

FORM

APPLICATION FOR TEMPORARY PERMIT FOR PROJECT

This form is intended for any competent person wishing to practice engineering in Quebec on a temporary basis, for a specific project of limited duration.

What you need to know before filling out the form:

The latest information on this permit can be found on the OIQ website.

- Before completing the form, please note that this permit:
- Is intended only for applicants with expertise in the field related to the project.
- Is granted for a specific project, in Quebec only.
- Is valid for a period of one year and must be renewed thereafter, as required.
- Processing time for temporary permits is usually 6 to 8 weeks.

For questions about the form, or to submit it once completed: permisprojets@oiq.qc.ca

1. CONDITIONS AND REQUIRED DOCUMENTS

Conditions and required documents	Member of a Canadian association	Engineering degree obtained in a country with an agreement	Engineering degree obtained in a country without an agreement
This completed temporary permit application (electronic signature is required).			
A scanned copy of your birth certificate or passport.			
A scanned copy of your engineering degree or proof of graduation.			
The project description and assignment form duly completed by the employer.			
If you have an appropriate knowledge of French, please provide us with a document demonstrating this knowledge See Appendix 3 for details.			
Professional liability insurance coverage in accordance with the Professional liability insurance regulation.			
A copy of the contract for the project for which the temporary project permit is requested.			
An agreement to abide by the ethical and professional obligations of the engineer.			
If you are a member of another Canadian engineering association, the completed form referred to in Appendix 5.			
Transcript of grades in engineering or applied science, which <u>must be sent</u> <u>directly</u> from the educational institution and an official translation if the document is not in English or French			
An up-to-date and detailed resume and a certification of experience of at least three years of professional experience - See appendix 6			
(Professional experience of fewer than 3 years requires a technical exam.)			
Competency may be assessed through a structured interview or other means as determined by the OIQ.			
Fully paid application fees.	1462,87 \$	1462,87\$	2882,87 \$

2. APPLICANT'S PERSONAL INFORMATION

Place of work

All members of the Ordre des ingénieurs du Québec must provide the address of their place of residence, their email address, the contact information for their employer, and the contact information for all locations where they practice their profession.

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 email address.

IDENTIFICATION

Please enter your first and last names as they appear on your birth certificate. You must submit legal proof if you have changed your name because of a legal proceeding or obtained a change of name certificate.

Fields marked with an asterisk (*) are required.										
Last name*				First na	ame*					
Sex	🗖 Male	Female	Date of birth	DD	MM	YYY	Y Pl	ace of birth		
PLACE OF RESIDENC	Œ									
Address									Apt.	
City				Provin	ce					
Postal code				Countr	y					
Phone				Email						
EMPLOYER CONTACT INFORMATION* (Please specify the name of the employer as it appears on your pay stub, if applicable) OTHER EMPLOYER (if applicable)										
Start date of current employment*	date rrent			Start d	ate					
Employer*				Emplo	yer					
Address	SS			Addres	S					
City*		Province		City		Province				
Postal code		Country*		Postal code		Country				
Department				Depart	ment					
Phone	Ext.			Phone		Ext.				
Email										
Choice of correspondence										
BY MAIL (please select one option) BY EMAIL (please select				ect one o	ption)					
Place of residence			🗅 Plac	ce of resi	dence					

Place of work

3. TYPE OF TEMPORARY PERMIT

Please check the option below that describes your situation.

Member of a Canadian association	Province or territory :	
	Member number* :	

If you are a member of another Canadian association of engineers:

If you hold a permit to practice engineering issued by another Canadian professional association of engineers, please enter the association's 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 the form in Annex 5 titled Verification of registration with a Canadian professional association of engineers and **send it directly to your association**.

Dip	Diploma <u>covered</u> by a mutual recognition agreement					
	For diplomas obtained in France, please consult the list of recognized institutions	Reference number in list :				
	For the Washington Agreement, see the list of countries and programs that are covered.					

Diploma <u>not covered</u> by a mutual recognition agreement

4. DIPLOMAS

Education	Name and location of institution	Date of admission MM / YYYY	Date of graduation MM / YYYY	Grade and Field
Undergraduate engineering degree obtained in a country with or without an agreement				
 Degrees in applied sciences, other than engineering 				
 Combination of studies equivalent to a bachelor's degree in engineering 				
 Undergraduate degree(s) and above 				

KNOWLEDGE OF THE FRENCH LANGUAGE

see our our website : Language requirements.

£	Do you possess a knowledge of French th Charte de la langue française ?	at is suitable for the practice of your profession, in accordance with article 35 of the
	Yes	No
Pleas	se provide us with documents proving your	knowledge of the French language. For a list of acceptable supporting documents,

5. DEC	LARATIONS WITH REGARI	DS TO PRIVATE PRACTICE		
2P	is in private practice if he or with the professional activiti	she provides professional services t	o a client other than his or essional activities reserved	relation to Quebec? A professional engineer her employer or company, in accordance for engineers are defined in sections
		Yes		No
DECLAR	ATION OF PROFESSIONAL LI	ABILITY INSURANCE COVERAGE		
		nce coverage below. All personal p e la responsabilité professionnelle o		ce coverage shall be in accordance with the
I				
Employ	/er *	Name of insurer *	Contract no. *	Contract expiry date *
6. M	ANDATORY DECLARATION	NS		
Please an	swer all questions below.			
	domicile by informing the thirty days after he begins	secretary of the Order of which he is to practise it or, if he does not pra	a member of the place wh actise it, of the place of his	ofessional Code: "Every professional must elect ere he principally practises his profession within residence or of his principal work; the domicile er places where they exercises their profession.
DECLA	RATION OF PROFESSIONAL D	DOMICILE		
	6.1 Where do you practic	e the profession of engineer?		
S		Primary workplace	🗖 Other pla	ace of practice
1	of a criminal offence related to		he subject of a penal or discipli	ister you on the OIQ's roll if you have been convicted nary decision. The Board of Directors can also decide
DECLA	RATIONS OF JUDICIAL (CRIM	IINAL OFFENCE) OR DISCIPLINARY I	DECISION MENTIONED IN T	THE PROFESSIONAL CODE
	-	ne subject of a decision in Canada that for guilty of an offence that would have be		ffence, or a decision by a foreign lings if it had been committed in Canada?
		□ Yes	D No	
<u>4</u> 7	6.3 Have you ever been th revocation of your permit, sanction affecting your righ	causing your name to be struck from the	ther professional order or simi roll, limiting or suspending you	lar authority located outside Quebec, resulting in the r right to practice or the imposition of a similar
		□ Yes	🗖 No	

6. MANDATORY DECLARATIONS (CONTINUED)

<u>2</u>	6.4 Have you ever been convicted of a criminal offence under the Prof committed in Quebec, could have been the subject of criminal proceedi	
	□ Yes	□ No
<u>6</u>	6.5 Have you ever been prosecuted for an offence punishable by five <u>Professional Code</u>)	years of imprisonment or more ? (section 59.3 of the
	□ Yes	□ No
<u>e</u>	6.6 Have you been the subject of a legal recourse (lawsuit, motion to initia regarding your professional liability since April 1, 2015 ? (section 62.2 of the Yes	

If you answered YES to any of the above questions, please login to your portal to provide the required information pertaining to your situation.

7. PROJECT DESCRIPTION AND ASSIGNMENT FORM

EMPLOYER

Employer:			
Client:			

Title of project: _____

Project site: _____

Please provide an excerpt from the contract describing the mandate:

Date of employer's involvement in the project (MM/YYYY):

Estimated duration of the project (specify in months or years):

EMPLOYEE

First and last name of the employee: _____

Description of employee's duties on the project

Date of employee's involvement in the project* (MM/YYYY):

Estimated duration of project (specify in months or years):

	Section reserved for employer				
Last Name, First Name					
Title					
Signature of the Employer		Date (DD/MM/YYYY)			

8. SUMMARY OF GUIDELINES FOR THE PRACTICE OF THE ENGINEERING PROFESSION IN QUEBEC

Laws and regulations govern the practice of engineering in Quebec, including:

- The <u>Code of Ethics of Engineers</u>
- The <u>Professional Code</u>
- The Engineers Act
- The <u>Civil code of Quebec</u>
- Le <u>Règlement sur l'assurance de la responsabilité professionnelle des ingénieurs</u>
- Le <u>Règlement sur la formation continue obligatoire des ingénieurs</u>

Professional Code, section 59.2

59.2. No professional may engage in an act derogatory to the honour or dignity of his profession or to the discipline of the members of the order, or practise a profession, carry on a trade, enterprise or business, or hold an office or function that is inconsistent with the honour, dignity or practice of his profession.

Some important sections of the Code of ethics of engineers

2.01. In all aspects of his work, the engineer must respect his obligations towards man and consider the consequences of the performance of his work on the environment and on the life, health and property of every person.

2.03. Whenever an engineer considers that certain works are a danger to public safety, he must notify the Ordre des ingénieurs du Québec or the persons responsible for such work.

2.04. The engineer shall express his opinion on matters dealing with engineering only if such opinion is based on sufficient knowledge and honest convictions.

3.01.01. 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.

3.02.01. An engineer must fulfill his professional obligations with integrity.

3.02.04. An engineer must refrain from expressing or giving contradictory or incomplete opinions or advice, and from presenting or using plans, specifications and other documents which he knows to be ambiguous or which are not sufficiently explicit.

3.02.05. An engineer must inform his client as early as possible of any error that might cause the latter prejudice and which cannot be easily rectified, made by him in the carrying out of his mandate.

3.02.07. Where an engineer is responsible for the technical quality of engineering work, and his opinion is ignored, the engineer must clearly indicate to his client, in writing, the consequences which may result therefrom.

3.03.01. An engineer must show reasonable availability and diligence in the practice of his profession.

3.05.03. An engineer must always safeguard his professional independence and avoid any situation which would put him in conflict of interest.

3.05.04. As soon as he ascertains that he is in a situation of conflict of interest, the engineer must notify his client thereof and ask his authorization to continue his mandate.

Mandatory Continuing Education for Engineers

Every holder of a professional engineer's permit must meet the requirements of the regulation on mandatory continuing education for engineers. You will find all the required information <u>here.</u>

IMPORTANT: Although this section contains a number of articles relevant to the practice of the profession, it is the responsibility of the holder of a permit to know and comply with all laws and regulations applicable to the engineering profession.

I have read and understand the information in Section 8, above:

Signature :

Date (DD/MM/YYYY)

9. DECLARATION AND SIGNATURE

• I solemnly declare that all information on this form is complete and accurate.

• I understand that a false statement, failure to report a fact or the transmission of false, altered or fraudulently obtained documents may result in the refusal of my application or the revocation of my permit.

• I acknowledge that if the Admissions Committee of the Ordre des ingénieurs du Québec grants me a temporary permit, I will comply with the laws of the Province of Quebec, in particular the Engineers Act and the Professional Code and its regulations, including the Code of Ethics of Engineers.

• I understand that I will be subject to the requirements of the Charter of the French Language with respect to my knowledge of French.

• I understand that I will be subject to mandatory continuing education obligations as set out in the Regulation (*Règlement sur la formation continue obligatoire des ingénieurs*).

• I also agree that the temporary permit is granted to me personally and that the rights and privileges therein are not transferable to any of my employees or to any other person or corporation.

• I agree to affix my signature and temporary permit seal to every plan and specification that I prepare or cause to be prepared under my immediate direction and supervision. Refer to the Professional Practice Guide.

• I declare that I have professional liability insurance coverage, in accordance with the Professional Engineers Professional Liability Insurance Regulation, for the reserved professional activities that I will be performing under this application for a temporary permit.

• In accordance with section 59.3 of the Professional Code, I agree to inform the Ordre des ingénieurs du Québec of any judicial or disciplinary decision concerning me that may arise during the year, within ten (10) days of being informed.

• I agree to inform the OIQ within ten (10) days of any change in the scope of my mandate for the project. I understand that approval from the OIQ is required before I can perform any activities related to the revised mandate.

Signature

Date (DD/MM/YYYY)

Important: The OIQ reserves the right to request additional documents in addition to the information required on this form.

10. PAYMENT	
	Visa Mastercard Expiration Date (MM/YYYY)
Credit card number	I have enclosed a check made out to "Ordre des ingénieurs du Québec"
Signature	Date (JJ/MM/YYYY)

Please send this completed form to the following email address :

permisprojets@oiq.qc.ca



ANNEXES

The following annexes will help you better understand the temporary permit application process.

Please read them carefully.

If you have any questions, contact us:

permisprojets@oiq.qc.ca



ANNEX 1

WHAT IS A TEMPORARY PERMIT FOR A SPECIFIC PROJECT?

THE ENGINEERING PROFESSION IN QUEBEC

Several laws and regulations govern the practice of professions in Quebec. Thus, the Professional Code, the Engineers Act, the *Charte de la langue Française* and several other regulations govern the professional activities of engineers.

Only those who hold an engineering permit and are registered with the Ordre des ingénieurs du Québec may practice engineering or use the title of engineer in Quebec.

To obtain the title of engineer in Quebec, each applicant must satisfy these 3 conditions:

- 1. Demonstrate his or her engineering knowledge and professional experience
- 2. Demonstrate knowledge of the laws and regulations governing the engineering profession in Quebec
- 3. Demonstrate an appropriate knowledge of French to practice the profession.

THE TEMPORARY PERMIT

A temporary permit is granted for a limited period and for a specific project to a person who will carry out professional activities in Quebec.

Temporary permits are only granted to individuals. Even for a temporary permit, the applicant must meet the 3 main conditions mentioned above.

A temporary permit is issued for a period of one year from the date of issue of the permit.

It generally takes 10 to 12 weeks for a permit application to be approved, starting from the date of reception of all documents. This delay may vary depending on the Admissions Committee's meeting schedule.



ANNEX 2 TYPES OF ELIGIBLE PROFILES

Four profiles are eligible for a temporary permit under section 41 of the Professional Code:

- Professional engineers who are members of another professional association;
- Holders of an engineering degree that is covered by an agreement (ARM) or the Washington Accord;
- Holders of an engineering degree that is not covered by an agreement (ARM) or the Washington Accord;
- Holders of a legal authorization to practice engineering issued outside of Quebec.

Engineering degree covered by a Mutual Recognition Agreement or ARM between France and Quebec

Holders of a diploma issued at the end of a training program accredited by the Commission des Titres d'Ingénieur (CTI) and leading to the title " ingénieur diplômé " in France may obtain a temporary permit.

To ensure that your engineering degree is part of this agreement, please consult the list available on the OIQ's website.

If the degree or specialty is not listed, the degree may be considered "without agreement".

IMPORTANT: Some CTI-accredited training programs are not covered by the agreement and do not qualify for a temporary permit. These include, for example, training in agronomy, land surveying, forestry engineering or business engineering. The same is true for specialized training. It should also be noted that this agreement (ARM) does not apply to qualifications issued following the validation of prior learning or those issued outside France or following a program of study outside of France.

The list of accredited programs can be consulted on the CTI website.

Frequently asked questions:

Question: The engineering degree and specialty listed in the agreement (ARM) are different from those on my degree, but the training is the same. Can I get a temporary permit?

Answer: A decree or communication from the CTI confirming this information is required if the academic training is the same. The educational institution may also confirm this information. In this case, you are eligible for a temporary permit.

Engineering degree covered by the Washington Accord

To ensure that your engineering degree is part of this agreement, please verify that your country and your degree are covered by the <u>Washington Accord</u>.

Engineering degree not covered by an agreement under the Washington Accord or a mutual agreement

If you are not currently registered as a professional engineer with an association in Canada and your engineering degree is not covered by a mutual recognition agreement, you may be required to write a technical exam or attend a technical interview, depending on the OIQ's requirement.



ANNEX 3

Engineering in Quebec: a profession governed by the *Charte de la langue française*

In Quebec, professional orders can only issue permits to people who have an appropriate knowledge of French, the official language,

to practice their profession (section 35 of the Charte de la langue française).

If a person completed their studies in Quebec, they only need to provide a copy of their high school certificate issued by the Ministry of Education.

In Quebec, professional orders may only issue permits to persons who have sufficient or appropriate knowledge of French, the official language of this province.

Under section 35 of the Charte de la langue française, a person is deemed to have this knowledge if:

- they have received, on a full-time basis, at least three years of high school or post-secondary education given in French;

or if

- they have passed the examinations in French as a first language in the fourth or fifth year of high school (in Quebec);

Or if

- they have obtained a high school diploma in Quebec as of the 1985-1986 school year. In that case, the person only needs to provide a copy of their high school certificate issued by the Ministère de l'Éducation.

Do you have knowledge of the French language which is sufficient to practice the profession:

You answered "Yes" and justified your knowledge of the French language	The permit will be issued under section 41 of the Professional Code. It may be renewed until the end of the applicant's assignment.
You answered "No"	The permit will be issued under section 41 of the Professional Code and section 37 of the <i>Charte de la langue française</i> . It may be renewed up to three times by the Ordre des ingénieurs du Québec, with the authorization of the Office québécois de la langue française.

Renewal:

The permit will be issued under section 41 of the Professional Code. It may be renewed until the end of the applicant's assignment.

For those who have not demonstrated appropriate knowledge of French:

The permit may be renewed a maximum of three times upon authorization from the Office québécois de la langue française. If the applicant's assignment will last longer than 48 months, please notify the Ordre des ingénieurs du Québec at the outset.

Frequently asked questions:

Question: I am French or from another French-speaking country, do I have to prove my knowledge of the French language? Answer: Yes, all applicants for an engineering permit must meet this government requirement.

Question: If I studied in French outside of Quebec, how do I prove that I have adequate knowledge of French? Answer: You must provide an official copy of your transcripts of at least 3 years of full-time study in French or an attestation issued by the Office québécois de la langue française indicating that you have passed the French language tests.

Question: What is the Office québécois de la langue française or OQLF? Answer: It is an organization designated by the Government of Quebec whose mission is to ensure compliance with the *Charte de la langue française*. For more information, visit their <u>website</u>.



ANNEX 4

Professional liability insurance: what is private practice?

The Ordre des ingénieurs du Québec must be informed of the type of practice of each candidate.

Private Practice:

In accordance with section 3 of the *Règlement sur l'assurance de la responsabilité professionnelle des ingénieurs*, a professional engineer in private practice, other than one referred to in sections 5 or 6 of that Regulation, must subscribe to the group professional liability insurance plan entered by the OIQ, which provides coverage against liability that the engineer may incur because of faults committed in the course of their practice.

A professional engineer is in private practice if they provide, to a client other than their employer or firm, professional services corresponding to professional activities reserved for engineers (under sections 2 and 3 of the Engineers Act).

Members are in private practice if they:

- work for a consulting engineering firm

 provide professional engineering services to external clients (e.g., self-employed consultants, building and other inspectors, members who work in an analytical laboratory, a university employee providing services to university clients, or any other expert who provides advice on a professional activity reserved for engineers).

If you are engaged in professional activities reserved for private practice, you are required to enroll in the group professional liability insurance plan issued by the OIQ's exclusive broker, at the very least for the work performed on the project for which you are requesting a temporary permit. You must provide the OIQ with information regarding your liability insurance coverage.

An exemption may be granted in certain circumstances, see sections 5 and 6 of the Regulation - in French.

For questions regarding professional liability insurance:

- Read the regulation (in French): <u>Règlement</u>
- Read our <u>FAQ</u> (in French)
- Email us: arp@oiq.qc.ca

The OIQ's exclusive broker is:

BFL CANADA risques et assurances inc. 2001, avenue McGill College, #2200 Montreal (Quebec) H3A 1G1 Phone : 514 315-4529 ou 1 833 315-4529 Email : ingenieur@bflcanada.ca



ANNEX 5 VERIFICATION OF REGISTRATION WITH A CANADIAN PROFESSIONAL ASSOCIATION OF ENGINEERS

PART 1 (Section filled out by the applicant) Please fill out the section below. Add the name of professional association and have them fill Part 2		and your member number and	send this document to your		
Date (YYYY/MM/DD):					
Date of birth (YYYY/MM/DD):					
Last name:	First nam	e:			
Member of the Association of Professional Engineers of					
	Province		Member number		
PART 2 (Section filled out by the professional association) The person named above has applied for a temporary permit in Quebec, and states that they are a member of your association. Please complete the fields below.					
Is the person named above a full-fledged member of your association? Yes 🗆 No 🗌					
Registration granted as a full member (DD/MM/YYYY):		1			
Member number: Status:		Annual fees are paid up to:	1		
Date (DD/MM/YYYY) If this member has resigned, or their membership has lapsed, please give date (YYYY/MM/DD):					
Has this person ever been subjected to any disciplinary action	? Yes 🗖	No 🗖			
Has this person passed a professional practice exam?	Yes 🗖	No 🗖			

Academic qualifications were accepted based on the following:

	Degree (year, month)	
Canadian accredited bachelor program in engineering	Program	
	Institution	
Other qualifications: foreign institution, college diploma, science degree, etc.		
*If exams were required, please provide subjects and marks on a separate document		

Please send to:

permisprojets@OIQ.QC.CA

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



CERTIFICATION OF ENGINEERING EXPERIENCE

INSTRUCTIONS

- You must provide at least one relevant engineering experience that demonstrates that you have the engineering skills required to perform your assignment on the project.
- A referee engineer must confirm your qualifications for each experience submitted.
- Certifications submitted with your application must have the required signatures. Original or electronic signatures are acceptable.
- Any incomplete engineering experience certification form will not be processed.

THE FORM MUST BE SENT BY EMAIL TO THE FOLLOWING ADDRESS: permisprojets@oiq.qc.ca



INFORMATION ABOUT THE APPLICANT FOR THE TEMPORARY PROJECT PERMIT

File/member numbe	r Last name		First name
Employer			Job title or position
Employer's complete a	ddress including the country		Email
Period of			
employment from :		То:	
	(yyyy/mm/dd)	If applicable (yyyy/mm/dd)	

INFORMATION ON REFEREE				
Member number (if applicable)	Last name		First name	
Employer			Job title or position	
Telephone	Extension	Email		
□ Same address as the applicant's v		rent, please compl	ete the following section:	
Employer's complete address including	g the country			
Relationship to the applicant :	🗆 Imi	mediate supervisor		
		league		
	□ Otl	ner, specify:		

Applicant's initials : _____

Referee's initials :



DESCRIPTION OF WORK EXPERIENCE

You must demonstrate, through your relevant engineering work experience and accomplishments, that you have acquired the engineering skills required to perform your mandate on the project.

You must include a brief description of the company and an explanation of your duties and responsibilities.

CONTEXT AND WORK SITUATION, RESPONSIBILITIES WITHIN THE COMPANY

ENGINEERING ACTIVITIES	ACCOMPLISHMENTS

Applicant's initials : _____

Referee's initials :



ENGINEERING ACTIVITIES	ACCOMPLISHMENTS

Applicant's initials :

Referee's initials :



DECLARATION AND SIGNATURE OF THE APPLICANT

I solemnly certify and affirm that the information given on this form and any attached documents are true, accurate and unaltered.

I hereby give the OIQ permission, if needed, to contact the persons or organizations that drawn up, signed, produced or certified the documents in my file for the purpose of verifying their truth and accuracy.

I understand that a false declaration, failure to report a fact or the transmission of false documents, altered or fraudulently obtained documents may lead to sanctions, such as the suspension of my file, the refusal of my permit application or the revocation of my permit.

Applicant's signature

Date (yyyy/mm/dd)

	REFERE	S EVALUATION OF WORK EXPERIENCE	
Period for which you are evaluating the applicant's work experience and during which you have had personal knowledge of the applicant's work.	From: _	To: (yyyy/mm/dd)	If applicable (yyyy/mm/dd)
applicant s work.		REMARKS	
Provide your assessment of the applicant's skills by each of the common engineering skills:	y selecting t	he stated assessment levels that correspond to	Rating
Act professionally			
Technical competences			
Establish the mandate			
Search for relevant information and data			
Determine the solution			
Design the solution			
Monitor implementation of the solution			
Support operations			
Communicate effectively			
Demonstrate professional skills			
Manage technical risks			
Manage your projects and teams			

DECLARATION AND SIGNATURE OF REFEREE

I certify and solemnly affirm that the information given on this form and any attached documents is true, accurate and unaltered.

Referee's signature

Date (yyyy/mm/dd)