforcing the program and starting in 2024, individuals enrolled in fee remission will automatically be exempt from all PEAK requirements. Note: Fee remission can only be requested at your next licence fee cycle.

### How do I apply for an exemption?

Currently, there is no process for requesting a PEAK exemption. However, PEO will provide plenty of notice before enforcing the program and starting in 2024, individuals enrolled in fee remission will automatically be exempt from all PEAK requirements. Note: Fee remission can only be requested at your next licence fee cycle.

## Fees

### Are there any fees to complete PEAK requirements?

PEO does not charge you a fee to participate in the PEAK program. You can pursue CPD activities at any cost, including free activities, if the learning content meets PEAK CPD admissibility criteria.



## Supporting documentation

What proofs should I save for an audit of my PEAK declarations (statuses and CPD reports)?

The following supporting documentation would be acceptable proofs for your CPD activities:

- Registration records such as enrollment confirmation, conference registration, sign-in sheet and attendance log.
- Content records such as your dated notes for the activity, course transcript, description of topics covered by the session, session resources like presentation slides, speaker notes or recording of the session, and agenda for the meeting, discussion or event.
- Attendance records such as letter of attendance, certificate of completion and attendance receipt.

As of 2025, users can upload supporting documentation when submitting/reporting a CPD activity.

PEO is developing the requirements and procedures for auditing PEAK declarations. Stay tuned for more details.

For how long should I retain proofs?

Retain your supporting documentation for three years in the event you are selected for an audit of your PEAK declarations. As of 2025, users can upload supporting documentation when submitting/reporting a CPD activity. PEO is developing the requirements and procedures for auditing PEAK declarations. Stay tuned for more details.

## PEAK elements

### Statuses and records

Where are my PEO and PEAK statuses recorded?

Your PEO and PEAK statuses are recorded in your PEO portal account. [Login to the PEO portal](#), click the PEAK tab and follow instructions to launch the PEAK program. On your PEAK Program homepage, view *Your PEO Status* widget to see your current licence and practice status.

How do I confirm that I completed my PEAK requirements?

To confirm completion of each of your PEAK requirements, [login to the PEO portal](#), click the PEAK tab and follow instructions to launch the PEAK program. On your PEAK Program homepage, view *Your PEAK Completions* widget and click *PEAK Awards* to see your PEAK completion statuses. You will also receive an email completion receipt after completing each annual PEAK requirement.



## Practice Evaluation

How long does the practice evaluation take to complete?

The practice evaluation should take you 15 to 20 minutes to complete.

How do I change my practice status later in the year?

You can change your practice status—practising or not practising—anytime through the PEAK program in the PEO portal. Just log in to the [PEO portal](#), click the PEAK tab, then click the “Restart practice declaration” button to change your practice status.

How do I change my responses to the questionnaire?

You can change your questionnaire responses through the PEAK program in the PEO portal. Just log in to the [PEO portal](#), click the PEAK tab, then click the “Resume program” button, which will take you to your PEAK Program homepage. Navigate to *Your PEAK Requirements* widget – *PEAK 2025* tab and click *Practice Evaluation 2025*. Click *Questionnaire 2025* and follow the prompts to recomplete your questionnaire responses at any time.

How do I change my responses to the survey?

You can change your survey responses through the PEAK program in the PEO portal. Just log in to the [PEO portal](#), click the PEAK tab, then click the “Resume program” button which will take you to your PEAK Program homepage. Within the *Your PEAK Requirements* widget under the *PEAK 2025* tab, click *Non-practising survey 2025* and follow the prompts to update your survey responses at any time.

Which practice discipline should I choose?

You should choose the engineering discipline(s) in which you are competent to practise and you currently practise. For every discipline you click, a bubble called “Scopes of Practice” will appear. You must briefly describe your practice in that discipline.

## Professional Practice Module

How long does the professional practice module take to complete?

The professional practice module should take you 30 to 45 minutes to complete.

Can I pause the module and complete it later?

Yes, you can exit the module and resume it anytime. The system will save your progress and you can resume from where you had reached. To return to the PEAK site, click the “X” in the browser tab above. Please ensure the module is completed by the due date (January 31).



### Can I repeat the module?

Yes, you can review the current year module as many times as you like. Only your first attempt will be tracked. There is no pass mark requirement for the module; you are only required to complete the module. To review past years' modules, on the PEAK homepage, navigate to *Your Peak Requirements* widget and click the *Past Modules* tab and select *Professional Practice Module*.

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## Continuing Professional Development (CPD) Report

### How long does the CPD report take to complete?

Submitting a CPD report takes only a minute. However, the time to complete the CPD activities you declare on the CPD report(s) depends on your CPD target and the number and length of the CPD activities you choose to pursue.

### How many CPD hours must I complete?

The number of CPD hours you must complete depends on the number of target CPD hours assigned to you following your practice evaluation. The maximum target is 30 hours per year but you can report more CPD hours than your target. CPD hours should be reported on a one-to-one basis, meaning that the actual time spent on an admissible CPD learning activity is reported.

### What CPD activities are admissible?

A CPD activity is admissible for the PEAK program if the learning content helps you reduce your professional practice risks. An activity is acceptable if it addresses knowledge of the responsibilities of professional engineers, understanding of pertinent codes and standards, and knowledge of best practices in acts of professional engineering (all of which must be relevant to your practice areas).

In 2024, CPD admissibility criteria will be expanded to include supplementary learning (such as project management, business management, communications, health and safety, etc.) that supports core engineering practice activities. Note: Eighty per cent of your required CPD hours must come from core engineering learning.

The PEAK program accepts all learning formats. These include admissible activities that are free or paid; self-paced or instructor-led; delivered virtually or in person or in a hybrid manner; as well as events that are held locally or overseas.

### How do I submit a CPD report?

To submit a CPD report, login to the [PEO portal](#), click the PEAK tab, then click the "Resume program" button which will take you to your PEAK Program homepage. Navigate to *Your PEAK Requirements* widget – *PEAK 2025* tab and click *CPD Report 2025*. On the CPD Report 2025 page, click *Go to My CPD records* and then click *Add New Record* to launch the *CPD Report Activity form*. When the form pops up, fill in all the mandatory fields and select the "Save" button at the bottom of the form. You may view each submitted CPD entry on your My CPD Records page.

### How do I edit or delete a CPD report?

On the *My CPD Records* page, click on the name of CPD record you want to edit (this will open the CPD record for you to edit.) To delete a CPD record, click the trash icon below the CPD name.



### Can I declare CPD activities I completed last year?

To report overdue CPD hours, click and complete the “Add New Record form” to report and submit your previous year CPD hours. **Please note:** When reporting overdue CPD hours for the previous year, ensure the completion date on your CPD form is December 31 of that year or earlier. It may take up to one hour for your reported CPD hours to update within your CPD records..

### Can I declare CPD activities I completed this year in my CPD report for next year?

No, the program will not allow you to complete CPD activities this year and carry forward any portion to a future year. That’s because you will be engaging in CPD every year on a continuous basis.

### Can I declare that I already completed CPD for another regulator or my employer?

If you also complete CPD activities for another regulator or your employer, you can add those activities to your CPD Report if they meet PEO’s CPD admissibility criteria.

### Can I declare the Professional Practice Module as a CPD activity?

No, you cannot declare the completion of the professional practice module as a CPD activity because the module is a separate mandatory element of the PEAK program.