

MODULE 1: Communication and Terminology for Professional Licensing

TOPIC 1: Licensing Application Procedures

LEARNING OUTCOMES:

At the end of this lesson, participants will be able to:

- ◆ find extensive, specific information in an instructional text (PEO licensing material)
- ◆ use appropriate terminology when asking for clarification of details concerning the PEO licensing process

TOPIC	SKILLS	CLB COMPETENCE AREA	COMPETENCIES	PRE-TASKS	TASK	POST-TASK
<ul style="list-style-type: none"> ◆ Licensing Application Procedures 	<ul style="list-style-type: none"> ◆ Reading ◆ Listening/ Speaking 	<ul style="list-style-type: none"> ◆ instructional text ◆ exchanging information ◆ following and giving instructions ◆ social interaction 	<ul style="list-style-type: none"> ◆ understand the purpose of instructional text ◆ scan for detail in an instructional text ◆ ask for clarification on procedures ◆ have productive and receptive knowledge of PEO terminology and general licensing terminology 	<ul style="list-style-type: none"> ◆ read PEO instructional texts ◆ scan for particular information and answer true or false questions ◆ identify forms of clarification in a dialogue ◆ classify forms of clarification according to function 	<ul style="list-style-type: none"> ◆ ask for clarification about PEO application procedures in a role-play exercise 	<ul style="list-style-type: none"> ◆ investigate language-learning options for engineers

Facilitator's Guide for Module 1

Topic 1: Licensing Application Procedures

FACILITATOR PREPARATION

Content

In order to deliver this lesson on licensing procedures effectively, the facilitator should be familiar with Professional Engineers Ontario (PEO), the licensing and regulating body for engineering in Ontario. In particular, facilitators should be familiar with:

- ◆ General application procedures for PEO
- ◆ PEO terminology and abbreviations

A list of commonly used PEO abbreviations and terms can be found in the Terminology List at the end of this lesson. The most up-to-date information about the PEO can be found on their Web site at: <http://www.peo.on.ca>.

The terminology in this lesson will be presented and practised within a functional language context: asking for clarification. Participants will use PEO and engineering-specific terminology and generic licensing terminology while clarifying licensing procedures. Therefore, facilitators are advised to review the language functions presented in the lesson.

Delivery

As many copies as necessary of the following handouts should be made:

Introductory Handouts 1 and 2 (stapled together)

- ◆ Handout 1 PEO General Information Sheet
- ◆ Handout 1A Comprehension Check
- ◆ Handout 2 Dialogue – Asking for Clarification at the PEO
- ◆ Handout 3 Functional Language Chart – Asking for Clarification
- ◆ Handout 3A Common Expressions Used to Clarify Understanding
- ◆ Handout 4A PEO Step 1: Academic Requirements (2 pages)
- ◆ Handout 4B PEO Steps 2 and 3: Professional Practice Examination & Work Experience Requirements
- ◆ Handout 5 Matching Vocabulary Activity (cut in half)

Terminology List (optional)

Materials needed: access to a chalkboard or whiteboard

Course Introduction

- (15 minutes)** 1. Because this is the first class of the terminology workshop, participants may have some preconceived ideas and expectations about learning new terminology. For example, they may assume that a large portion of class time may be spent looking up words in the dictionary. If participants need to use a dictionary, it is preferable that they use an up-to-date specialized engineering dictionary rather than a generic English dictionary. Certain terminology/abbreviations are specific to PEO and are clarified in the PEO documentation as well as in this document. It is important that participants get a clear idea of the way the course will be delivered and of the role of terminology within a task-based curriculum. For this purpose, a workshop outline and introduction to the workshop (Introductory Handouts 1 and 2) are provided. Before distributing the handouts, summarize the information for the participants. Ask what they think it means to know a word and give them our definition, with an example. Also, make sure participants understand that their participation and involvement is critical to the success of the workshop. After all, they are the experts. Distribute the introductory handouts (stapled together) and go over the workshop outline together, perhaps discussing the options in Module 3. Give the participants time to read the introduction. Check for understanding and answer any questions.

Methodology***Introduction***

- (10 minutes)** 1. Introduce the module by asking participants some general questions (e.g., What is the licensing body for engineers in Ontario? What is the function of the PEO? Why do some professions need to be regulated? Is it necessary to get licensed to work as an engineer? What is EIT? What is a provisional licence? What are the advantages of applying for a licence? How long does it take to get a licence?).

2. Ask who has applied or gathered information on the PEO, and invite participants to share their experiences with the class. Encourage participants to share the information they gathered at the Overview and Orientation Workshop.

Pre-Tasks

- (15 minutes)** 1. Distribute Handout 1 (PEO General Information Sheet) and have participants read it. Distribute Handout 1A (Comprehension Check). Have the participants scan the text and answer the true/false questions. Take up the exercise with the class and clarify any information.

- (25 minutes)** 2. Explain that the application package from the PEO contains a lot of information. As a result, asking questions to clarify information about the licensing procedure is a good way to make sure that participants understand the process right from the beginning in order to avoid delays.

Distribute Handout 2 (Dialogue) and read aloud to model intonation/pronunciation. Ask two volunteers to do the same. Ask the participants to work in pairs and read the dialogue together. Tell the participants that the dialogue incorporates some expressions that ask for clarification or indicate misunderstanding. Have the participants underline the expressions that do this. Have these categories written on the board:

- ◆ asking for clarification
- ◆ rephrasing
- ◆ correcting misunderstanding
- ◆ confirming

Have the participants specify the category for each expression that they underlined. Review the answers orally.

- (20 minutes)** 3. Tell the participants that using these kinds of expressions is an effective strategy for obtaining information. Explain that they will get more of these kinds of expressions. Distribute Handouts 3 and 3A, and have participants fill in the functional language chart with the appropriate expressions. Have participants compare their answers. The use of different expressions in different contexts can be discussed with the class.

- (25 minutes)** 4. Tell the participants that there are three main steps in the PEO application procedure. Distribute two different handouts to two groups of participants. One group gets Handout 4A and the other gets Handout 4B. Explain that Handout 4A contains step 1 of the application procedure and Handout 4B contains steps 2 and 3. Have the participants in each group read their handout. When they are finished, distribute half of Handout 5 to each group as appropriate and have the participants match the definitions with the terms in the text. Participants should check their work in pairs.

Task

- (30 minutes)** 1. Pair up the participants; one has read Step 1 (Handout 4A) and the other has read Steps 2 and 3 (Handout 4B). Participants exchange information about the steps required in the application procedure. Encourage them to ask for clarification using the expressions reviewed. Have participants write a script to prepare for a role-play incorporating language of clarification and details of the PEO application procedure that they have just learned (use the dialogue in Handout 2 as a model).
- (10 minutes)** 2. Choose two or three pairs to present their role-play to the class. The rest of the class listens for language clarification expressions.

Introductory Handout 1

Outline of Engineering Terminology Workshop

Welcome to the Engineering Terminology Workshop. The terminology workshop is divided into three modules. Within each module, you will study two to four topics. This is the outline for the workshop:

Module 1 Communication and Terminology for Licensing

- Topic 1 Licensing Application Procedures
- Topic 2 PEO Application Form
- Topic 3 Experience Record
- Topic 4 Academic Requirements and the Interview Process

Module 2 Communication and Terminology for Work Search

- Topic 1 Understanding Job Ads: Skills and Personal Attributes
- Topic 2 Employment Interview Questions

Module 3 Communication and Terminology for the Workplace

- Topic 1 Some Current Workplace Practices
- Topic 2 Workplace Correspondence – Proposals
- Topic 3 Workplace Correspondence – Email Messages and
Computers
- Topic 4A Describing Process Using Flow Charts
- Topic 4B Converting Measurements
- Topic 5 Health and Safety – WHMIS
- Topic 6 Engineering Concepts and Health and Safety Issues

Due to time constraints, only four out of the six topics in Module 3 can be covered. You may negotiate with your facilitator and decide as a class which topics interest you the most.

Introductory Handout 2 (Page 1 of 2)

Introduction to Engineering Terminology Workshop

The workshop classes have been organized so that you will have many opportunities to perform oral and written language tasks using engineering terminology. You may find that you are familiar with some of the terminology in some topics. It is important to remember, however, that knowing a word in English is much more than being able to recognize it or translate it into your own language. In order to know a word completely, you should be able to use it in six different ways. You should be able to pronounce it, spell it, know what it means in a particular context, and understand its indirect meanings. Also, you should be able to use it in grammatically correct sentences and know with what other words it is typically associated. One of the best ways to learn terminology and language is to learn with others. Many of the class activities are conducted in groups or pairs so everyone will have many opportunities to speak and write.

Because of the short length of the workshop, it is impossible to practise and know each new word in all six different ways. The class activities, however, will give you opportunities to use engineering terminology and other language skills in different ways that broaden and deepen your understanding and use of this terminology in English.

In each topic, terminology will be presented in context, meaning that words will be presented as they are actually used in the real world. For example, engineering proposals and job ads contain terms and expressions that are commonly used in those contexts. Other activities will give you opportunities to analyze the language in different ways. For example, putting words into categories helps you remember them, and finding synonyms expands your vocabulary knowledge and choice of words.

Introductory Handout 2 (Page 2 of 2)

Each topic also contains a task. A task is a real-world communicative act that is similar to those you will likely have to do outside of the class as part of your professional development. Tasks give you opportunities to use terminology as you would in the real world. For example, you will become familiar with the PEO and engineering terminology used to fill out an application for professional licensing. You will also understand and use terminology related to workplace health and safety issues.


This workshop focuses on generic (or general) engineering terminology. In almost every topic, however, there are specialized activities where you will be able to explore the specific terminology related to your engineering discipline: industrial, electrical/electronics, mechanical, or chemical engineering.

In designing this workshop, we have tried to keep in mind that you, as professional engineers, are experts in your occupation. Remember that the facilitator will be there to help you express your ideas more clearly, but the success of the workshop depends on everybody sharing their professional engineering expertise.

At the end of some of the lessons or modules, you may be asked to complete a questionnaire. Your feedback will help us to keep improving the workshop. Thank you in advance for taking the time to complete the questionnaires.

Enjoy the terminology workshop!

Handout 1

	<h2>Professional Engineers Ontario</h2>	<p>Association of Professional Engineers of Ontario 25 Sheppard Ave. W., Suite 1000 Toronto ON M2N 6S9 Tel: (416) 224-1100 or 1-800-339-3716 Fax: (416) 224-8168 or 1-800-268-0496 Website: www.peo.on.ca</p>																
<p>For applicants who do not have a bachelor's degree in engineering from an accredited Canadian university. – (Extracted from <i>Licensing Guide and Application for Licence</i>)</p>																		
<p>Professional Engineers Ontario (PEO) sets the standards and regulates the practice of engineering in Ontario. To practise as a professional engineer in Ontario, you must first be licensed by PEO.</p>	<p>Step 2: Your previous engineering experience is evaluated to determine if you fulfill PEO's work experience requirement (four years with one year in a Canadian jurisdiction).</p>																	
<p>Licence Requirements</p>	<p>Step 3: You must pass the Professional Practice Exam (PPE) on ethics, professional practice, and engineering law and professional liability.</p>																	
<p>To be licensed by PEO, you must:</p>	<p>COST</p>																	
<ul style="list-style-type: none"> ◆ be at least 18 years of age, ◆ be a Canadian citizen or permanent resident, ◆ be of good character, ◆ pass the Professional Practice Exam (PPE) and ◆ meet the engineering practical experience requirements: four years of engineering work experience with at least one year obtained in a Canadian jurisdiction. 	<table border="0"> <tr> <td>1. Application Fee</td> <td style="text-align: right;">\$187.25</td> </tr> <tr> <td colspan="2">(must be included with application)</td> </tr> <tr> <td>2. Exam Programs.</td> <td></td> </tr> <tr> <td> One-time Administration Fee</td> <td style="text-align: right;">\$285</td> </tr> <tr> <td> Each Exam</td> <td style="text-align: right;">\$115</td> </tr> <tr> <td> Professional Practice Exam</td> <td style="text-align: right;">\$100</td> </tr> <tr> <td>3. Final Registration Fee</td> <td style="text-align: right;">\$187.25</td> </tr> <tr> <td>4. Annual membership fee</td> <td style="text-align: right;">\$ 203.30</td> </tr> </table>	1. Application Fee	\$187.25	(must be included with application)		2. Exam Programs.		One-time Administration Fee	\$285	Each Exam	\$115	Professional Practice Exam	\$100	3. Final Registration Fee	\$187.25	4. Annual membership fee	\$ 203.30	
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<p>STEPS TO LICENSING</p>	<p><i>All fees are non-refundable.</i></p>																	
<p>Step 1: Your academic background is assessed to determine whether it is equivalent to the established standards. PEO may assign technical exams to give you an opportunity to confirm that your academic preparation is equivalent or to remedy any identified deficiencies.</p>																		

Extracted from the PEO Licensing Guide and Application for Licence, 2004.

Handout 1A

Read Handout 1 and answer True or False for each statement by circling T or F. Underline the phrases or words that give you the necessary information.

- T / F** 1. This information applies to all engineers.
- T / F** 2. The PEO licenses engineers as professionals in Canada.
- T / F** 3. To be licensed you must be judged as honest.
- T / F** 4. Practical experience gained overseas meets the practical experience requirement.
- T / F** 5. You must have at least four years' practical experience.
- T / F** 6. You may be asked to write an exam to prove that your education is acceptable.
- T / F** 7. The PPE tests your technical knowledge.
- T / F** 8. You must pay annually for your membership in the PEO.
- T / F** 9. If you don't pass the exams, you get your money back.
- T / F** 10. You must pay a fee when you first apply.

FACILITATOR'S NOTES**Answer Key to Handout 1A**

Read Handout 1 and answer True or False for each statement by circling T or F. Underline the phrases or words that give you the necessary information.

- TRUE** 1. *This information applies to all engineers.*
- FALSE** 2. *The PEO licenses engineers as professionals in Canada.*
- TRUE** 3. *To be licensed, you must be judged as honest.*
- FALSE** 4. *Practical engineering experience gained overseas meets the practical experience requirement.*
- TRUE** 5. *You must have at least four years' practical experience.*
- TRUE** 6. *You may be asked to write an exam to prove that your education is acceptable.*
- FALSE** 7. *The PPE tests your technical knowledge.*
- TRUE** 8. *You must pay annually for your membership in the PEO.*
- FALSE** 9. *If you don't pass the exams, you get your money back.*
- TRUE** 10. *You must pay a fee when you first apply.*

Handout 2

Asking for Clarification from the PEO

The following conversation takes place between an engineer calling to get information about licensing and a staff member of the PEO.

1. Read it with a partner.
2. Underline the phrases used to ask for clarification and to show that the information has been understood. These types of phrases may be used in any context to clarify meaning.

PEO: Hello, may I help you?

Engineer: Yes, please. I'd like to know if I'm eligible to become a licensed engineer in Canada.

PEO: Do you have an accredited degree from a Canadian university?

Engineer: I'm afraid I don't understand what you mean.

PEO: Did you study engineering in Canada?

Engineer: No, I am from India. I graduated from The Indian Institute of Technology.

PEO: We do not have a Mutual Recognition Agreement between India and the Canadian Council of Professional Engineers. Your academic background will have to be reviewed against criteria established by the Engineering Qualification Board.

Engineer: I'm afraid I'm not quite clear what you mean by that.

PEO: Well, to be more specific, the Canadian Council of Professional Engineers recognizes engineering degrees from some institutions in some countries as being equivalent to a Canadian engineering degree. These countries are Australia, Ireland, New Zealand, the U.K., the U.S. and Hong Kong.

Engineer: I lived in Australia for six years before I came to Canada. I worked as a chemical engineer there.

PEO: Unfortunately, that isn't the same. The Canadian Council of Professional Engineers is responsible for determining the equivalency of accreditation systems in other countries. If you graduated from an institution located in a country other than those I mentioned, you probably will have to write a series of exams.

Engineer: Are you saying that my engineering degree from India has to be evaluated? What about my engineering experience?

PEO: Perhaps I haven't made myself clear. Basically, what I'm trying to say is that the first step towards licensing is a review of your academic background.

Engineer: I think you've misunderstood me. I have 15 years of engineering experience!

PEO: Allow me to rephrase that. If you have more than five years of engineering experience, you may be interviewed by the Experience Requirements Committee and you may not have to write any additional exams. What I'm saying is that there is an application procedure and that both your academic and engineering experience will be reviewed by our committees.

Engineer: Oh, I see.

PEO: Here is an application package. Fill it out and return it. It takes several months for your application to be processed.

Engineer: Thank you very much.

PEO: You're very welcome.

FACILITATOR'S NOTES**Answer Key to Handout 2****Asking for Clarification from the PEO**

The following conversation takes place between an engineer calling to get more information about licensing and a staff member of the PEO. Read it with a partner and underline the phrases used to ask for clarification and to show that the information has been understood. These types of phrases may be used in any context.

PEO: *Hello, may I help you?*

Engineer: *Yes, please. I'd like to know if I'm eligible to become a licensed engineer in Canada.*

PEO: *Do you have an accredited degree from a Canadian university?*

Engineer: *I'm afraid I don't understand what you mean.*

PEO: *Did you study engineering in Canada?*

Engineer: *No, I am from India. I graduated from the Indian Institute of Technology.*

PEO: *We do not have a Mutual Recognition Agreement between India and the Canadian Council of Professional Engineers. Your academic background will have to be reviewed against criteria established by the Engineering Qualification Board.*

Engineer: *I'm afraid I'm not quite clear what you mean by that.*

PEO: *Well, to be more specific.* *The Canadian Council of Professional Engineers recognizes engineering degrees from some institutions from some countries as being equivalent to a Canadian engineering degree. These countries are Australia, Ireland, New Zealand, the U.K., the U.S. and Hong Kong.*

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Engineer: *I lived in Australia for six years before I came to Canada. I worked as a chemical engineer there.*

PEO: *Unfortunately, that isn't the same. The Canadian Council of Professional Engineers is responsible for determining the equivalency of accreditation systems in other countries. If you graduated from a country other than those that I mentioned, you probably will have to write a series of exams.*

Engineer: *Are you saying that my engineering degree from India has to be evaluated? What about my engineering experience?*

PEO: *Perhaps, I haven't made myself clear. Basically what I'm trying to say is that the first step towards licensing is a review of your academic background.*

Engineer: *I think you've misunderstood me. I have 15 years of engineering experience!*

PEO: *Allow me to rephrase that. If you have more than five years of engineering experience, you may be interviewed by the Experience Requirements Committee and you may not have to write any additional exams. What I'm saying is that there is an application procedure and that both your academic and engineering experience will be reviewed by our committees.*

Engineer: *Oh, I see.*

PEO: *Here is an application package. Fill it out and return it. It takes several months for your application to be processed.*

Engineer: *Thank you very much.*

PEO: *You're very welcome.*

Handout 3

Put the expressions from Handout 3A into the appropriate categories.

<p>Confirming</p>	<p>Correcting Misunderstandings</p>
<p>Asking for Clarification</p>	<p>Re-Phrasing</p>

Handout 3A

Common expressions used to clarify understanding

- ◆ Sorry, I'm probably not making myself clear. Let me put it another way.
- ◆ I think you've misunderstood me.
- ◆ When you say..., do you mean that...?
- ◆ I'm sorry, I didn't quite follow what you said about...
- ◆ Would I be correct in saying that...?
- ◆ Perhaps I should make that clearer by saying...
- ◆ I'm afraid there seems to have been a slight misunderstanding.
- ◆ Perhaps I haven't made myself clear. Basically, what I'm trying to say is...
- ◆ Are you saying that...?
- ◆ I'm afraid I don't understand what you mean.
- ◆ Correct me if I'm wrong, but...
- ◆ I'm afraid I'm not quite clear what you mean by that.
- ◆ Allow me to rephrase that.
- ◆ I'm afraid I didn't quite get your last point. Could you go over it again, please?
- ◆ That isn't quite what I meant.
- ◆ Am I correct in assuming that...?
- ◆ To be more specific,...

FACILITATOR'S NOTES

Answer Key to Handouts 3 and 3A

<p style="text-align: center;">Confirming</p> <ul style="list-style-type: none"> ◆ Would I be correct in saying that...? ◆ Correct me if I'm wrong, but... ◆ Am I correct in assuming that...? ◆ Are you saying that...? ◆ Basically, what you're saying is. ◆ When you say ..., do you mean that...? 	<p style="text-align: center;">Correcting Misunderstandings</p> <ul style="list-style-type: none"> ◆ I'm afraid there seems to have been a slight misunderstanding. ◆ I think you've misunderstood me. ◆ That isn't quite what I meant.
<p style="text-align: center;">Asking for Clarification</p> <ul style="list-style-type: none"> ◆ I'm afraid I'm not quite clear what you mean by that. ◆ I'm sorry, I didn't quite follow what you said about... ◆ I'm afraid I don't understand what you mean. ◆ I'm afraid I didn't quite get your last point. Could you go over it again please? 	<p style="text-align: center;">Re-Phrasing</p> <ul style="list-style-type: none"> ◆ Perhaps I haven't made myself clear. Basically, what I'm trying to say is... ◆ Sorry, I'm probably not making myself clear. Let me put it another way... ◆ Perhaps I should make that clearer by saying... ◆ Allow me to rephrase that. ◆ To be more specific,...

Handout 4A – PEO Step 1 (Page 1 of 2)

PEO'S LICENSING ADMISSIONS PROCESS

PEO's licensing/admission process proceeds as follows:

- ◆ fulfill the stipulated academic requirements;
- ◆ successfully complete PEO's Professional Practice Examination (PPE); and
- ◆ fulfill PEO's work experience requirements (minimum of 48 months).

Applicants must have met PEO's academic requirements before they are eligible to write the PPE. However acceptable engineering experience may begin once an applicant has obtained an undergraduate engineering degree. Please see the section on "Fulfilling the Work Experience Requirements" on page 6.

FULFILLING THE ACADEMIC REQUIREMENTS

Applicants whose undergraduate engineering degrees have been awarded by a Canadian university whose program is accredited by the Canadian Engineering Accreditation Board (CEAB) are deemed to satisfy PEO's academic requirements but must ensure that original transcripts of their academic studies are sent directly to PEO by the institutions from which they received their degrees. Photocopied transcripts and/or "student issued" transcripts are not acceptable.

Applicants who do not hold an undergraduate degree from a CEAB-accredited program:

The following documents must accompany the application for licence:

- ◆ original transcripts, diplomas and/or certificates. Copies of the originals will be accepted if the copies are signed and certified as a true copy of the original by a professional engineer (with PEO licence number) or a notary public. Applicants may also bring their originals and copies to PEO's office for verification; and
- ◆ in addition, if the original transcripts diplomas and/or certificates are not in English, English translations prepared by a translator belonging to the Association of Translators and Interpreters of Ontario or by a professional engineer, who must certify that he/she is fluent in both languages.

(Please note that P. Eng. licence holders should not use their P. Eng. seals on non-engineering documents. Transcripts and diplomas are non-engineering documents.)

Applicants are also requested to provide course descriptions of the subjects they have taken during their entire engineering education. English translations made by the applicant are acceptable for the course descriptions only. Applicants may submit their applications without including these course descriptions; however, failure to provide the

course descriptions could delay the academic review or could result in the assignment of additional technical examinations.

Course descriptions are brief paragraphs that clearly describe the material covered during the course.

PEO will assess the academic qualifications of applicants who do not hold an undergraduate degree from a CEAB-accredited program to determine if they meet PEO's academic requirements for licensing. This assessment normally takes about two months after the receipt of academic transcript(s) and all support documents.

Following this review, PEO may accept applicants' academic qualifications or may assign applicants a technical examination program. Technical exams are usually assigned either:

- ◆ to ascertain whether an applicant's academic preparation is equivalent to that provided by an undergraduate engineering program accredited by the CEAB, or
- ◆ to remedy identified deficiencies in an applicant's academic preparation compared to a CEAB-accredited program.

Applicants may be assigned one of the following technical examination programs:

Confirmatory Examination Program. Applicants whose academic preparation appears to be similar to that provided by a CEAB-accredited engineering program will normally be assigned a Confirmatory Examination Program (CEP).

A CEP comprises three professional (technical) examinations and one complementary studies examination. Its aim is to give the applicant an opportunity to confirm that the content of his or her engineering studies is equivalent to the comparable CEAB-accredited engineering program.

Handout 4A – PEO Step 1 (Page 2 of 2)

FULFILLING THE ACADEMIC REQUIREMENTS (CONT'D)

Applicants who have been assigned a CEP, but who also have at least five years of overall engineering work experience, will usually also have the level of their experiential knowledge in their discipline-specific engineering fundamentals assessed by PEO's Experience Requirements Committee (ERC). This assessment may require that the applicant attend an interview. As a result of its assessment, the ERC interim panel may recommend that the applicant's assigned CEP be waived.

Applicants assigned a CEP cannot take courses at a university in lieu of the assigned examinations.

Applicants who either obtained failing marks in the CEP or did not complete it within the time period specified in PEO's governing legislation may be designated as "failed to confirm." Once an applicant is designated as "failed to confirm," PEO will assign a Specific Examination Program (SEP) in order to address the applicant's academic deficiencies. The engineering experience of an applicant who is designated as "failed to confirm" does not begin until after the academic requirements for licensing are met. Please see the section on "Fulfilling the Work Experience requirements" on page 6.

Basic Examination Program. Applicants who hold a three-year engineering technology diploma, or an honours science degree recognized by PEO, but who have fewer than 10 years of engineering experience, are normally assigned a Basic Examination Program. This program comprises at least four examinations in the Basic Studies (i.e. Phase I) category. Applicants must complete their Phase I Examination Program before they are assigned additional discipline-specific and Complementary Studies examinations and the Engineering Report.

Specific Examination Program. Applicants whose academic qualifications are judged by PEO to fall between those of a technology diploma and those of an engineering degree will be assigned an individualized examination program. This program requires an applicant to write a specific number of examinations.

Applicants who have been assigned a Specific Examination Program (SEP) but who have a least 10 years of experience may have their experiential

knowledge in the assigned subject areas assessed by the ERC. An interview is usually required. The ERC interview panel may recommend that the applicant not be required to write some or all of the assigned examinations with the exception of the examinations in the Basic Studies and Complementary Studies categories, which the ERC interview panel cannot recommend waiving without compelling reasons.

If applicants wish to take courses at a university in lieu of their assigned SEP, they must receive PEO's prior approval of the acceptability of the courses.

PEO offers technical examinations twice annually (in spring and winter) at several centres across the province. PEO will send applicants who have been assigned examinations information about the examinations, explain when they may begin writing, specify the time limits for completing an examination program, and provide other guidelines. PEO may close the files of applicants who do not adhere to the strict time limits set out in PEO's governing legislation.

PEO will review an application with a view to "exempt" the applicant from writing examinations if the applicant has:

- ◆ successfully completed postgraduate studies at a Canadian university in the same engineering discipline as the applicant's non-Canadian undergraduate engineering degree; or
- ◆ an engineering degree in a program acceptable to PEO, awarded by an institution in a country that has a Mutual Recognition Agreement (MRA) with the Canadian Council of Professional Engineers. Currently, these countries are Australia, Hong Kong, Ireland, New Zealand, South Africa, the United Kingdom and the United States. (Please note: for Hong Kong, the degree must have been granted in 1995 or later. For South Africa, the degree must have been granted in November 1999 or later. For all other countries, the degree must have been granted in 1989 or later.)

If transcripts are coming from an MRA school, please ask the school's registrar to forward certified transcripts directly to PEO. Your application cannot be assessed without proper transcripts.

Extracted from the PEO Licensing Guide and Application for Licence, 2004.

Handout 4B – PEO Steps 2, 3

SUCCESSFULLY COMPLETING PEO'S PROFESSIONAL PRACTICE EXAMINATION (PPE)

All applicants for licensing must pass the PPE. The three-hour, closed-book examination requires succinct, essay-type response to questions that cover ethics, professional practice, engineering law and professional liability. The PPE is held three times each year: in the spring, the summer and the fall. Applicants must attempt to write the PPE within two years of the date on which they become eligible to write (normally five sittings of the PPE). PEO will inform all applicants of these dates during the licensing process.

PEO has strict deadline dates by which it must receive a CEAB applicant's Application for Licence to write the PPE. In the table below, exam sittings are shown in the left column, with the deadline date for receipt of a CEAB applicant's Application for Licence for each sitting in the opposite right column. CEAB applicants are advised to decide at which sitting they wish to write the PPE and then check the right column for

the date by which they must ensure that PEO receives their Application for Licence. A separate PPE application package will be sent to applicants two months prior to the examination.

Applicants who do not hold an undergraduate degree from a CEAB-accredited program must have their academic qualifications reviewed and have met PEO's academic qualifications before they are eligible to write the PPE.

PEO will advise all applicants of the nearest examination centre and the exact examination date within two months of the examination sitting. If an applicant is unable to attend on a regularly scheduled sitting, the applicant should write to PEO who will try to arrange a special examination sitting at a time and location more convenient to the applicant.

PEO will provide the applicant with the titles of the suggested textbooks for the Professional Practice Examination.

To write PEO's PPE in:

April
August
December

PEO must receive your Application by:

January 15
May 1
September 1

FULLFILLING THE WORK EXPERIENCE REQUIREMENTS

PEO evaluates each applicant's engineering experience against five, quality-based criteria:

- ◆ Application of Theory;
- ◆ Practical Experience;
- ◆ Management of Engineering;
- ◆ Communication Skills; and
- ◆ Awareness of the Social Implications of Engineering.

Applicants for licensing as a professional engineer:

- ◆ are required to demonstrate a minimum of 48 months of verifiable, acceptable engineering experience gained following the completion of their undergraduate engineering degree, unless they were assigned a "failed-to-confirm" or Specific Examination Program. In these cases, the engineering experience starts when the PEO examination program is completed;
- ◆ may be eligible to receive credit for up to 12 months of pre-graduation experience toward the 48 months of required experience. This experience must be relevant to the overall practice after graduation and must be obtained after the midpoint of the undergraduate engineering program;

- ◆ may be eligible to receive credit for associated applied research thesis work conducted within the framework of postgraduate degree requirements, if such work is sponsored or used by industry. The total of this applied research-related credit plus the 12 months' credit related to the award of the postgraduate degree cannot exceed the time spent to complete the postgraduate degree requirements; and
- ◆ must acquire at least 12 months of acceptable engineering experience in a Canadian jurisdiction, under a licensed professional engineer. **This experience must be in addition to that obtained at the pregraduation stage and/or the 12 months' credit for successfully receiving a postgraduate degree(s).** However, a credit related to the applied research portion of the postgraduate degree can be used to help to meet the requirement for engineering work experience in a Canadian jurisdiction.

For more detailed information about the experience assessment criteria, please see the booklet *Guide to the Required Experience for Licensing as a Professional Engineer in Ontario*.

Source: PEO Licensing Guide and Application for License, 2004

Handout 5 – Matching Vocabulary Activity

Group 4A

Matching Activity Read Step 1 (Fulfilling the Academic Requirements) and find the word in the text that matches the meaning.

	Meaning
_____	= documents describing your education
_____	= recognized by the CEAB
_____	= a person legally empowered to witness the signing of documents in order to make them legally valid
_____	= equal in value
_____	= developed for a particular person
_____	= instead of
_____	= studies after a Bachelors degree
_____	= to release from a requirement
_____	= (formally) given or awarded

Group 4B

Matching Activity Read Steps 2 and 3 (Professional Practice Examination and Work Experience Requirements) and find the word in the text that matches the meaning.

	Meaning
_____	= closed-book
_____	= relating to morals and rules of conduct
_____	= legal responsibility
_____	= qualified to take part in
_____	= show
_____	= capable of being proved
_____	= acceptance of work or study towards the completion of a requirement
_____	= studies or degree after a Bachelors degree
_____	= administrative territory

FACILITATOR'S NOTES FOR MATCHING VOCABULARY ACTIVITY

Answer Key to Handout 5

Group 4a

Matching Activity After reading Step 1, find the word in the text that matches the meaning.

		Meaning
academic transcripts	=	documents describing your education
accredited	=	recognized by the CEAB
notary public	=	a person legally empowered to witness the signing of documents in order to make them legally valid
equivalent	=	equal in value
individualized	=	developed for a particular person
in lieu of	=	instead of
post-graduate	=	studies after a bachelors degree
to exempt	=	to release from a requirement
granted	=	(formally) given or awarded

Group 4b

Matching Activity After reading Step 2 and 3, find the word in the text that matches the meaning.

		Meaning
closed-book	=	not allowed to consult references or notes
ethics	=	relating to morals and rules of conduct
liability	=	legal responsibility
eligible	=	qualified to take part in
demonstrate	=	show
verifiable	=	capable of being proved
credit	=	acceptance of work or study towards the completion of a requirement
post-graduate	=	studies or degree after a bachelors degree
jurisdiction	=	administrative territory

Terminology List

PEO Terminology

- ◆ PEO Professional Engineers of Ontario
- ◆ PPE Professional Practice Exam
- ◆ ERC Experience Requirements Committee
- ◆ ARC Academic Requirements Committee
- ◆ CCPE Canadian Council of Professional Engineers
- ◆ MRA Mutual Recognition Agreement
- ◆ CEAB Canadian Engineering Accreditation Board
- ◆ EIT Engineering Intern Training Program
- ◆ confirmatory exam/program
- ◆ basic exam program
- ◆ individualized exam program
- ◆ closed-book exam

Licensing Terminology

- ◆ an accredited university
- ◆ academic transcripts
- ◆ guidelines
- ◆ confirm
- ◆ standards (i.e., professional standards)
- ◆ to practise
- ◆ practice
- ◆ ethics
- ◆ credit
- ◆ to be exempted from
- ◆ post graduate
- ◆ liability
- ◆ of good character
- ◆ to grant
- ◆ to confer
- ◆ exposure
- ◆ demonstrated (adjective)
- ◆ engineering technologist