

DETAILS OF ENGINEERING EXPERIENCE

The project list should be submitted in a separate Word, PDF or Excel document. Provide information on selected projects from the last five (5) years. A minimum of three (3) projects per year are required, starting with the most recent year, and progressing in reverse chronological order back to the least recent year.

A project across multiple years may only be submitted for a maximum of three consecutive years.

OUTLINE FORM

YEAR	LOCATION	CLIENT/CONTACT PERSON	DESCRIPTION OF PROJECT	MY DUTIES ON PROJECT

YEAR Year for which you are submitting projects. If project has not yet been completed, state "ONGOING".

- 2025
- 2024
- 2023
- 2022
- 2021

LOCATION

Jurisdiction where project is located. For initial application to be designated as a Consulting Engineer, 90% of projects must be in Ontario. For redesignation as a Consulting Engineer of PEO licensees working outside Ontario, some Ontario projects are required. If all work has been outside Ontario, provide attestation to this effect.

CLIENT/CONTACT PERSON:

Entity for whom the project is completed (e.g. RFP issuer, Owner, Project Manager, Person or organization who has engaged your services). This person is not required to be a Professional Engineer.

The contact person should be able to attest to your participation in the project. Indicate the contact’s position in the organization as well as a current email address. A contact telephone number is optional. This person cannot be your employer or work colleague at your place of employment.

DESCRIPTION OF PROJECT:

Brief outline of project. Project value is not necessary, as this may conflict with client confidentiality. Projects should show variety, depth of experience, and development. Multiple entries for the same type of project may be subject to a personal committee interview for evaluation.

MY DUTIES ON PROJECT:

A description of what you actually did on this project. This allows an evaluation of your duties in comparison with the stated duties of a Consulting Engineer and definitions of Consulting Engineering.

A SAMPLE COMPLETED “DETAILS OF ENGINEERING EXPERIENCE” FORM

YEAR	LOCATION	CLIENT/CONTACT PERSON	DESCRIPTION OF PROJECT	MY DUTIES ON PROJECT
2024	ANYTOWN, ONTARIO	REGIONAL MUNICIPALITY OF ANYTOWN. Mr. JOHN DOE, P.Eng. Director of Municipal Works Jdoe01@anytown.on.ca 705-000-9999	Construction of new beaver dam on waterway through municipal area, to encourage flooding in low lying areas. Part of Ontario Ministry of Environment and Environment Canada partnership in climate change acceleration initiative.	Senior structural engineer. Responsible for all technical, administrative, supervisory, and business decisions. Overall responsibility for strategic decisions. Preparation of monthly report to regulatory and funding bodies outlining progress and conformance to climate change acceleration initiatives. Preparation of contractual tender documents, tender evaluation. Direct supervision of construction work, and review and certification of construction progress draws.