

WHY LETTERS OF REFERENCE?

- The Examiners Committee reviews applications for admission, determines eligibility conditions for applicants and prescribes proficiency exams for applicants whose engineering degree is not recognized by the OIQ or exams in additional training to be acquired by those without an engineering degree.
- If you have an undergraduate degree in engineering, the Committee will decide the number and nature of the exams you must pass to obtain equivalence. The number varies according to the institution that conferred your degree, whether you have a graduate degree in engineering and how many years of relevant engineering experience you have acquired. If you have at least five years of experience acquired in engineering, the number of exams required of you may be reduced.
- For the Committee to be able to consider your engineering experience, there must be a reference letter for each relevant job. The letter must be signed by your employer (see model below) and list your duties, activities and responsibilities the dates when the job started and ended.

IMPORTANT

The information contained in this document is provided for guidance only. Acceptance of the documents submitted by an applicant and the evaluation of the information provided are entirely at the discretion of the Examiners Committee, using the methods and criteria it deems proper.

Information to provide:

1. Identification of the company
2. Detailed description of the experience and its duration
3. Identification of the signatory

The model provided here should be considered only as an example

1 Company identification

Objective:

- Demonstrate that the letter is an original official document from the company.

Information desired:

- Company letterhead
- Company seal if there is no logo

3 Identification of signatory

- Signature
- Name of signatory (ideally, the signatory should have been the applicant's direct superior and is preferably an engineer)
- Position held
- Contact information

IMPORTANT

The signature of an engineer is required for jobs in Canada.

The diagram shows a reference letter template with three main sections highlighted in light green. Callout boxes provide details for each section:

- Section 1:** A small box labeled 'Date' in the top right corner.
- Section 2:** A large box containing 'Job title and length of employment' and 'Detailed description of the work experience'.
- Section 3:** A box at the bottom labeled 'Signature'.

2 Detailed description of the work experience

Objective:

- Document and validate the relevance of the position held
- Determine the number of months of relevant experience to credit you with

Information to provide:

- Your name
- Designation of position held
- Detailed description of the duties, activities performed, responsibilities assumed
- Start and end dates of job

It is important for the description of your duties, activities, and responsibilities to be sufficiently detailed for the Examiners Committee to be able to evaluate them and determine whether they constitute relevant engineering experience and if such experience was at an acceptable level.