

PEO FAQ for Experience Documentation, Referees, and Experience Credits

Documentation Questions:

1. What documents am I required to submit for PEO's Experience Requirements?

Applicants are required to submit all required documents below for all the engineering experience that they have accumulated from their bachelor's conferral date up to the present date.

Required Documents:

- a. [Experience Summary Page](#)
- b. [Experience Record](#) for each of your engineering-related employments
- c. [Experience Referee List](#)
- d. If applicable, a signed [Pre-graduate Experience Form](#) for each pre-graduate engineering experience

For more information, please see our Experience Requirements webpage [here](#).

Referee Questions:

1. How many referees am I required to submit on my Referee List?

You are required to submit a minimum of 3 referees who can verify your Canadian engineering experience. From these referees, you must include:

- At least one licensed Canadian professional engineer with whom you have worked directly in a professional capacity for a minimum of 12 months of your Canadian engineering experience
- Your current direct supervisor (who may or may not be a P.Eng. licence holder)

Referees must collectively verify at least 48 months of your engineering experience from your bachelor's conferral date up to the present date. Applicants who have multiple engineering employments may be required to submit more than 3 referees.

2. I already submitted 3 referees. Why is PEO asking me for additional referees?

PEO may request additional referees if any of the following apply:

- **Current Referees** were provided, but did not verify the minimum period of at least 48 months of engineering experience
- **Gaps in documentation** where you have worked at multiple companies but have not provided experience record(s) and/or the corresponding referee(s)
- **Pre-graduate referee(s)** were provided, and they do not satisfy the Referee Requirement

- **International referee(s)** were provided, but do not verify a minimum of 12 months of engineering experience in a Canadian jurisdiction
- **Mentor referee(s)** were provided, but they did not work with you directly in a professional capacity for your engineering employment(s)
- **Referee(s) unfamiliar with your engineering experience** were provided. Typically, these referees may have not worked closely with you in a professional capacity and/or may have not provided responses to PEO in the detail we require to verify your engineering experience with them
- **Professor and/or academic staff referee(s)** were provided, but they are unable to verify how the research or engineering experience obtained was applied to an industry setting. Industry referee(s) are required for any engineering experience related to a graduate degree to be considered for PEO's Experience Requirement
- **Other reasons, issues and/or concerns are identified**

PEO Referee Forms are confidential documents, and we cannot disclose any information that your referees provide. Please submit additional referee(s) to satisfy the referee requirements. If the referee requirement cannot be met, you will not meet the overall Licensing requirements.

Experience Credit Questions:

If you have any specific questions about the required documents for experience credits, please contact our Admissions Department by email at applicants@peo.on.ca.

1. **I completed co-op/internships during my bachelor's studies. Will this experience count towards the 48 months of engineering experience?**

You may be eligible for the pre-graduate engineering experience credit (0 up to 12 months). For more information, please see the [Pre-Graduate Engineering Experience Guide and Form](#).

2. **I have completed a graduate degree in engineering. Will this experience count towards the 48 months of engineering experience?**

You may be eligible for the graduate degree in engineering credit (0 or 12 months). For more information, please see the [Guide to the Required Experience for Licensing](#).

3. **I worked as a Research Assistant during my graduate degree(s) in engineering. Will this experience count towards the 48 months of engineering experience?**

You may be eligible for the industry credit (up to 6 months for master's degree and/or up to 12 months for PhD degree). Applicants are required to submit an Experience Record and industry referee for each industry credit experience.