

## SECTION THREE: LICENSING

### SELF-ASSESSMENT

**ACTIVITY:** Individual – Identifying requirements for licensing and planning next steps.

**TIME:** 1 hour

#### LEARNING OUTCOME:

Participants will understand:

- The requirements for their profession
- The process for becoming licensed
- The time and financial resources required.

Participants will have developed a plan to complete the registration process.

#### DESCRIPTION:

- Instruct participants to use the licensing materials from the PEO in their Resource Package to complete the worksheet on **page 38-39** of the workbook.
- As participants are working, circulate through the room answering questions as needed.
- Have participants' hand-in their work.
- Review it, make comments, and return it the next day.

**PROFESSIONAL REGISTRATION:  
SELF-ASSESSMENT – ANSWER KEY**

*Using the registration information for your profession, complete the following plan.*

What are the **requirements** for a licence for engineering? Indicate which requirements you believe you meet.

Have		Need
<input type="checkbox"/>	<input type="checkbox"/>	Be at least 18 years of age
<input type="checkbox"/>	<input type="checkbox"/>	Be a citizen or permanent resident in Canada
<input type="checkbox"/>	<input type="checkbox"/>	Be of good character
<input type="checkbox"/>	<input type="checkbox"/>	Meet PEO's stipulated academic requirements for licensure. This may include writing technical examinations
<input type="checkbox"/>	<input type="checkbox"/>	Pass the Professional Practice Examination
<input type="checkbox"/>	<input type="checkbox"/>	Four years experience including one year in Canada. One year experience credit is allowed for the successful completion of postgraduate degree in engineering in the same discipline as the undergraduate degree
<input type="checkbox"/>	<input type="checkbox"/>	Pay the required licensing fee

What documents will you have to submit in order to have your credentials assessed?

1. Application for licence
2. Original or notarized diploma(s), degree(s) and full transcript(s) showing courses completed and marks
3. Detailed description of each course taken
4. Full address of the educational and professional institutions relevant to your engineering qualifications
5. Record of Work Experience

Do you meet the experience requirements as set out by the PEO? Why or why not?

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What are some strategies that would be helpful towards obtaining Canadian experience? Which is best suited for your situation?

- If qualified, apply to become an Engineer-In-Training (EIT)
- If qualified, apply for provisional licence
- Getting an independent assessment of your degree, for use in proving to employers that you have the qualifications

**PROFESSIONAL REGISTRATION:  
SELF-ASSESSMENT –ANSWER KEY**

The following organizations offer assessment services in Ontario

The Canadian Council of Professional Engineers  
The Engineering International-Education Assessment Program (EIEAP) (specializing exclusively in engineering credentials)  
180 Elgin St., Suite 1100  
Ottawa, ON K2P 2K3

Telephone: (613) 232-2474  
Fax: (613) 230-5759

Web Site <http://www.ccpe.ca/>

World Education Services  
45 Charles Street East, Suite 700  
Toronto, ON, M4Y 1S2  
Tel: 416-972-0070  
Toll-free: 1-866-343-0070  
Fax: 416-972-9004  
Web Site: [www.wes.org/ca](http://www.wes.org/ca)

Ontario Comparative Education Service  
University of Toronto  
Admissions and Awards  
315 Bloor Street West  
Toronto, ON, M5S 1A3  
Tel: 416-978-2185  
Fax: 416-978-7022  
Web Site: [www.utaps.utoronto.ca/ces](http://www.utaps.utoronto.ca/ces)

Academic Credentials Evaluation Service  
(ACES)

York University, Atkinson College  
Admissions Office, Room 150  
4700 Keele Street  
Toronto, ON M3J 1P3

Tel: 416-736 5787  
Fax: 416-736-5741  
Web Site: [www.yorku.ca/admissio/aces.asp](http://www.yorku.ca/admissio/aces.asp)

International Credential Assessment Service of Canada (ICAS)  
P.O. Box 21001, Campus Postal Services  
Guelph, ON, N1G 4T3  
Tel: 519-763-7282  
Toll free: 1-800-321-6021  
Fax: 519-763-6964  
Web Site: <http://icascanada.ca>

Canadian Information Centre for International Credentials  
95 St. Clair Avenue West, Suite 1106  
Toronto, Ontario M4V 1N6 Canada  
Phone: (416) 962-9725  
Fax: (416) 962-2800  
Web Site <http://www.cicic.ca/>

**PROFESSIONAL REGISTRATION:  
SELF-ASSESSMENT –ANSWER KEY**

Outline the steps you will need to follow to complete the registration process. The first step has already been entered for you. List any fees you expect to pay for each step and indicate which steps, if any, you have already completed

	STEP	FEES	COMP?
1.	Contact PEO and request registration application package • Go to step 2	N/A	
2.	Submit completed application form with the required supporting documentation • Go to step 3 or 4	\$187.25	
3.	If education requirements are fulfilled, exemption from technical exams, write Professional Practice Exam • Go to step 5 or 6	\$100	
4.	If education requirements are not fulfilled, pass technical exams or be exempt on basis of experientially-gained knowledge • Go to step 5 or 6	\$285 + \$115 /examination	
5.	Work experience and ethics requirements are fulfilled; licence granted	\$187.25	
6.	All requirements are met except for 12 month Canadian experience, eligible to apply for provisional licence	\$187.25	

**Estimate how much it will cost you to complete the licensing process:**

- For an applicant who does not need to write any technical exams the cost of licensing will be approximately \$475
- For the applicant who is required to write technical examinations the cost will depend on how many examinations have been assigned. For example if the applicant writes 3 exams the total cost of licensing will be approximately \$1000. Costs are only valid at the time of writing and they may change. Check PEO's website for the current costs.

**Estimate how long it will take you to complete the licensing process:**

This will depend on the circumstances of each applicant. The evaluation of the education requirements normally takes 2 months after receipt of all the required supporting documentation. The Professional Practice Exam is held three times each year; in the spring, the summer and the fall. Check with PEO on the exact dates of the exam sittings and the corresponding deadlines by which PEO has to receive an application for licence.

**PROFESSIONAL REGISTRATION:  
SELF-ASSESSMENT**

*Using the registration information for your profession, complete the following plan.*

What are the **requirements** for a license for engineering? Indicate which requirements you believe you meet.

Have    Need

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

What documents will you have to submit in order to have your credentials assessed?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Do you meet the experience requirements as set out by the PEO? Why or why not?

\_\_\_\_\_

\_\_\_\_\_

**Participant Workbook page 39**

What are some strategies that would be helpful towards obtaining Canadian experience?  
Which one is best suited for your situation?

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Outline the **steps** you will need to follow to complete the registration process. The first step has already been entered for you. List any fees you expect to pay for each step and indicate which steps, if any, you have already completed

	<b>STEPS</b>	<b>FEEES</b>	<b>COMPLETED?</b>
<b>1.</b>	Contact PEO and request registration application package.	N/A	
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			
<b>8.</b>			
<b>9.</b>			
<b>10.</b>			

Estimate how much it will cost you to complete the licensing process: \$\_\_\_\_\_.

Estimate how long it will take you to complete the licensing process: \_\_\_\_\_.