

CERTIFICATION OF ENGINEERING EXPERIENCE ACQUIRED IN CANADA

INSTRUCTIONS

- You must complete a form for each engineering job you have held.
- Certifications added to your file must include the signatures required. Original and electronic signatures will be accepted.
- Incomplete engineering experience certification forms cannot be processed.

THE FORM MUST BE SENT WITH YOUR APPLICATION TO THE FOLLOWING EMAIL : traitementdossiers@oiq.qc.ca

INFORMATION ON THE CANDIDATE

File/ member number (if applicable)

Last Name

First Name

Employer

Job title or position

Employer's complete address including the country

Email

Period of employment

from :

to :

Full-time

Part-time

(yyyy/mm/dd)

If applicable (yyyy/mm/dd)

If the job was part-time, specify:

Period from :

to :

(yyyy/mm/dd)

(yyyy/mm/dd)

Number Hours /
week :

If there was an interruption period, specify:

Period from :

to :

(yyyy/mm/dd)

(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 candidate workplace. If the address is different, please complete the following section :

Employer's complete address with the country

Relationship to candidate

Engineer
Immediate supervisor
(technical supervisor)Non-engineer
Immediate supervisor
(technical supervisor)

Engineer (other), Specify:

DESCRIPTION OF WORK EXPERIENCE

You must use your relevant work experience and accomplishments to demonstrate that you have acquired the [key competencies](#) of engineering and thus enable the OIQ to confirm that you have attained the level of professional autonomy required to practise the profession of engineer.

You must include a brief description of the company, as well as an explanation of your position, tasks and responsibilities. In addition, you should indicate for each engineering activity which key competencies have been put into practice.

CONTEXT AND WORK SITUATION, RESPONSIBILITIES WITHIN THE COMPANY

TIME (%)	ENGINEERING ACTIVITES	ACCOMPLISHMENTS
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NOTE : You may continue onto the next line if necessary or use next page for the same Engineering activity. You can add an appendix if the space is insufficient.

TIME (%)	ENGINEERING ACTIVITIES	ACCOMPLISHMENTS
100%	TOTAL	

DECLARATION AND SIGNATURE OF THE CANDIDATE

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

I hereby give the Ordre des ingénieurs du Québec permission, if needed, to contact the individuals and organizations that have drawn up, signed, produced or certified the documents comprising 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, altered or fraudulently obtained documents may lead to sanctions, such as the suspension of my file, the refusal of my application or the revocation of my permit.

Signature of candidate _____

Date (yyyy/mm/dd) _____

REFEREE'S EVALUATION OF WORK EXPERIENCE

Period for which you are evaluating the candidate work experience and during which you were personally familiar with the work performed.

from :

to :

_____ (yyyy/mm/dd)

_____ if applicable (yyyy/mm/dd)

Please check the statement that applies :

I exercised direct control and supervision (DCS)* over the candidate's work during the periode of time indicated above while I held an engineer's permit issued by the OIQ: I acknowledge that I have the necessary knowledge, skill and experience in the field in which the candidate worked to have exercised DCS.

I did not exercise direct control and supervision (DCS)* over the candidate's work.

*Note : Direct control and supervision (DCS) : The direct control and supervision refer to the engineer's obligation to be continuously and actively involved in the supervision of reserved activities entrusted to non-engineers, to take responsibility for the work performed and to authenticate the engineering documents produced.

COMMENTS

A. Please assess the level of professional autonomy attained by the candidate by selecting one of the ratings provided to describe each [key competencies](#) of engineering :

Rating

Assume your status as a professional

Solve problems using applied sciences and trade practices

Communicate effectively

Ensure the quality of your work and activities

Manage technical risks

Manage activities, technical teams and projects

B. Percentage of experience acquired in engineering: _____ %

Other : _____ %

Specify: _____

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.

Signature of referee _____

Date (yyyy/mm/dd) _____