



## Limited Licence Application Guide

### General

As a limited licensee you will be issued a certificate that bears your name and limited licence number and a stamp (seal) with your initials, last name, and limited licence number inscribed thereon. Therefore, if for any reason the name that appears on any documentation, academic or other, that you submit in support of your application differs from the information provided on your application, it will be necessary for you to provide official legal documentation as proof of your name change. Married applicants who have adopted their spouse's name should provide a copy of their marriage certificate.

### Academic

You must provide authentic documents to enable PEO to determine if your academic qualifications satisfy the academic requirements for licensing. Official transcripts from the issuing university/college should be forwarded directly to PEO, and contain the following information: your field of specialization, period(s) of study, full list by title of courses taken and marks obtained, standing in class (if available), and date of convocation/graduation.

If you were educated outside Canada, you are required to submit original/certified documents. All documents not in English must be accompanied by an official English translation. For institutions outside of Canada, official course descriptions, issued by the institution, should also accompany the application.

### Experience

You must submit an experience record, including employers' name, locations and dates of employment in reverse chronological order. A detailed description of responsibilities in each position, including experience acquired in the last two years that is relevant in terms of this limited licence, should be included. The last year of this experience must have been with your present employer.

### Limitation

The proposed wording for your limitation should be entered on the application form **after** completion of the form on *How to Determine your Limitation Respecting the Scope of Professional Engineering Practice*. It must be endorsed by your supervisor (either a P.Eng. or, if not, a senior staff member familiar with the limited licence provision under the *Professional Engineers Act*). You must submit this form with your application.

### References

References must include your present and previous supervisors. You must obtain the prior consent of these individuals. Relatives may not be used as references.

Forward your completed application to: The Manager, Registration, Professional Engineers Ontario, 40 Sheppard Avenue West, Suite 101, Toronto ON M2N 6K9



## General Information–Limited Licence

### What is PEO?

Professional Engineers Ontario (PEO) is a self-governing licence-granting organization responsible for the regulation of the practice of professional engineering and the governing of its licence holders in order that the public interest is served and protected.

### What is a limited licence?

A limited licence is normally issued to engineering technologists or scientists who by virtue of many years of specialized experience have demonstrated competence in a specific aspect of engineering. If that engineering competence is within the scope of professional engineering practice (i.e. impacts on the public), and the individual is an employee, the legislation provides for the issuing of a limited licence covering that aspect of professional engineering practice.

### What is the practice of professional engineering?

The *Professional Engineers Act* defines 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”.

### How is a limited practice defined?

The professional services that the holder of a limited licence may perform are defined and described in terms of *function*, *product*, and *application*. Restrictions to the scope of professional practice are imposed in terms of these three elements. Specifically, the professional services performed by the holder of the limited licence must be restricted, confined or limited with respect to at least one of the elements of *function*, *product*, or *application*.

### What are the responsibilities of a limited licence holder?

A limited licence holder assumes full responsibility for the engineering he or she performs within the imposed limitation. When the limited licence seal is used, all appropriate documents must be signed and dated. Compliance with the *Professional Engineers Act* in regard to competence, professional conduct, and adherence to the Code of Ethics is also a requirement.

The *Professional Engineers Act* does not, however, provide for limited licence holders to become members of the association.

### What are the academic and experience requirements?

A three-year diploma in engineering technology, from an institution recognized by PEO Council, is the minimum acceptable post-secondary education qualification. People holding a relevant honours science degree may also be academically eligible. As well, academic qualifications may be judged by the association as equivalent to a diploma or an honours science degree. (Regulation 941/90, subsection 46.1)

The experience requirements call for at least 13 years of experience in engineering work, including the years spent in obtaining the post-secondary education (Regulation 941/90, subsection 46.2).

### Are there other requirements or constraints?

In addition to meeting the academic and experience requirements, a limited licence application must be supported by the applicant’s supervisor, who is required to attest to the applicant’s technical capability.

The applicant must also pass the association's Professional Practice Examination (PPE). This examination includes topics in professional ethics, and contract law and liability, and is offered three times yearly (spring, fall and winter). The PPE cannot be written until the applicant's limited licence has been approved by PEO.

Also, certain provincial legislation demands that the engineering services covered by that legislation be performed by professional engineers. Since limited licence holders are not professional engineers (P.Engs), they cannot be licensed to practise any aspect of professional engineering so governed. Ontario's *Building Code Act* is an example of such "demand side" legislation.

As well, limited licence applicants must be employees of a company. If the employer wishes to offer engineering services to the public, the employer must be a Certificate of Authorization holder (i.e. have at least one Ontario-licensed P.Eng. on staff).

### **What are the costs associated with obtaining a limited licence?**

There are four principal fees involved. An application fee of \$300.00 plus \$39.00 HST must be submitted with the application. The PPE fee is \$165.00. A registration fee of \$250.00 plus \$32.50 HST and the annual licence fee of \$220.00 plus \$28.60 HST are invoiced when the limited licence certificate and seal are issued.

## **Limited Licence Assessment Process**

### **Academic qualifications**

The academic requirements for a limited licence are specified in subsection 41.1 of Regulation 941/90 under the *Professional Engineers Act*, R.S.O. 1990, Chapter P.28. Consequently, determining whether a limited licence applicant's qualifications meet the criteria does not usually warrant a referral to PEO's Academic Requirements Committee. Therefore, in accordance with subsection 18(3) of the *Professional Engineers Act*, the Deputy Registrar, Licensing and Registration, makes these determinations.

### **Experience requirements: suitability for limited licensure**

Subsections 45(1) and 46(2) of Regulation 941/90 specify the eligibility requirements for a limited licence. The Experience Requirements Committee (ERC) assists the Deputy Registrar in determining the suitability of an applicant's experience and defining the appropriate limitation for work in the practice of professional engineering to which the limited licence is to apply.

As a first step in assessing the appropriateness of a proposed limitation, the applicant is required to complete the form provided by PEO on *How to Determine Your Limitation Respecting the Scope of Professional Engineering Practice* and return it with the completed Application for Licence (and Experience Record). This information and the limited licence applicant's experience record are reviewed prior to arranging an interview with an ERC interview panel.

In its assessment, including the interview, PEO applies the following tests to determine whether an applicant qualifies for a limited licence:

1. Does the engineering service the applicant wishes to provide fall within the definition of professional engineering? That is, does the service relate to the safeguarding of life, health, property, economic interests, the public welfare or the environment?
2. Does the proposed engineering service the applicant wishes to provide constitute a "limited" professional engineering activity?
3. Does the applicant have the requisite experience, background and knowledge to perform the service described in the proposed limitation?

Following the interview, the ERC interview panel makes its recommendation to the Deputy Registrar. On occasion, the panel solicits the views of the Deputy Registrar in defining the applicant's limitation.

# Limited Licence Application

Professional Engineers Act, R.S.O. 1990, Chapter P. 28 and Regulation 941/90

Please review the information that accompanies this application. Failure to provide relevant information may result in delay.

<b>Personal</b>	Family Name _____ First Name _____		<b>PEO USE ONLY</b>	
	Second Name _____ Third Name _____		Number _____	Licence _____
	YY/MM/DD _____	<input type="checkbox"/> F <input type="checkbox"/> M Sex	Data Entry _____	Imaged _____
	Date of Birth _____ Sex _____		Data Entry Checked _____	
	Email Address _____			

<b>Residence</b>	Street Number/Street Name/Unit, Suite or Apt. _____		City _____	Province _____
	Postal Code _____	Country _____	Send Mail <input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/>	Home Telephone Number _____

<b>Academic</b>	<b>1. BASIC DEGREE OR DIPLOMA</b>	University/Institute Name _____	Discipline/Branch _____
		Degree/Diploma _____	Year of Graduation _____
	<b>2. POST GRAD</b>	University/Institute Name _____	Discipline/Branch _____
		Degree/Diploma _____	Year of Graduation _____
	(For other post-secondary information or additional postgraduate degrees, please attach a note.)		

<b>Employment</b>	Present Employer's Name _____ First Name _____		<b>PEO USE ONLY</b>	
	Street Number/Street Name/Unit or Suite _____		City _____	Province _____
	Postal Code _____	Country _____	Title of Position _____	Business Phone Number / Extension _____

**Experience** An experience record must accompany this application (see Guide—"Experience").

<b>References</b>	Experience Referees—Three Required (see Guide—"Referees"). By providing this information, you consent to PEO contacting the referees and assert that these referees have consented to this information being provided to PEO.		
	Name _____	Connection _____	Registration No _____
	Address _____		Postal Code _____
	Name _____	Connection _____	Registration No _____
	Address _____		Postal Code _____
	Name _____	Connection _____	Registration No _____
	Address _____		Postal Code _____

**Limitation**

The following statement describes my proposed limitation and is endorsed by my supervising professional engineer. (see *How to Determine Your Limitation Respecting the Scope of Professional Engineering Practice*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_ Signature, Supervising Professional Engineer \_\_\_\_\_ Title \_\_\_\_\_

**Professional**

Please complete the following as applicable: I previously applied to PEO for a:  Regular licence in \_\_\_\_\_  Limited licence in \_\_\_\_\_  
Month/Year Month/Year

I am a member/registered/licensed with an engineering organization(s), Association/Institution, or other, as follows:

Name of Organization	Year Accepted	Present Status	Exams Required?	Registration No.

Have you ever been refused membership by any engineering association? Is there recorded on the register of any professional engineering regulatory or licensing body or equivalent organization any finding of guilt against you for professional misconduct, negligence, or incompetence?  No  Yes (Please attach Details)

I hereby certify the foregoing statements are true and correct. \_\_\_\_\_  
Date Regular Signature

Application fee in Canadian dollars, cheque or money order, made payable to the Association of Professional Engineers of Ontario must be attached. The application fee is \$300.00 + HST = \$339.00. I understand the fee is not refundable.

The information collected on this form is used for the purpose of regulating the 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. 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**

**APPROVED**

Classification by \_\_\_\_\_ Type \_\_\_\_\_ Category \_\_\_\_\_ Route \_\_\_\_\_ Data Entry \_\_\_\_\_ Date (Year/Month/Day) \_\_\_\_\_  
 Degrees  1  2  3 Location \_\_\_\_\_  Recognized References  Yes  No

First Year to Admit \_\_\_\_\_ Professional Practice Exam First Year to Write \_\_\_\_\_ Limited Licence Issue Date \_\_\_\_\_  
Year/Month Year S/F Status Year/Month/Day

Verification \_\_\_\_\_ Experience \_\_\_\_\_ Limitation \_\_\_\_\_

Exams Completed \_\_\_\_\_ Recorded \_\_\_\_\_ Professional Practice Exam \_\_\_\_\_

Closed, Lost Contact \_\_\_\_\_ Closed, See Note \_\_\_\_\_ Resigned \_\_\_\_\_ Deleted, Non Payment \_\_\_\_\_ Reinstated \_\_\_\_\_

Note

Add  Change Admission Classification (See Codes)  Categ.  Status First Year to Write  Last Digit  
 First Year to Admit  Last Digit Admission Exam  A  B Exam Centre

# How to Determine Your Limitation Respecting the Scope of Professional Engineering Practice

The professional services that the holder of a limited licence may perform are defined and described in terms of *function*, *product*, and *application*. Restrictions to the scope of professional practice are imposed in terms of these three elements. Specifically, the professional services performed by the holder of the limited licence must be restricted, confined or limited with respect to at least one of the elements of *function*, *product*, or *application*. For the Experience Requirements Committee to determine whether your requested limitation is acceptable, please complete the following form as concisely as possible. This completed form must accompany your application.

## Function

Indicate which activity(ies) described in the definition of the practice of professional engineering best describes the work you perform. How does this function concern the safeguarding of life, health, property, economic interests, the public welfare or the environment?

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## Product

What do you produce or what service do you provide for your employer? A product? Component? Equipment? Drawings? Etc.

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## Application

What is the end use of the product or service you provide? In-house? Specialized end use?

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## The Proposed Wording of Your Limitation

Must describe a specialized function, or an activity confined to a specific product or application. Your limitation must not be so broad as to cover all aspects of practice within an entire engineering discipline.

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## Who currently assumes responsibility for the engineering work described in your limitation?

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Date

Name

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