

SUMMARY TABLE OF EXEMPTIONS: eligible situations and required supporting documentation

IMPORTANT NOTES

- ▶ Under the new *Regulation respecting mandatory continuing education for engineers - in French only* (applicable starting on April 1, 2021):
 - ▷ **It is no longer possible to obtain an exemption** for the following situations:
 - members who are outside Canada for a period of over 18 months during the same reference period;
 - members who are enrolled full time in a university program.
 - ▷ If you were in one of these situations prior to April 1, 2021, you have until May 31, 2021 to apply for an exemption on these grounds, but only for previous reference periods.
 - ▷ Not engaging in any professional engineering activities is now a requirement both for **retired members who are not registered as retired on the OIQ's roll but wish to obtain an exemption** and members who wish to qualify for retired status. This means that retired members who are currently exempted because they have reduced their professional activities, but continue to practice professional engineering activities (examples: project management, business development) except for reserved acts, will no longer be exempted. The OIQ will contact them to help them sort out their situation.
- ▶ Under section 2 of the *Regulation respecting refresher training periods of engineers* (in French only), all engineers who resume engineering practice after not engaging in it for 5 or more years may be subject to a competency evaluation.

- ▶ Members who have “Retired” or “Permanently Disabled” billing status
 - ▷ Members who have one of these billing statuses are granted an exemption from continuing education without applying for it:
 - “Retired” billing status: The exemption is granted when this status is obtained due to the requirements for obtaining and keeping it;
 - “Permanently Disabled” billing status: The exemption is granted when this status is obtained and members agree not to engage in any professional engineering activities.
- ▶ If the situation for which you were granted an exemption changes by:
 - ▷ ending earlier than initially planned: You must end your exemption in your **portal** within 10 days of this change by clicking on the exemption in progress and entering the required information;
 - ▷ lasting longer than initially planned: You must apply for an extension in your **portal** by clicking on the exemption in progress (before the end of the exemption) and entering the required information; you must also attach the required supporting documents.

Example: For a medical situation, you can attach a medical certificate specifying the end date of the medical situation or the date of the next medical appointment. If the dates in which you stopped your activities for medical reasons are irregular, you must submit a new application for exemption rather than an application for an extension.

Engineers can apply for exemption if they are in one of the following situations for at least 30 consecutive 30 days:

| SITUATION | EXPLANATION | REQUIRED SUPPORTING DOCUMENTS |
|---|---|--|
| Illness | A member has a medical certificate confirming that they are unable to work or take continuing education activities due to their physical or psychological condition for a period of at least 30 consecutive days. The exemption may include their progressive return to work after they have taken a leave of absence from work, where applicable | <p>Supporting documents (any of the following):</p> <ul style="list-style-type: none"> ▶ A certificate from a competent health professional confirming that the member concerned is unable to take continuing education activities and specifying the start and end dates of the period concerned (including their progressive return to work, where applicable), or the date of their next medical appointment for that issue; ▶ The OIQ form filled out by the member concerned and the competent health care professional. <p>It should be noted that the reason for the member's inability to take continuing education activities does not have to be specifically mentioned on the medical certificate.</p> |
| Parental and family leaves provided in the <i>Act respecting Labour Standards</i> and the <i>Canadian Labour Code</i> | <div>Risk of terminating a pregnancy or nursing-related risk.</div> <div>Termination of a pregnancy starting in the 20th week.</div> <div>Leave for hospitalization of the newborn child.</div> | Medical certificate. |
| | <div>Paternity.</div> <div>Maternity.</div> | <p>Supporting documents (any of the following):</p> <ul style="list-style-type: none"> ▶ A letter signed by the employer confirming the parental, maternity, paternity, or adoption leave and specifying the start and end dates of the leave; ▶ The parental insurance benefits calculation sheet of the Quebec Parental Insurance Plan (QPIP); ▶ The birth certificate. (This document is accepted on condition that the person is not receiving QPIP benefits and/or was unemployed before the birth). |
| | <div>Caregiver leaves (maximum duration of 104 weeks).</div> <div>When a family member has a serious illness or was in a serious accident, whether there is a risk of death or not</div> <div>When a minor child has suffered a bodily injury resulting from a criminal offence that renders the child unable to carry on their activities.</div> | <p>The OIQ form signed by the health care professional (member of a competent professional order).</p> |

| SITUATION | EXPLANATION | REQUIRED SUPPORTING DOCUMENTS |
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| | <p>CLeaves for the disappearance or death of a family member in specific circumstances (maximum duration of 104 weeks).</p> <p>Circumstances:</p> <ul style="list-style-type: none"> ▶ disappearance of a minor child; ▶ death of a spouse or a child resulting from a criminal offence; ▶ death of a spouse or a child by suicide. | <p>Supporting documents (any of the following):</p> <ul style="list-style-type: none"> ▶ The event report filled out by the police; ▶ A copy of the death certificate and a notice of receipt of an application from the Direction de l'Indemnisation des victimes d'actes criminels (IVAC) or a sworn statement by the engineer. |
| <p>Additional parental leave (maximum duration of 52 weeks)</p> | <p>A member takes another leave right after a parental leave within the meaning of the law to take care of their children.</p> | <ul style="list-style-type: none"> ▶ A letter signed by the employer confirming the parental, maternity, paternity or adoption leave and specifying the start and end dates of the additional leave taken consecutively to the parental, maternity, paternity or adoption leave; ▶ Proof (examples: employment record or tax statement) in the event that the member is a self-employed worker or unemployed. |
| <p>Retraite (être à la retraite et n'exercer aucune activité professionnelle en génie)</p> | <p>There are 2 scenarios in which a member is considered retired under the Regulation:</p> <p>Scenario 1 : The member is registered as a retired member on the OIQ's roll. In such a case, the member obtains their exemption at the same time as they apply for and obtain their retired member status. (Application form for retired member status)</p> <p>Scenario 2 : The member is not registered as a retired member on the roll but is considered retired if they have ceased their professional activities or reduced their professional activities to less than 30 hours per week (less than 1,560 hours per year) with the goal of ending their working life.*</p> <p>In both scenarios: Members may not engage in any professional engineering activities.**</p> <p>* Working life means a period of life in which professional life and work take up most of a person's time.</p> | <p>Declaration of a retired member who does not engage in any professional engineering activities (the OIQ form)</p> |

| SITUATION | EXPLICATION | PIÈCES JUSTIFICATIVES REQUISES |
|---|--|--|
| Retraite (être à la retraite et n'exercer aucune activité professionnelle en génie) | <p>** Professional engineering activities are those that constitute the practice of engineering within the meaning of section 1.1 of <i>the Engineers Act</i></p> <ul style="list-style-type: none"> scientific analysis, design, execution, alteration, operation or advisory activities applied to engineering structures (examples: determining the design criteria for a drinking water distribution network; calculating the load of an electrical distribution network; preparing an inspection and testing plan for an industrial process control system; inspecting the structure of a building; designing software; giving advice on a building's energy efficiency; acting as an expert witness for a court; preparing a lifting plan); coordinating the work of persons who participate in the execution of engineering works (examples: managing an engineering service contract, engineering projects or engineering technical services); activities aimed at protecting the environment, life, property and the sustainability of heritage sites and activities dealing with economic efficiency, when they are related to an engineer's professional activities (examples: environmental impact study for the construction of a road; business development for an engineering firm). <p>The exemption lasts for as long as the member meets requirements for being considered retired under the Regulation and does not engage in any engineering professional activities..</p> | |
| Impossibilité de suivre des activités de formation continue en raison de circonstances exceptionnelles | <p>Examples of exceptional circumstances:</p> <ul style="list-style-type: none"> - a member residing in remote regions where training activities (classroom or on line) are inaccessible; members will need to prove that they have made reasonable efforts to attend training activities (examples: travel time, living and travel costs; - a full-time commitment to a specific project involving the value of social commitment (examples: humanitarian cause, military service). <p>The exemption lasts for as long as the member is in a situation preventing them from taking training activities.</p> | <p>An explanatory letter and, depending on the situation, the appropriate supporting documentations.</p> |