

/// **APPENDIX 4 — PROFESSIONAL ADMISSION PROGRAM (PAP)**

INFORMATION ON ELIGIBLE CONTINUING EDUCATION HOURS FOR CANDIDATES TO THE ENGINEERING PROFESSION (CEPs) AND SUPERVISORS

GENERAL TERMS AND CONDITIONS :

- ▶ All OIQ members must take a minimum of 30 hours of continuing education per 2-year reference period, unless they are fully or partially exempted from this requirement. The period in progress, which began on April 1, 2021, will end on March 31, 2023.
- ▶ CEPs become subject to continuing education requirements once they become OIQ members.
- ▶ CEPs who have successfully completed the PAP and registered for the first time on the roll of the Ordre des ingénieurs du Québec must take a prorated number of hours of continuing education activities based on the number of full months that have not elapsed during the reference period in progress. This provision also applies to CEPs who have already been OIQ members as junior engineers or engineers-in-training. The theoretical training hours and the eligible practical training hours that CEPs complete to the OIQ's satisfaction during the reference period in which they become members are counted for that period. The eligible practical training hours are counted in the "Structured Individual Training Activities" category, subject to a limit of 10 hours per reference period.
- ▶ The eligible practical training hours led by supervisors during a given reference period are counted for that period in the "Structured Individual Training Activities" category, subject to a limit of 10 hours per reference period.

General terms and conditions:

PAP COMPONENTS	CEP	SUPERVISORS
Theoretical	<ul style="list-style-type: none"> ▶ Eligibility: Online training and professional examination: number of virtual training hours (recorded by the OIQ in the CEPs' continuing education files). 	Not applicable
Pratique	<p>Eligibility:</p> <ul style="list-style-type: none"> ▶ Supervisors' activities aimed at transferring knowledge, helping candidates develop skills or adopt the right attitudes may be eligible as continuing education activities if: <ul style="list-style-type: none"> ▷ they are structured to transfer knowledge and help improve candidates' competencies; ▷ they are accumulated during a work experience period that was completed to the OIQ's satisfaction. ▶ The supervisory activities of supervisors aimed at controlling the work done by CEPs, such as verifying engineering documents prepared by the latter, are not eligibles. <p>Tips:</p> <ul style="list-style-type: none"> ▶ Supervisors should make sure that their supervisory activities are kept separate from their knowledge transfer activities ▶ In that regard, they may plan structured knowledge transfer activities with learning objectives, content to be covered and specific durations (for a plan template, click here; for plan examples, click here). The hours that supervisors spend leading knowledge transfer meetings and that CEPs spend participating in them are eligible for continuing education. <p>Recording the hours and keeping the supporting documents:</p> <ul style="list-style-type: none"> ▶ Supervisors specify the number of hours they spent on their structured knowledge transfer activities in the report that they fill out at the end of each work experience period. ▶ The OIQ will record these hours in the supervisors' continuing education files and, where applicable, in the CEPs' continuing education files. ▶ Supervisors and their CEPs keep the plans for the meetings they have held as supporting documents for two years after the end of the reference period. During that period, the OIQ may ask to view these documents in order to make sure that these activities meet the requirements of the Règlement sur la formation continue obligatoire des ingénieurs. (in French only) 	