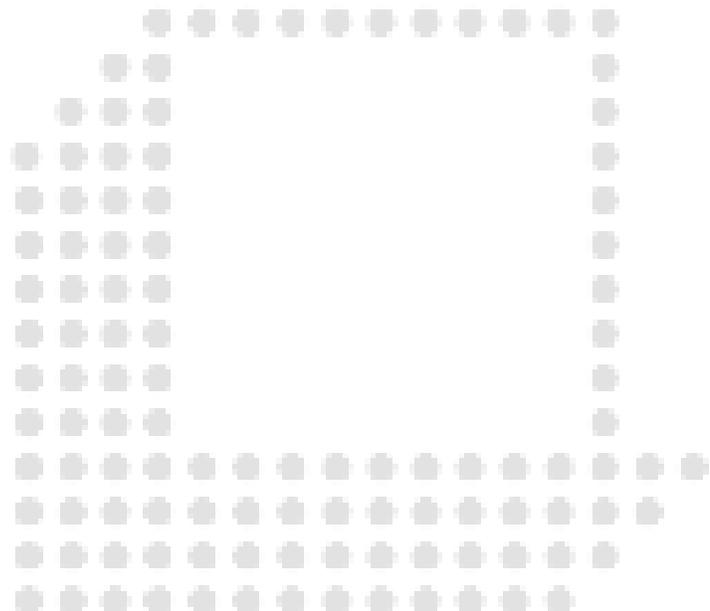


TEMPORARY PERMIT APPLICATION

This form must be filled out by anyone who has to practice engineering and work on a specific project in Québec

Customer Service Department
Professional Affairs



N.B. Permit applications will not be submitted to the Executive Committee unless all documents have been submitted, all conditions have been met and all fees have been paid.

This document provides a step-by-step explanation of how a person who wants to practice engineering in a specific project can obtain a temporary permit.

1. THE ENGINEERING PROFESSION IN QUÉBEC

i Several laws and regulations govern professional practice in Québec. The engineering profession is no exception. In fact, the Professional Code, the Engineers Act, the Charter of the French Language and several regulations govern the professional activities of engineers.

Only individuals who have an engineer's permit and are registered on the roll of the Ordre des ingénieurs du Québec (OIQ) may practice engineering and use the title of engineer.

2. TEMPORARY PERMIT

i A temporary permit is granted for a limited period of time and for a specific project to individuals who intend to practice engineering on an irregular and exceptional basis in Québec. A temporary permit may be renewed only three times. Therefore, if you plan to work on a project that lasts longer than 48 months, you will have to apply for a regular permit. For more details, please call the Customer Service Department at 1 800 461-6141, ext. 2398.

Temporary permits are issued only to individuals. Firms and companies cannot obtain these permits.

A temporary permit is issued for a period of one year from the date of issue. It may be renewed a maximum of three times if the work involved in the project mentioned in the initial application is not finished; in some cases, this is conditional upon obtaining authorization from the Office québécois de la langue française. Each project must be applied for separately.

The temporary seal bears the name of the permit holder, the permit number and its expiry date, as well as the location where the project will be carried out. It must be returned to the OIQ when the permit expires or the project is finished, whichever comes first.

Please note that permits can take anywhere from three to eight weeks to approve, depending on the Executive Committee's meeting schedule and the date when all of the required documents have been received.

3. KNOWLEDGE OF THE FRENCH LANGUAGE

i In Québec, professional orders may issue a permit only to individuals whose knowledge of the official language is appropriate to the practice of their profession (section 35 of the Charter of the French Language).

Under section 35 of the Charter (www.oqlf.gouv.qc.ca/charte/charte), you are deemed to have appropriate knowledge if:

- you have received, full time, no less than three years of secondary or post-secondary instruction in French;
- or if
- you have passed the fourth and fifth year secondary level examinations in French as the first language;
- or if
- you obtained a secondary school certificate in Québec from or after the 1985-1986 school year.

In the first two cases, you must provide an official copy of your transcripts. In the third case, you need only submit a copy of your secondary school certificate.

In all other cases, you must obtain a certificate issued by the Office québécois de la langue française (OQLF) confirming that you have passed the French tests.

i *If your knowledge of French is appropriate to the practice of engineering, the Ordre des ingénieurs du Québec may issue a temporary permit under section 41 of the Professional Code and according to the conditions set by Board of Directors. The permit may be renewed a maximum of three times if the work involved in the project mentioned in the initial application is not finished;*

If your knowledge of French is not appropriate in the meaning of section 35 of the Charter of the French Language, the Ordre des ingénieurs du Québec may still issue a temporary permit to you under section 41 of the Professional Code, which allows individuals from outside Québec (i.e. the place where they earned their undergraduate diploma in engineering) to receive such permits if they meet the requirements of section 37 of the Charter of the French Language. This temporary permit is issued for a period of one year from the date of issue. It may be renewed only three times with the authorization of the Office québécois de la langue française. For more details, please carefully read the conditions for renewing your permit in Appendix 5.

If you already have a valid temporary permit under sections 41 of the Professional Code and 37 of the Charter of the French Language, the date on which your second permit ends may not be after the expiry date of your first permit or its renewals.

Please check the statement below that describes your situation.



3.1 Is your knowledge of French appropriate to the practice of your profession in accordance with section 35 of the *Charter of the French Language*?

Yes

No

Please provide us with the documents that confirm your appropriate knowledge of the French language. To find out which documents are eligible, please read section 35 of the *Charter of the French Language*, which is included in section 3 of this form.



In the event that you are issued a temporary permit, be advised that the conditions for renewing your permit differ depending on whether your knowledge of French is appropriate to the practice of the profession.

<p><i>You answered “Yes” because you have an appropriate knowledge of French in the meaning of section 35 of the Charter of the French Language.</i></p>	<p><i>The permit will be issued under section 41 of the Professional Code. It may be renewed a maximum of three times by the Ordre des ingénieurs du Québec if the work involved in the project mentioned in the initial application is not finished. Please carefully read the conditions for renewing your permit in Appendix 5.</i></p>
<p><i>You answered “No” because you do not have an appropriate knowledge of French in the meaning of section 35 of the Charter of the French Language.</i></p>	<p><i>The permit will be issued under sections 41 of the Professional Code and 37 of the Charter of the French Language. It may be renewed a maximum of three times by the Ordre des ingénieurs du Québec with the authorization of the Office québécois de la langue française. One of the conditions is that you must sit for the examination of the Office at least once in the 12 months before you renew the permit. Please carefully read the other conditions for renewing your permit in Appendix 5.</i></p>

4. CONDITIONS AND REQUIRED DOCUMENTS

i The OIQ must receive all of the documents required to issue a temporary permit at least two weeks before the scheduled date of the Executive Committee's meeting. All temporary permit applications must include the documents mentioned below.

Conditions and required documents*	Member of a Canadian association	Non-member of a Canadian association (with agreement)	Non-member of a Canadian association (without agreement)	
The original temporary permit application duly completed and signed by the applicant with the original handwritten signature.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pass the professional examination (appendix 3) or enlist the assistance of a collaborator (appendix 4). The form must be signed with the original handwritten signature.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A copy of the contract, letter of agreement or purchase order signed between you or your employer and the client.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A letter from the employer confirming that you have been assigned to work on the project. The letter must be signed with the original handwritten signature	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional liability insurance that complies with the Regulation respecting professional liability insurance for members of the Ordre des ingénieurs du Québec	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A current CV that describes the work experience you have acquired since completing your engineering studies. To be eligible, you need to have at least three years of recent and relevant experience.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An original act of birth (the hard copy version must be accompanied by a photocopy). The original will be returned to you by mail.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If your knowledge of French is appropriate to the practice of engineering, please provide us with a document proving your knowledge. To find out which documents are eligible, please read section 35 of the Charter of the French Language in the section entitled "Knowledge of the French Language."	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>If you are a Member of another Canadian professional association:</u> You must prove to the Ordre des ingénieurs du Québec that you have a valid permit without any restrictions or limitations. For that purpose, please fill out part 1 of Appendix 2 (Verification of Registration with a Canadian Professional Association of Engineers) and send it to your professional association.	<input checked="" type="checkbox"/>			<input type="checkbox"/>
<u>If you are a Non-member of another Canadian association, you must provide:</u> ✓ Official transcripts for each diploma supporting the application. The transcripts must be sent to the Order by the issuing institution. ✓ Any university diploma in support of your application or a certificate confirming that you have earned it. You must send a true copy certified by the educational institution that issued the diploma or by an employee of the Ordre des ingénieurs du Québec to whom you submitted the originals and photocopies;		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attestations for at least three years of relevant work experience since graduating from your engineering degree program.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>For the Non-member of another Canadian association (without agreement)</u> Be interviewed by a panel of experts concerning your competence.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pay the permit application fees.	\$ 1 321.78	\$ 1 321.78	\$ 2 611.79	<input type="checkbox"/>

⚠ ***All documents written in a language other than French or English must be accompanied by a certified translation.** Permit applications will not be submitted to the Executive Committee unless all required documents have been provided, all conditions have been met and all fees have been paid.

5. APPLICANT'S PERSONAL INFORMATION

i All members of the Ordre des ingénieurs du Québec must provide the addresses of their place of residence and their primary workplace, as well as the addresses of all other places where they practice their profession. If they do not practice engineering, they must provide the name and address of their employer, where applicable. The OIQ must be advised of any change within 30 days. Members must also specify the address where they would like to receive correspondence from the OIQ, which can send it to their place of residence or their primary workplace. Applicants must specify both a mailing address and an e-mail address.

IDENTIFICATION (Enter your first and last names as they appear on your birth certificate. If you have changed your name as a result of a legal proceeding or obtained a change of name certificate, you must submit legal proof of it.)

Last name				First name			
Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth	YYYY	MM	DD	Place of birth

PLACE OF RESIDENCE

Address						Apt.	
City				Province			
Postal code				Country			
Phone				Fax		Email	

PRIMARY WORKPLACE **OTHER PLACES OF PRACTICE** (if any) If you practice engineering in a location other than your primary workplace, please fill out this section. If you have more than one other place of practice, please indicate the contact info for these places on a separate sheet.

Start date of current job	YYYY	MM	DD	Start date	YYYY	MM	DD
Employer				Employer			
Address				Address			
City		Province		City		Province	
Postal code		Country		Postal code		Country	
Department		Title		Department		Title	
Phone		Extension		Phone		Extension	
Fax				Fax			
Email				Email			

JOB (Please check the list of codes in Appendix 6)

A. Type of occupation	_____	A. Type of occupation	_____
B. Field of practice	_____/_____ _____ _____	B. Field of practice	_____ _____ _____ _____
C. Employment sector	_____(REQUIRED)	C. Employment sector	_____(REQUIRED)

PREFERRED MAILING ADDRESSES

Mail <input type="checkbox"/>	Place of residence <input type="checkbox"/>	Primary workplace <input type="checkbox"/>
Email <input type="checkbox"/>	Place of residence <input type="checkbox"/>	Primary workplace <input type="checkbox"/>

6. TYPE OF TEMPORARY PERMIT

Please check the option below that describes your situation.

Member of a Canadian association

Member of the Association of Professional Engineers of:

Province

Member number

i If you hold a permit to practice engineering that was issued to you by another Canadian professional association of engineers, please enter the name and your member number above. You must also prove to the Ordre des ingénieurs du Québec that you hold a valid permit without restrictions or limitations. For that purpose, please fill out part 1 in Appendix 2 (Verification of Registration with a Canadian Professional Association of Engineers) and send it to your professional association.

Non-member of a Canadian association who holds an engineering diploma covered by a mutual recognition agreement

i **Engineering diploma subject to an agreement under the Washington Accord**
The list of countries that have signed the Washington Accord and the list of programs covered by it can be consulted on the Web site describing the Accord (www.washingtonaccord.org) or on the Web sites of the organizations concerned. Feel free to visit our Web site at www.oiq.qc.ca to see if your situation is covered by the Washington Accord.

French engineering diploma covered by the agreement with the Commission des Titres d'Ingénieur (CTI)

Holders of a diploma issued upon the completion of a program accredited by the Commission des Titres d'Ingénieur (CTI) that qualifies them to use the title of "ingénieur diplômé" (university-qualified engineer) may obtain a temporary permit. Some CTI-accredited programs are not covered by the agreement and are not eligible for a temporary permit as a result. Some of these include, for example, programs for agronomists, land surveyors, forestry engineers and business engineers. The same is true for specialization programs. It should also be noted that this agreement does not cover the titles issued after a validation of learning through experience or those issued outside French territory or upon the completion of an education program outside of France. The list of approved programs is available on the Web site of the CTI (www.cti-commission.fr).

! The OIQ does not accept programs given by an institution located outside of the territory of the organization that accredits them or programs not relevant to engineering in Canada.

Non-member of a Canadian association who holds an engineering diploma not covered by a mutual recognition agreement

i If you do not hold an engineer's permit issued by a Canadian association and your engineering diploma is not covered by a mutual recognition agreement, you must be interviewed by a panel of experts concerning your competence.

Once the OIQ has received your documents and payment of the permit application fees, it will contact you in order to set the date and time at the office of the OIQ for the interview.

Ineligible applications

Applications from holders of one of the following diplomas are ineligible:

- An undergraduate diploma that is not deemed equivalent to a Québec bachelor's degree (which involves at least 16 years of schooling);
- A bachelor's degree that is obtained by combining a series of certificates;
- A diploma earned upon the completion of distance learning or correspondence courses.

7. DIPLOMAS

Academic training

Education	Name and location of institution	Date of admission MM / YYYY	Date of graduation MM / YYYY	Degree and field
Elementary		/	/	
Secondary		/	/	
Collegial (if applicable)		/	/	
Undergraduate engineering		/	/	
Postgraduate engineering		/	/	
Other university studies		/	/	

8. PROFESSIONAL EXAMINATION OR CHOOSE A COLLABORATOR

Professional examination

The *Ordre des ingénieurs du Québec* requires you to pass a professional examination as a condition for issuing a temporary permit to you. For that purpose, it has prepared a document in French only that covers all of the subjects you will need to study and can be obtained on the OIQ's Web site.

The professional examination is not a technical examination; it is designed to check if applicants:

1. are familiar with professional laws in Québec,
2. know professional practice principles, ethical and professional conduct concepts and professional requirements,
3. have the basic legal knowledge deemed necessary to practice the engineering profession.

As a result, the examination has three parts and lasts three hours. No documentation is allowed. To pass the examination, you need to score at least 60% on each of the three parts.

Candidates may obtain an exemption from the second part of the professional examination if they are registered as engineers in a Canadian association. They must nevertheless pass parts 1 and 3 (Québec professional system and legal environment). To prevent a delay in the processing of your application, you should immediately make an appointment with the professional examination officer. To contact the officer in order to set a date or obtain more information about the examination, call 1 800 461-6141, ext. 2398. You may also fill out Appendix 3.

OR

Choose a collaborator

You may designate a member of the *Ordre des ingénieurs du Québec* to act as a collaborator on your project. The collaborator must read and sign the Declaration of the Collaborator in Appendix 4 of this form. Applicants are responsible for searching for and recruiting their collaborators. The OIQ will not provide names or a list. Collaborators cannot be junior engineers or engineers-in-training.

Check the box below of the option that you choose:

<input type="checkbox"/>	I will take the professional examination.	Fill out Appendix 3.
<input type="checkbox"/>	I will be assisted by a collaborator who is an OIQ member.	The collaborator must sign the Declaration in Appendix 4.

9. PROJECT INFORMATION

Please answer the questions below.

i You must enclose a copy of the contract, letter of agreement or purchase order that you or your employer have signed with the client. Also, a letter from your employer confirming that you have been assigned to work on the project.

Project description :

Location of the project (city or town):	
Client's name:	
Professional services required of you:	

	Entire project	Your assignment
Start date:		
Approximate length:		
Approximate cost:		

You can suggest the text that will appear on your temporary permit, but we reserve the right to alter it, as needed.

On behalf of (your employer)		
engineering services for (client)		
with regard to (project description)		
in (city)		, in the province of Quebec.

10. DECLARATION OF PROFESSIONAL LIABILITY INSURANCE COVERAGE

i In virtue of the section 3 of the Regulation respecting professional liability insurance for members of the Ordre des ingénieurs du Québec, every member of the OIQ who works in **private practice**, except those contemplated by the second paragraph of section 2 of the Regulation respecting professional liability insurance for members of the Ordre des ingénieurs du Québec, **must subscribe to the group supplementary professional liability insurance contract** entered into by the OIQ covering any liability he may incur as a result of faults committed by him in the practice of the profession.

A member is working in private practice if he renders professional services for his own account, or for the account of another member, partnership or legal person, to clients that are not his employer. The fields concerned by this definition are mainly those of the kinds of works and acts set out in sections 2 and 3 of the Engineers Act.

Members are usually considered to be working in private practice when:

- they work for a consulting engineering firm;
- they provide professional engineering services to an external clientele (e.g.: self-employed consultants, building and other inspectors, members who work in an analytical laboratory, university employees when they provide services to the university's clients and any other expert who gives advice on works of the kinds that constitute the field of practice of an engineer).

If you practice engineering in private practice, you must subscribe to the OIQ's group supplementary professional liability insurance contract with the OIQ's exclusive broker at least to cover your acts within the framework of the project for which you are requesting a temporary permit. You must provide to the OIQ with information about this professional liability insurance coverage. An exemption may apply (see article 5 of the regulation).

- To learn more about the Regulation, [click here](#) (only in French)
- Frequently Asked Questions, [click here](#)

The OIQ's exclusive broker is:

BFL CANADA Risk and Insurance Inc.
2001 McGill College Avenue, Suite 2200
Montreal, Québec H3A 1G1
Tel.: 514 315-4529 or 1 833 315-4529
E-mail: ingenieur@bflcanada.ca

ANNUAL DECLARATION WITH REGARD TO PRACTICING ENGINEERING IN PRIVATE PRACTICE



10.1 Will you practice engineering in private practice (e.g., as a consulting engineer, either free lance or on behalf of a firm) in Québec or in connection with Québec?

Yes, [go to question 10.2](#)

No, [go on to section 11](#)

i Members who answered YES to question 10.1 and are currently practicing the engineering profession in private practice must provide the OIQ with information about their professional liability insurance coverage, which must comply with the Regulation respecting professional liability insurance for members of the Ordre des ingénieurs du Québec.

DECLARATION OF PROFESSIONAL LIABILITY INSURANCE COVERAGE



10.2 I declare that I currently practice the engineering profession in private practice in Québec or in connection with Québec and that I have professional liability insurance that complies with the Regulation respecting professional liability insurance for members of the Ordre des ingénieurs du Québec, with the following contract(s):

Principal employment	Name of insurer	Contract no.	Contract expiry date
Other place of practice, if applicable	Name of insurer	Contract no.	Contract expiry date

11. MANDATORY DECLARATION

Please answer the questions below.

i All members must elect their professional domicile, which is primarily used when the Disciplinary Council or Board of Directors must publish a decision relating to a member. Such notices include the name and professional domicile address of the member in question. According to section 60 of the Professional Code: "A professional shall elect domicile by informing the secretary of the order of which he is a member of the place where he principally practices his profession or, if he does not practice, his place of residence or principal place of employment, within 30 days after he begins to practise; the domicile thus elected shall constitute his professional domicile. He must also inform the secretary of all the other places where he practises his profession."

DECLARATION OF PROFESSIONAL DOMICILE



11.1 What is your primary workplace where you practice the profession of engineer?

Primary workplace

Other place of practice

i In accordance with section 45 of the Professional Code, the OIQ's Board of Directors may refuse to issue a permit or enter you on the roll of the OIQ if you have been the subject of a decision finding you guilty of a criminal offence in connection with your engineering practice, a penalty or a disciplinary decision. The Board of Directors can also decide to enter you on the roll of the OIQ, but limit or suspend your right to practice professional activities.

DECLARATIONS OF JUDICIAL (CRIMINAL OFFENCE) OR DISCIPLINARY DECISION MENTIONED IN THE PROFESSIONAL CODE



11.2 Have you ever been the subject of a decision in Canada that found you guilty of a criminal offence, or a decision by a foreign court that found you guilty of an offence that would have been subject to criminal proceedings if it had been committed in Canada?

Yes

No



11.3 Have you ever been the subject of a disciplinary decision in Québec, for any professional order other than the Ordre des Ingénieurs du Québec, that required your permit to be revoked or your name to be struck from the roll, even temporarily, or a decision rendered outside Québec that would have resulted in your permit being revoked or your name being struck from the roll if it had been rendered in Québec?

Yes

No



11.4 Have you ever been the subject of a penalty decision in Canada finding you guilty of a criminal offence set out in section 188 of the Professional Code, or finding you guilty of an offence that would have been subject to criminal proceedings if it had been committed in Québec?

Yes

No

! If you answered YES to one of the above questions, please enclose with this form the appropriate document for your situation, i.e. the "Criminal Offence Declaration Form," the "Disciplinary Decision Declaration Form" or the "Penal Decision Declaration Form". These documents are available on the Web site under "Media and Documentation" / "Publications" / Category: "Annual registration" as well as a copy of the requested documentation (criminal information, judgment, etc.).

12. DECLARATION AND SIGNATURE

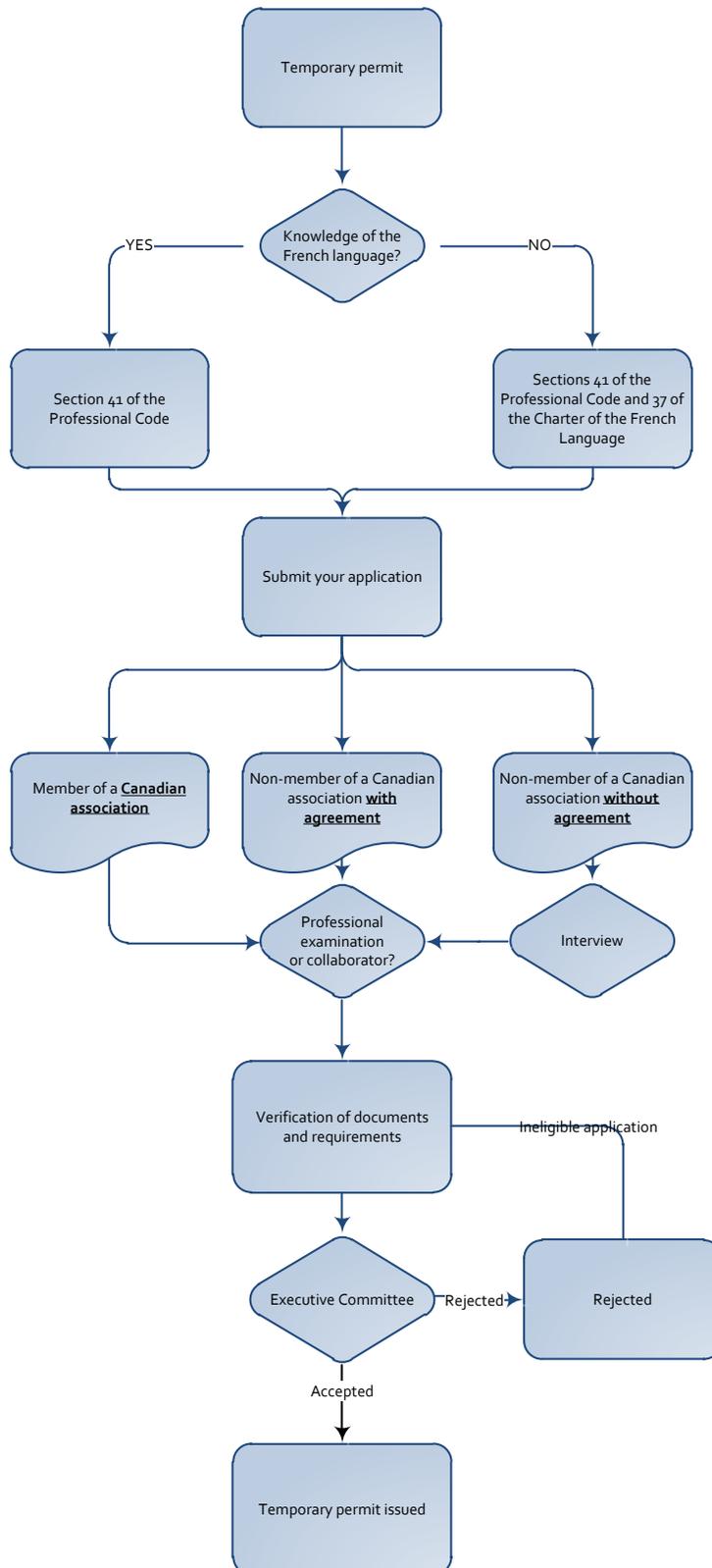
- *I certify and solemnly affirm that all information entered on this form is complete and exact.*
- *I understand that a false declaration, the failure to report information or the submission of false, altered or fraudulently obtained documents may result in the rejection of my application.*
- *I recognize that if the Board of Directors of the Ordre des ingénieurs du Québec grants me a temporary permit, I must obey and comply with the requirements of the laws of the province of Québec, particularly the Engineers Act, the Professional Code and their regulations, including the Code of Ethics of Engineers.*
- *I understand that I will be specifically subject to the requirements of the Charter of the French Language as concerns my knowledge of French.*
- *I understand that I will be specifically subject to the requirements of the Regulation respecting mandatory continuing education for engineers.*
- *I also accept the fact that the temporary permit is granted to me personally and that the rights and privileges conferred by it cannot be transferred to any of my employees or any other person or company.*
- *I agree to sign and place my temporary permit seal on each plan and specification that I prepare or have prepared under my immediate control and supervision.*
- *I declare that I hold an insurance policy which covers my professional liability that complies with the Regulation respecting professional liability insurance for the members of the Ordre des ingénieurs du Québec.*
- *In accordance with section 59.3 of the Professional Code, I agree to notify the Ordre des ingénieurs du Québec of any judicial or disciplinary decision concerning me that may be rendered during the year in progress, within ten (10) days of the date on which I am informed of it.*
- *If I choose to be assisted by a collaborator, I understand that my acts must be performed with the assistance of my chosen collaborator, who must be a member of the Ordre des ingénieurs du Québec, and that I will lose my right to practice in the event that my collaborator ceases to work on the project. Furthermore, I agree to notify the OIQ as soon as I am informed of my collaborator's withdrawal and to find a new collaborator before I continue to work on this project.*
- *I agree to inform the OIQ within ten (10) days of any change affecting the scope of my assignment within the project. I understand that I need to obtain the authorization of the OIQ before I can perform acts connected with a revised assignment.*
- *I understand that the temporary permit will be renewed only if I meet the prescribed conditions and that I will also have to submit an application to renew my temporary permit in good and due form and pay the required fees within the prescribed periods of time. I understand that the temporary permit can be renewed only three times, and that its renewal is conditional upon compliance with the requirements of the Charter of the French Language if the permit was granted under sections 41 of the Professional Code and 37 of the Charter.*

Signature

Date (YYYY/MM/DD)

Return to this address

Ordre des ingénieurs du Québec
Customer Service Department
1801, avenue McGill College, 6e étage
Montréal (Québec), H3A 2N4



i **PART 1 (This section must be filled out by the applicant)**
Fill out the date of the day, your name and your date of birth. Please also enter the name of your professional association and your member number and transmit this document to your professional association.

Date : _____ / _____ / _____
Date (YYYY/MM/DD)

Date of birth : _____ / _____ / _____
Date (YYYY/MM/DD)

Last name : _____ First name : _____

Member of the Association of Professional Engineers of: _____ Province _____ Member number _____

i **PART 2 (This section must be filled out by the professional association)**
The person named above has made application for a temporary permit, and states he/she is a member of your association. Would you please complete the items as noted below.

Is the person named above a full member of your association? Yes No

Registration granted as a full member : _____ / _____ / _____
Date (YYYY/MM/DD)

Member number: _____ Status: _____ Annual fees are paid up to: _____ / _____ / _____
Date (YYYY/MM/DD)

If member has resigned, or membership lapsed, please give date: _____

Has this person ever been subjected to any disciplinary action? Yes No

Passed the Professional Practice Examination? Yes No

Academic qualifications were accepted based on the following:

Canadian accredited bachelor program in engineering _____
(Indicate degree, program, year, month and institution)

Other qualifications
(foreign institution, college diploma, science degree, etc.).
*If examinations were required, please provide subjects and marks on a separate document.

Please send or fax your reply to:

Ordre des ingénieurs du Québec
Customer Service Department
1801, avenue McGill College, 6e étage
Montréal (Québec), H3A 2N4
✉ traitementdossiers@oiq.qc.ca ☎ 514 845-1833

Signature	
Title	
Association	
Date (YYYY/MM/DD)	_____ / _____ / _____

i If you would like to take the examination at the office of the Ordre des ingénieurs du Québec during its office hours, you can make an appointment by contacting the professional examination officer at: examenprofessionnel@oiq.qc.ca

OR

You can register for a scheduled session by specifying your desired location and date. The examination schedule is available on our extranet site at www.oiq.qc.ca.

! Candidates may obtain an exemption from the second part of the professional examination if they are registered as engineers in a Canadian association. They must nevertheless pass parts 1 and 3 (Québec's professional system and legal environment).

IDENTIFICATION

Last name : _____ First name : _____

PLACE OF RESIDENCE

Address : _____

Phone : _____

Email : _____

PRIMARY WORKPLACE

Address : _____

Phone : _____

Email : _____

INSCRIPTION

Location : _____ Date : _____ Time : _____

_____/_____/_____/_____/_____/_____

Signature

Date (YYYY/MM/DD)

Return to this address

Ordre des ingénieurs du Québec
Customer Service Department
1801, avenue McGill College, 6e étage
Montréal (Québec), H3A 2N4

 "Before accepting a mandate, an engineer must bear in mind the extent of his proficiency and aptitudes and also the means at his disposal to carry out the mandate."

(Section 3.01.01 du Code of Ethics of Engineers)

 Collaborators cannot be junior engineers or engineers-in-training.

REQUIREMENTS FOR MEMBERS OF THE ORDRE DES INGÉNIEURS DU QUÉBEC WHO ACT AS COLLABORATORS OF HOLDERS OF A TEMPORARY PERMIT.

 When a temporary permit is granted, members of the Ordre des ingénieurs du Québec who act as collaborators must:

- Have the required expertise and experience in the field concerned to be able to guide and assist permit holders and evaluate the engineering documents of the project, where necessary.
- Regularly assist and guide permit holders in observing the laws of the province of Québec, especially the Engineers Act and the Professional Code and their regulations, including the Code of Ethics of Engineers.
- Regularly assist and guide permit holders in applying best practices, especially the appropriate regulations, codes or standards.
- Refer permit holders, as needed, to the right resources or services and the required documents and information for executing their assignment, including the Guide de pratique professionnelle.
- Be reasonably available and diligent.
- Assist applicants from the beginning to the end of the project.
- Inform the Ordre des ingénieurs du Québec at least 10 days before ceasing to act as collaborators through an advance notice of withdrawal.
- Report any derogatory or other act that may cause harm to the profession to the OIQ.
- Report any unlawful engineering practice by non-members or any participation in or contribution to unlawful engineering practice by members to the OIQ.

DECLARATION AND SIGNATURE

This section must be filled out by the OIQ member who will assist the applicant. Please print legibly and do not use abbreviations.

Last name : _____ First name : _____

Member number (required): _____

I have read and understood the requirements explained above and agree to comply with them.

IN WITNESS WHEREOF I have signed in _____

_____ on _____ / _____ / _____
Date (YYYY/MM/DD)

Signature _____



A renewal application must be submitted at least four months before your temporary permit expires.

RENEWING A TEMPORARY PERMIT – SECTION 41 OF THE PROFESSIONAL CODE

i *In the event that a temporary permit is granted under section 41 of the Professional Code, you must send us the following at least four months before your permit expires:*

- *the duly completed and signed Renewal Form, which provides information about your professional liability insurance coverage;*
- *where applicable, the duly completed and signed Renewal Form of your collaborator.*
- *a cheque to pay the permit renewal fees.*

Your temporary permit may be renewed only three times. Therefore, if you plan to work on a project that lasts longer than 48 months, you will have to apply for a regular permit in accordance with the regulations in force. For more details, contact the Customer Service Department by calling 514 845-6141, ext. 2398, or sending an e-mail to admission@oiq.qc.ca.

RENEWING A TEMPORARY PERMIT – SECTIONS 41 OF THE PROFESSIONAL CODE AND 37 OF THE CHARTER OF THE FRENCH LANGUAGE

i *In the event that a temporary permit is granted under sections 41 of the Professional Code and 37 of the Charter of the French Language, you must do the following at least four months before your permit expires:*

1. *Make an appointment with the Office québécois de la langue française if you have not taken the examination in the 12 months preceding your permit's expiry (qalf_op@qalf.gouv.qc.ca) or tel.: 514 873-8387). Writing the French examination is a necessary condition for the Office to agree to renew your permit. If you fail to take the examination, your renewal application will be rejected.*
2. *Send the following documents to the Ordre des ingénieurs du Québec:*
 - a) *The duly completed and signed Renewal Form, which provides information about your professional liability insurance coverage;*
 - b) *Where applicable, the duly completed and signed Renewal Form of your collaborator;*
 - c) *A letter that you have written in French stating:*
 - *your place of practice,*
 - *why it is essential and in the public interest that your temporary permit be renewed*
 - d) *A letter from your employer in French stating your job title and your place of practice and explaining why it is essential and in the public interest that your temporary permit be renewed for another year;*
 - e) *A cheque to pay the permit renewal fees.*

Your temporary permit may be renewed only three times with the authorization of the Office québécois de la langue française and the OIQ. Therefore, if you plan to work on a project that lasts longer than 48 months, you will have to apply for a regular permit in accordance with the regulations in force. For more details, contact the Customer Service Department by calling 514 845-6141, ext. 2398, or sending an e-mail to admission@oiq.qc.ca.

A. TYPE OF OCCUPATION			
ENGINEERING		EDUCATION/RESEARCH	MANAGEMENT
01	Engineering Management	31	University (Engineering)
02	Design	32	University (Other)
03	Project Management	33	College/CÉGEP
04	Maintenance	34	Other
05	Construction (Supervision)		
06	Production		
07	Quality Control	RESEARCH AND DEVELOPMENT	
08	Work Schedules and Planning	40	General
09	Estimation Appraisal		
10	Technical Representation		
11	Consulting in Engineering		
19	Other		69 OTHER
B. FIELD OF PRACTICE			
Aeronautics/Aerospace		Environmental	Metallurgical/Metals
0010	General	0320	General
0011	Structures	0321	Water Treatment
0012	Aerodynamics	0322	Air Treatment
0013	Vehicles	0323	Soils/Land: Pollution Control
0014	Propulsion	0324	Environmental Surveys
0015	Avionics	0325	Impact Assessment
0016	Systems	0326	Waste Disposal/Treatment
0019	Other	0327	Environmental Risks/Accident Management
AGRICULTURAL		0328	Septic Systems
0030	General	0329	Other
0031	Hydraulics/Hydrology	GEOLOGICAL	
0032	Soils/Soil Mechanics	0140	General
0033	Machinery	0141	Geophysics
0034	Irrigation and Drainage	0142	Prospecting
0035	Agri-food Processing	0144	Hydrogeology
0036	Construction	0145	Soils/Rock Mechanics
0039	Other	0149	Other
BIOMEDICAL		INDUSTRIAL/MANUFACTURING	
0040	General	0150	General
0041	Equipment	0151	Cost/Inventory Control
0042	Prostheses	0152	Facilities, Maintenance
0049	Other	0153	Materials Handling/Packaging
BUILDINGS		0154	Quality Assurance
0130	General	0155	Safety/Ergonomics
0131	Escalators	0157	Automatic Assembly
0132	Building Inspections	0158	Production Systems
0133	Fire Protection	0159	Other
0134	Refrigeration	COMPUTER	
0135	Building Mechanics	0100	General
CHEMICAL		0101	Hardware
0060	General	0102	Software
0061	Processes	0103	Installations and Services
0063	Heat Transfer/Energy Conserv.	0104	Telecommunications
0064	Foodstuffs	0109	Other
0065	Synthetic Products	INSTRUMENTATION AND CONTROL	
0066	Petrochemicals	0160	General
0067	Treatments	MATERIALS HANDLING AND DISTRIBUTION	
0068	Equipment	0180	General
0069	Other	MARINE/NAVAL	
CIVIL		0170	General
0070	General	0171	Shipbuilding
0071	Structures	0173	Ports and Harbours
0072	Hydraulics/Hydrology	0175	Machinery, Equipment
0073	Roads, Rails, Airports	0179	Other
0074	Foundations/Soils/Soil Mechanics/Geotechnology	NON-METAL MATERIALS	
0075	Buildings: Construction, Laying out, Maintenance	0300	General
0076	Municipal/Urban/Town Planning	MECHANICAL	
0077	Traffic, Signage	0190	General
0078	Hydroelectricity/Dams	0191	Machinery
0079	Other	0192	Hydraulics/Fluids
ELECTRICAL		0194	Heating/Ventilation/Air Conditioning
0110	General	0195	Engines, Turbines, Compr. Pumps
0111	Power/Lines/Substations	0196	Automation, Robotics
0112	Electronics/Microelectronics	0198	Transportation Equipment
0113	Telephony/Telecommunications/Data Transmission	0199	Other
0114	Radio Frequencies		
0115	Microwave		
0116	Automation/Robotics		
0117	Services: Lighting, Buildings		
0118	Electrotechnology		
0119	Other		
C. EMPLOYMENT SECTOR			
081	Employed by a company or cooperative in the private sector	080	Private practice in engineering - Quebec* (e.g., as a consulting engineer , either free lance or for a firm)
082	Employed by an organization in the public or parapublic sector	091	Occasional private practice* (moonlighting)
088	Consulting not in engineering	092	Private practice in engineering - Outside Quebec
089	Other		
		083	Retired
		084	Unemployed
		085	Full-time student
		086	On parental leave
		087	Disabled (long term)