

# FORM

## APPLICATION FOR A TEMPORARY PERMIT FOR PROJECT

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

### Here's what you need to know before completing the form

The latest information about this permit can be found on the OIQ's [website](#).

Before filling out the form, please note that this permit is:

- Intended only for **candidates with expertise in the field related to the project**.
- Granted for a specific project **in Quebec only**.
- Valid for one year, and must be renewed thereafter, as required.

The usual processing time for a temporary permit is **6 to 8 weeks**.

If you have any questions about the form or wish to submit it once completed, please contact us:  
[permisprojets@oiq.qc.ca](mailto:permisprojets@oiq.qc.ca)

## SECTION 1 – PROFILE

Identify and confirm your profile. If you have any doubts, follow the links below to our website.

### Profile 1 – Member of another Canadian association

If you belong to another Canadian engineering association, consider applying for a regular permit instead of a temporary one, as the admission process is simpler and less expensive. For more information, visit the page dedicated to [Members of a Canadian association](#).

### Profile 2 – Foreign-trained professional from a country with an agreement.

If you obtained your first engineering degree from an educational institution outside Canada, consult [our website](#) to determine whether your country of graduation is part of an agreement.

### Profile 3 – Foreign-trained professional from a country without an agreement

If your country of graduation is not part of an agreement, you belong to this profile.

If you are still unsure, contact us.

CONFIRM YOUR PROFILE	
	<p><b>Profile 1 – Member of another Canadian association</b></p> <p>Association name: _____</p> <p>Member number: _____</p>
	<p><b>Profile 2 – Foreign-trained professional from a country <u>with an agreement</u></b></p> <p>Country: _____</p> <p>Agreement:      ARM or      Washington</p>
	<p><b>Profile 3 – Foreign-trained professional from a country without an agreement</b></p> <p>Country: _____</p>

## SECTION 2 – REQUIRED DOCUMENTS

Depending on your profile, you will need to provide the following documents with your application for a temporary permit. You will also be required to pay a fee when submitting your application, the amount of which is shown below.

Type of documents	Member of another Canadian association	Foreign-trained professional from a country <u>with</u> an agreement	Foreign-trained professional from a country <u>without</u> an agreement
<b>Identity</b>			
<ul style="list-style-type: none"> <li>A scanned copy of your birth certificate or passport.</li> </ul>	X	X	X
<b>Academic</b>		X	X
<ul style="list-style-type: none"> <li>A scanned copy of your engineering diploma or proof of graduation</li> </ul>		X	X
<ul style="list-style-type: none"> <li>Transcript of marks in engineering or applied sciences, sent directly to the OIQ by the educational institution.</li> </ul>		X	X
<b>Professional experience</b>			
<ul style="list-style-type: none"> <li>A project description and assignment form, completed by your employer.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>A copy of the contract for the project for which the temporary permit is being requested. **</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Proof of professional liability insurance coverage in compliance with the <i>Règlement sur l'assurance de la responsabilité professionnelle des ingénieurs</i>.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>An up-to-date CV detailing your academic and professional background.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Proof of at least three years' professional experience, assessed by an engineer reference.</li> </ul>	X	X	X
<b>Language</b>			
<ul style="list-style-type: none"> <li>Proof of knowledge of French (if applicable).</li> </ul>	X	X	X
Temporary permit application	\$1462,87	\$1462,87	\$2882,87

## **\*\* Exception – Calls for Tenders and Unsolicited Proposals**

In specific circumstances where the employer is participating in a call for tenders or submitting an unsolicited proposal, and the contract has not yet been awarded, a conditional offer of employment may be accepted in lieu of a signed employment contract. This exception applies only when tender documentation requires engineers to be registered members of the OIQ at the time of submission.

### **Additional information**

In some cases, we may ask for the following:

- Proof that the person who evaluated your professional experience and is acting as your reference is a qualified engineer.
- If deemed necessary by the OIQ, you may be required to undergo an assessment of your competence. This may take the form of a structured interview or any other means deemed appropriate, depending on the case in question. If so, the time required to process your permit application may be extended.

### SECTION 3 – RENSEIGNEMENTS PERSONNELS

Please provide your personal information as it appears on your birth certificate. If you have obtained a name change, you will need to provide legal proof with your application.									
<b>Please complete all fields</b>									
Last name(s)					First name(s)				
Gender	Male	Female	Date of birth				Place of birth :		
				DD	MM	YYYY			
<b>PLACE OF RESIDENCE</b>									
Address							Apt.		
City					Province				
Postal code					Country				
Phone (mobile)					Email				
<b>EMPLOYER'S CONTACT INFORMATION</b> (indicate employer's name on your payslip)					<b>SECOND EMPLOYER'S CONTACT INFORMATION</b> (if applicable)				
Start date of employment					Start date of employment				
Employer					Employer				
Address (full)					Address (full)				
City			Province		City			Province	
Postal code			Country		Postal code			Country	
Service/Direction					Service/Direction				
Phone			Ext.		Phone			Ext.	
Email									
<b>CORRESPONDENCE</b> (Please select only one option per category)									
<b>BY MAIL</b>  My residence  Employer's office					<b>BY EMAIL</b>  My residence  Employer's office				

## SECTION 4 – ACADEMIC BACKGROUND

Please provide us with an overview of your academic background. When assessing your application, we will consider the country in which you obtained your initial engineering degree, as this will influence your admission pathway and determine the equivalence of your training.

Diplomas	Name of institution (Country)	Admission date (MM/YYYY)	Graduation date (MM/YYYY)	Field and degree
Initial (first) degree in engineering				
Other diplomas				

## SECTION 5 – LANGUAGE REQUIREMENTS

Proficiency in the French language is a requisite for practising engineering in Quebec. This is in accordance with the [Charte de la langue française, art. 35](#). It is not only a legal obligation, but also an asset for full integration into Quebec's job market and society.

Please refer to our [Language Requirements](#) page to find out how to demonstrate your proficiency in French and submit the necessary documents with your permit application.

5. Do you have the requisite level of French to practise your profession?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

## SECTION 6 – INSURANCE

The type of practice you perform may impact your professional liability insurance coverage obligations. To learn more, you can read this [article](#) (offered in French) and consult the [OIQ's website](#) (also in French).

For reference, you are considered to be in **private practice** if you provide professional services to clients other than your employer or company.

Engineers in private practice must subscribe to the group professional liability insurance plan offered by the OIQ's exclusive broker for work carried out as part of the project for which you are applying for a temporary permit.

You must provide the Ordre with information about this liability insurance.

For questions about professional liability insurance:

- Consult the [regulations](#).
- Read the [FAQs](#).
- Write to us at [arp@oiq.qc.ca](mailto:arp@oiq.qc.ca)

### 6.1 Declaration of Professional Liability Insurance Coverage

Employer's name: \_\_\_\_\_

Insurer's name: \_\_\_\_\_

Policy number: \_\_\_\_\_

Policy expiration date: \_\_\_\_\_

### 6.2 As part of the project related to this application, do you plan to be in private practice?

Yes

No

## SECTION 7 – EMPLOYER AND PROJECT DESCRIPTION

7.1 Does your employer primarily provide engineering services?	
<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>

Please specify the type(s) of services: \_\_\_\_\_

**The section below is to be completed by your employer. The information requested is mandatory to obtain a temporary permit.**

### 7.2 Information about the employer

Name of employer	
Name of project	
Name of customer	
Location of project	
Start date of employer's involvement in this project (MM/YYYY)	
Estimated duration of project (please specify in months)	

Brief description of the project or extract from the contract describing the mandate:
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### 7.3 Information about the employee

Start date of employee's involvement in this project (MM/YYYY)	
Estimated duration of the mandate (please specify in months or years)	

Description of the employee's tasks and responsibilities during the mandate:
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### 7.4 Attestation by the person responsible for the employer

Person responsible	
Title	
Signature	
Signature date (DD/MM/YYYY)	

## SECTION 8 – IMPORTANT RESOURCES AND INFORMATION

Before you start working as an engineer in Quebec, it is essential to understand the laws and regulations that govern the engineering profession in Quebec. The following list is provided for your reference. As part of your permit application, you will need to certify that you have read all of them. You will also need to certify that you understand them.

**The following laws and regulations govern the practice of engineering in Quebec:**

- [Code of ethics of engineers](#)
- [Professional Code](#)
- [Engineers Act](#)
- [Civil Code of Québec](#)
- [Règlement sur l'assurance de la responsabilité professionnelle des ingénieurs](#)
- [Règlement sur la formation continue obligatoire des ingénieurs](#)

### Excerpts from the Code of Ethics of Engineers

**2.01** In all aspects of his work, the engineer must respect his obligations towards man and take into account 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 safeguard his professional independence at all times 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.

### **Excerpt from the Continued Professional Development Regulation**

All holders of an engineering permit must comply with the mandatory continuing education requirements for engineers. [Read more \(in French\)](#).

## **SECTION 9 – LEGAL DECLARATIONS**

If you are unsure about any of the following questions, please contact us before answering. Answering "yes" to any of these questions will require you to provide additional documentation related to your situation.

**9.1** Have you ever been convicted of a **criminal offence** in Canada or elsewhere that **could have led to criminal proceedings** if committed in Canada?

☐ **Yes**                      ☐ **No**

**9.2** Have you ever been the subject of a **disciplinary decision** by a professional organization or similar regulatory body outside of Quebec that resulted in the revocation of your permit or license, removal from the Roll, limitations, suspension, or any other sanction affecting your right to practice engineering?

☐ **Yes**                      ☐ **No**

**9.3** Have you ever been convicted of an **offense** under section 188 of the Professional Code or been found guilty of an offense that, if committed in Québec, could have been prosecuted under section 188 of the Professional Code?

☐ **Yes**                      ☐ **No**

**9.4** Have you ever been prosecuted for an offense punishable by five years' imprisonment or more within the meaning section 59.3 of the [Professional Code](#)?

☐ **Yes**                      ☐ **No**

## SECTION 10 – DECLARATION AND SIGNATURE

<input type="checkbox"/>	All the information provided on this form is complete and accurate.
<input type="checkbox"/>	I agree to fulfill all duties and obligations applicable to me as a member of the Ordre des ingénieurs du Québec, including ethics and professional conduct, professional liability insurance, and continuing professional development.
<input type="checkbox"/>	I will sign and seal all engineering plans and specifications prepared under my supervision or by myself.
<input type="checkbox"/>	I will inform the Ordre des ingénieurs du Québec of the following: <ul style="list-style-type: none"><li>• Any decision referred to in Section 9 that is rendered against me.</li><li>• Any criminal proceedings against me that could result in a term of imprisonment of five years or more.</li><li>• Any legal action taken against me towards my insurer, or of any notice of loss I file with my insurer.</li></ul>
<input type="checkbox"/>	I certify that I have read and understood the information presented in section 8.

First and last name	
Signature	
Date (DD/MM/YYYY)	

## SECTION 11 – PERMIT APPLICATION FEES

### Payment by Credit Card

Please fill in the following information for payment by      Visa or      Mastercard:

Name on card	
Card number	
Expiry date (MM/YY)	