

REGULATION RESPECTING MANDATORY CONTINUING EDUCATION FOR ENGINEERS

Summary Table of Continuing Education Activities

Details on eligible activities, calculating the number of hours per activity and required supporting documentation

Recognition and accreditation:

The OIQ does not recognize or accredit any continuing education activities, trainers or continuing education providers. It is your responsibility to ensure that the activities you plan to complete are eligible and report them to the OIQ in order to meet the requirements set out in the [Regulation](#).

Eligibility of an activity:

In order to be considered eligible under the [Regulation](#), an activity must meet the following requirements:

- The activity must be aimed at transmitting or acquiring knowledge, skills or attitudes with a view to maintaining, updating, improving or developing your competencies.
- The content of the activity must be related to your professional activities. It may be related to technical aspects of your professional activities or other aspects, such as law, management, ethics or communications. For an overview of the required competencies to practice the engineering profession, please consult the «[Référentiel de compétences professionnelles de l'ingénieur](#)». Content related to knowledge, skills and attitudes will be considered eligible if it is related to the required competencies and your professional activities.
- The activity must correspond to one of the categories set out in section 5 of the [Regulation](#): participation in a course, conference, workshop or seminar; delivery of a course or presentation, or leading a workshop or seminar; drafting an article or specialized paper, provided it is published; participation in technical committees; participation in research projects or self-study activities (maximum of 5 hours per reference period).

Ineligible activities:

Technical sales presentations, even if they contain a significant amount of technical information, are not eligible, as they are aimed at marketing products or services. This is also the case for activities carried out as part of your work, such as meetings. These activities are not eligible, even if they are useful in acquiring knowledge, as they are primarily related to carrying out projects or operations.

Reporting an activity that straddles two reference periods:

1) If the activity includes an evaluation:

In this situation, the training hours are only eligible if the activity is successfully completed. When recognizing hours in a reference period, the OIQ takes into account the date on which the member completes the evaluated work, exercise or examination that determines whether the member has successfully completed the activity. If this date is on or after April 1st of the new reference period, the OIQ will credit all of the hours of the activity to the new reference period.

2) If the activity does not include an evaluation:

In this situation, the training hours are only eligible if members have participated in the activity, subject to [proof of their participation](#). When recognizing the hours in a reference period, the OIQ takes into account the dates of the activity and credits the hours to the appropriate reference periods. Therefore, you must report your training activity during the two periods by entering the number of hours completed in each one.

PARTICIPATION IN A COURSE

Definition: An individual or group activity that is held **in a classroom, on line** or **remotely** and structured on the basis of a course outline detailing the learning objectives, content, length and teaching methods (e.g. lectures, exercises) used to present the material and promote the comprehension of the participants.

Eligible format	Calculation of hours	Required supporting documents (to be kept for 2 years following the end of the reference period)													
		Activity content	Proof of participation												
University courses and activities for credits (directed study, research and writing related to a master's thesis or doctoral dissertation are considered university activities for credits)	15 hours per credit (conditional upon successful completion of the activity)		Transcript or other official certificate of successful completion*												
College courses for credits	<p>Add the two first figures of the weighting code and multiply the total by the number of weeks (the number of weeks is set out in the course outline).</p> <table border="1"> <thead> <tr> <th>Session 1</th> <th></th> <th colspan="3">POND</th> <th>UNITÉS</th> </tr> </thead> <tbody> <tr> <td>420 ZB6 MO</td> <td>Algorithmes et programmation</td> <td>2</td> <td>4</td> <td>2</td> <td>2,66</td> </tr> </tbody> </table> <p>1st figure = Hours of theory/week (2) 2nd figure = Hours of practical classroom work (4) 3rd figure = Hours of independent work (2) (conditional upon successful completion of the activity)</p> <p>Example: If the course is 15 weeks long, the total number of hours is 90 ((2+4) x 15).</p>	Session 1		POND			UNITÉS	420 ZB6 MO	Algorithmes et programmation	2	4	2	2,66	Course outline (syllabus)	*A certificate of successful completion is provided to a member who audits a university course. In such a case, the participant must make the necessary arrangements with the professor so that the professor will record his or her attendance and certify the total hours of participation at the end of the course.
	Session 1		POND			UNITÉS									
420 ZB6 MO	Algorithmes et programmation	2	4	2	2,66										
Non-credit courses	<p>Total hours of participation in the activity, excluding meal times</p> <p>Online courses: Length determined by the course provider</p> <p>Massive online open courses (MOOCs): Total hours spent on instructor-led activities. This number may not exceed the estimated number of hours of participation per week required by the course provider.</p>	<p>Official certificate of participation</p> <p>(indicating the date(s) and total hours of the</p>													
Independent study for a certification exam	<p>The duration is determined by the certifying body. If the duration is not determined by this body, members must determine the number of hours to report based on the following formula: the duration of the exam multiplied by 3. Eligibility is conditional upon passing the certification exam. Members who participate in a certification examination preparatory course may also report the number of hours of the course (not conditional on passing the certification exam).</p> <p>Example: Members are awarded 9 hours for the OIQ's professional exam, which lasts 3 hours (3 parts) and 6 hours are awarded to those who take the short version of the exam, which lasts 2 hours.</p>	<p>Certification description</p> <p>(including a confirmation of the average number of hours of study required or the duration of the examination)</p>	Certificate of successful completion of the certification exam												

PARTICIPATION IN A WORKSHOP

Definition: An activity that is held **in a classroom or on line (e.g. a webinar)** and brings together a group of people to discuss or deepen their knowledge of a subject, with the primary goal of learning. Must be given by a leader/moderator and structured in terms of its objectives, content and delivery method.

Eligible format	Calculation of hours	Required supporting documents (to be kept for 2 years following the end of the reference period)	
		Activity content	Proof of participation
One-time activity	Total hours of participation in the activity, excluding meal times	Activity schedule, participant's workbook, activity outline or content, activity agenda, etc. (this information must include the date(s) and total hours of the activity)	Official certificate of participation
Group support: community of practice (e.g. discussion group, co-development group)			
Mentoring	For individual training activities (e.g. mentoring, coaching, sponsorships): Only the hours spent in meetings with the leader are eligible.	Mentoring, coaching or sponsorship agreement + a description of the activity's content (including objectives and discussion topics)	Certificate of participation in the mentoring, coaching or sponsorship activity, signed by the leader (indicating the date(s) and total hours of the course)
Coaching			
Sponsorship (other than the OIQ's program)			
Sponsorship (the OIQ's program)	Sponsorship: 7.5 hours are entered in the member's file by the OIQ once the program is completed to the OIQ's satisfaction.	Not required	Confirmation indicating that the program was completed to the OIQ's satisfaction

PARTICIPATION IN A SEMINAR

Definition: A meeting of a scientific nature held **in a classroom or on line (e.g. webinar)** with a limited number of participants, usually led by a professor, researcher or specialist. This type of activity typically aims to present the latest findings in a particular field. The seminar must be structured in terms of its objectives, content and delivery method.

Eligible format	Calculation of hours	Required supporting documents (to be kept for 2 years following the end of the reference period)	
		Activity content	Proof of participation
Seminar	Total hours of participation in the activity, excluding meal times	Activity schedule, participant's workbook, activity outline or content, activity agenda, etc. (this information must include the date(s) and total hours of the activity)	Certificate of participation

PARTICIPATION IN A CONFERENCE

Definition: An oral presentation (**in a classroom or on line**) aimed at transferring knowledge to the participants. The talk must be structured in terms of its objectives and content, and must include as least one question period to promote understanding of the material.

Eligible format	Calculation of hours	Required supporting documents (to be kept for 2 years following the end of the reference period)	
		Activity content	Proof of participation
Oral presentation	Total hours of participation in the activity, excluding meal times For a symposium or conference: Only the hours spent on activities (e.g. talks, workshops, seminars) are eligible (including breaks).	Event program, participant's workbook, activity outline or content, activity agenda, etc. (this information must include the date(s) and total hours of the activity)	Certificate of participation (indicating the date(s) and total hours) If the organizer cannot provide a certificate, ask him or her to confirm your attendance in writing and keep the response. In addition, keep receipts confirming payment for the activity and all other expenses related to the event (e.g. accommodations and travel).
Industrial visit The visit must be in addition to a structured presentation and include a question period to promote understanding of the material.	Example: For a one-day conference, the schedule includes visiting the trade show booths from 8 a.m. to 9:30 a.m., 11 :30 a.m. to 12 p.m. and 4:30 p.m. to 6 p.m., a presentation from 9:30 a.m. to 11:30 a.m., a networking lunch from 12 p.m. to 1:30 p.m. and a workshop from 1:30 p.m. to 4:30 p.m. In this case, 5 hours may be declared (2 hours for the presentation + 3 hours for the workshop).		

PARTICIPATION IN A TECHNICAL COMMITTEE

Definition: A group of people with expertise in a specific area and a shared technical interest who come together or meet as part of a structured framework, with the goal of improving their professional activities. Examples of projects that help improve professional activities include developing a guide to best practices, a competency profile or a standard (and updating these documents).

Eligible format	Calculation of hours	Required supporting documents (to be kept for 2 years following the end of the reference period)	
		Activity content	Proof of participation
Technical committee	Total hours spent in committee meetings Example: A member participates in 8 to 10 meetings for a committee tasked with developing a guide to best practices regarding the maintenance of cooling towers. In this case, the member can report the total hours spent in the committee's meetings. Note: Management committee and project oversight committee meetings are excluded.	Administrative document presenting the objective of the committee or project, work plan, meeting schedule, names of participants, etc.	Meeting minutes, including the meeting dates, names of attendees and start and end times. The document must be signed by your immediate superior.

DELIVERY OF A COURSE OR A PRESENTATION, OR LEADING A WORKSHOP OR A SEMINAR

Preparing the content of an activity, i.e. carrying out research or analysis, or drafting a plan, constitutes the preparatory work for giving or leading an activity. In order to promote continuing education, the activity must enable participants to acquire new knowledge.

Eligible format	Calculation of hours	Required supporting documents (to be kept for 2 years following the end of the reference period)	
		Activity content	Proof of participation
Delivery of a course or a presentation, or leading a workshop or a seminar	<p>An activity that is given or led for the first time: Time spent preparing and giving or leading the activity is eligible if the activity is given or led for the first time: 3 hours of preparation for each hour of the activity given or led.</p> <p>A repeated activity: Only the time spent giving or leading the activity may be included in the calculation.</p> <p>Content changes: If changes are made to at least 50% of the content, the time spent preparing and giving or leading the activity is eligible: 3 hours of preparation for each hour of the activity given or led.</p> <p>Special cases:</p> <ul style="list-style-type: none"> - Leading a workshop such as a community of practice, mentoring, coaching or sponsorship (other than the OIQ’s sponsorship program): Only time spent in meetings is eligible. - Acting as a sponsor as part of the OIQ’s sponsorship program: 7.5 hours are entered in the member’s file by the OIQ once the program is completed to the OIQ’s satisfaction. <p>Note: For activities given or led before changes to the Regulation came into force, i.e. on June 5, 2014, members can choose the calculation method used before that date if it is more advantageous than the new method. See the examples provided on the Web site by clicking here.</p>	<p>Summary of prep work, activity outline and content</p> <p>In the case of a coaching, mentoring or sponsorship workshop: coaching, mentoring or sponsorship agreement + description of the activity content (e.g. objectives and discussion topics)</p>	<p>A document proving that the activity was held (e.g. e-mail from the person responsible for the activity confirming your attendance and indicating the date(s), name of the presenter or leader, target audience and total hours of the activity)</p> <p>In the case of an activity that cannot be confirmed by the person responsible for the activity (e.g. mentoring, coaching or sponsorship workshop), the document must be signed by the participant(s) benefiting from the activity.</p>

DRAFTING A SPECIALIZED ARTICLE OR PAPER, PROVIDED IT IS PUBLISHED

A specialized article or paper is a document that discusses content aimed at contributing to the development of knowledge in a field related to practicing the engineering profession.

The following criteria must be met:

- Purpose: Development of knowledge in a field related to practicing the engineering profession.
- Publication of a text: Only published texts are eligible. “Published” means that an article or a paper is intended to be made public or published on a physical, electronic or virtual medium by an external publisher or a professional association.
- Review of a text: The process of drafting the specialized article or paper must include a stage in which it is reviewed by a panel of qualified individuals.

The following are excluded:

- technical documents, such as operating instructions, maintenance guides or any type of report drafted as part of the member’s regular work activities
- documents distributed for internal use or reviewed exclusively by the author’s employer

Eligible format	Calculation of hours	Required supporting documents (to be kept for 2 years following the end of the reference period)	
		Activity content	Proof of participation
Drafting a specialized article or paper, provided it is published	<p>1 hour per section of 500 words</p> <p>Note: For articles or papers published before the amendments to the Regulation came into force, i.e. on June 5, 2014, members can choose the calculation method used before that date if it is more advantageous than the new method. See the examples provided on the Web site by clicking here.</p>	Summary of the work involved in research, analysis and drafting the article or paper.	<p>A copy or issue of the work with information indicating the publication date</p> <p>Proof that the article or paper was reviewed by a panel of qualified individuals (e.g. e-mail exchanges)</p>

PARTICIPATION IN A RESEARCH PROJECT

Definition: A structured, time-limited activity requiring human, material and financial resources for the purposes of developing knowledge.

PARTICIPATION IN A SELF-STUDY ACTIVITY

Definition: An activity you carry out alone with the goal of improving your competencies without the assistance of a trainer or instructor or independent verification of the dates and duration of activities (e.g. reading specialized articles or papers, technical exercises related to your field of practice, viewing video or online presentations, taking courses via DVD or tutorials that let you learn at your own pace).

Eligible format	Calculation of hours	Required supporting documents (to be kept for 2 years following the end of the reference period)	
		Activity content	Proof of participation
Research project	Total hours spent on the activity, but this category is limited to 5 hours per reference period.	Summary of the objective, activity content and date(s) on which the activity was carried out	Documentation used for the activity (e.g. reading references, exercises, videos, tutorials)
Self-study activity			