



MANUAL OF ADMISSIONS

**AUTHORIZED BY THE COUNCIL OF
ENGINEERS PEI**

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Review: This manual shall be reviewed annually by the Registrar in July or August.

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1. INTRODUCTION

This Manual of Admissions describes the requirements: education, experience, and high standards for professional conduct and skilled practice expected from every applicant.

Engineers PEI welcomes trained and experienced individuals working in the engineering field to pursue professional registration and licensure. The Association prides itself on working with prospective applicants to identify the appropriate application type based on an applicant's training, knowledge and experience. Engineers PEI strives to ensure fairness when assessing an applicant's qualifications and competencies for registration and licensure.

1.1 LICENSING IN PRINCE EDWARD ISLAND

Engineers PEI is the licensing body for the practice of engineering in Prince Edward Island. The function of the Association is to protect the public by ensuring that the practice of engineering is being carried out by qualified registered professional engineers.

Anyone who wants to work as an engineer in Prince Edward Island or will be working on a project which takes effect in Prince Edward Island, must by law, obtain a licence from Engineers PEI.

2. AUTHORITY

2.1 COUNCIL

It is the duty of Council to appoint an Engineering Qualifications Committee, provide criteria that the Engineering Qualifications Committee will use to consider and decide on applications, and develop proficiency standards that will be used in the registration process. Council is authorized to perform these functions in the [Engineering Profession Act](#).

This Manual was adopted by the Council of Engineers PEI on September 14, 2026 to consolidate previously approved admissions practices and policies as of that date.

A list of revisions will be kept for reference. Future amendments that may be adopted will be part of the record of Council minutes.

2.2 ENGINEERING QUALIFICATIONS COMMITTEE (EQC)

The Committee shall in the manner provided in the bylaws:

- (a) examine and report to the Council on all degrees, diplomas, certificates and other credentials presented or given in evidence for the purpose of obtaining a certificate of registration, licence to practise, enrollment as an engineer-in-training or certificate of authorization;
- (b) prescribe and conduct any examinations required of candidates for certificate of registration, license to practise, or engineer-in-training and as soon as possible after the completion of such examinations file with the secretary the results thereof, whereupon the Council shall notify each candidate of the result of his examination and of its decision upon his application.

2.3 EXECUTIVE DIRECTOR & REGISTRAR

The Registrar has authority to consider and decide upon applications for certificates of registration for applicants registered and in good standing with a regulatory body of professional engineers of another jurisdiction; EITs and for certificates of authorization.

3. ACADEMIC QUALIFICATION FOR PROFESSIONAL ENGINEERING

In accordance with the Act and the by-laws, all applicants must be deemed academically qualified as a requirement for professional registration.

3.1 ACADEMIC ASSESSMENT

Applicants providing verified and authenticated proof of any of the following qualifications will be deemed to have met the academic requirement for professional licensure and will not be required to undergo an academic assessment.

Engineering In Training

- Completed a post-secondary program (a bachelor's degree) of at least four-years in duration from:
 - an [Engineers Canada Canadian Accreditation Engineering Board \(CEAB\) accredited program](#) or;
 - an engineering program accredited by a signatory of the [Washington Accord](#) or [Commission des Titres d'Ingénieur \(CTI\) France](#); or
 - To qualify under the Washington Accord:
 - The date of graduation must be after the accreditation organization in the country became a member of the Washington Accord.
 - The degree must be on the list of accredited programs in the country.
 - The program must have been accredited at the time of graduation.
 - List of all [Washington Accord](#) country signatories with dates.
 - Programs Covered by Mutual Recognition Agreements (MRA)
 - A graduate of an international engineering program that is covered by a mutual recognition agreement are considered to have met the minimum academic qualification requirement. Mutual Recognition Agreements have been negotiated on Engineers PEI's behalf by Engineers Canada. More information is available on Engineers Canada's website under become an engineer, [Agreements on International Mobility](#).

A bachelor's degree in engineering (B.Eng.) or a bachelor's degree of science in engineering (B.Sc.Eng.) are acceptable for consideration.

Note:

If the degree is a bachelor's degree in science (not engineering), computer science or engineering technology (Canada), an applicant does not qualify for academic assessment or registration.

3.2 ASSESSMENT APPROACH FOR *non CEAB APPLICANTS*

To ensure that registrants are qualified to practice professional engineering safely in Canada, Engineers PEI must ensure that their educational program is comparable to bachelor's level engineering in Canada.

To do this, Engineers PEI relies on third-party credential assessments to provide an analysis of the level and length of each credential compared to the Canadian education system and a translation of the credential name and major/specialty.

The credential assessment may also provide a listing (and translation as required) of all the course names and Canadian equivalent credit units and grade for each course. They do not provide analysis of the program content and whether it compares to bachelor's level engineering in Canada.

The Engineers PEI academic assessment process takes the information from the credential assessment and decides whether the program content is comparable to bachelor's level engineering in Canada. It is the content of the program, not the name of the credential or the major/specialty that determines whether the program is acceptable.

The Association of Professional Engineers and Geoscientists of Alberta (APEGA) provides Engineers PEI with academic assessments of Non CEAB applicants who are not exempted in Section 3.1.

3.3 DOCUMENT REQUIREMENTS

1. TRANSCRIPTS

All EIT applicants must provide authenticated and verified documents to demonstrate their academic training, except in extenuating circumstances, as determined by the Registrar.

1a. Canadian Education (CEAB)

Official transcripts issued directly to Engineers PEI by the institution either by mail, email or via an electronic delivery system supported by the institution (e.g., MyCreds.ca), that include degree awarded, and date conferred. If the date conferred is not on the transcript, then a letter indicating that the requirements have been met for conferral must be provided directly to Engineers PEI from the institution. The letter must contain: the applicant's name, degree awarded (including discipline), and date of conferral.

This can be emailed directly from the institution to Engineers PEI at info@engineerspei.com.

1b. International Education (all non CEAB)

The International Credential Advantage Package (ICAP) course-by-course report by World Educations Services (WES) is required.

If WES does not assess specific credentials, then alternative arrangements can be approved by the Registrar.

3.4 ACADEMIC ASSESSMENT PROCESS

The assessment process is outlined below for applicants.

Content Assessment

An assessment of breadth, depth, progression, and coherence of program content will be done through a comparison to the appropriate Canadian Engineering Qualifications Board (CEQB) syllabi.

3.5 ACADEMIC ASSESSMENT RECOMMENDATIONS

An assessment may result in the following recommendations based upon the number of deficiencies found:

Program Acceptable

If the examination assessment results in a deficiency of five (5) or less technical examinations, the applicant is assigned Confirmatory Exams.

a) Confirmatory Exams

Applicant can choose three exam subjects that they write.

- The applicant must choose two technical exam subjects from group A and 1 from group B, of the discipline specific subjects in their content assessment.

Fundamentals Exam (FE)

As an alternative to the three exams, an applicant may choose to write the National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals of Engineering ([FE](#)) exam of their choice.

The examinations must be completed in 2 years from the time they have been assigned. If examinations are not completed within this time frame and an extension has not been granted, the file is closed. A new application is required to reopen a closed file. The passing grade is 50% in each subject. A failed examination must be rewritten before continuing with the assigned examinations. A second failure will result in an examination program review.

b) Postgraduate Option to Waive Confirmatory Exams

This is assigned if the applicant has a postgraduate engineering credential (i.e. a master's degree or a Ph.D. degree). The postgraduate degree does not need to be in the same discipline as the applicant's undergraduate degree nor does it need to be in a discipline specifically matching an accredited undergraduate program offered by the institution. To be eligible, the postgraduate engineering program must include three postgraduate level courses in engineering that require the application of engineering theory, science and/or design.

c) Work Experience Essay to Waive Confirmatory Exams

If a review of the applicant's application by the Registrar gives an indication that they may have at least 10 years of professional engineering experience related to their bachelor's degree and where application of engineering knowledge and skills are likely, the applicant will be given the option to prepare a work experience essay.

If the applicant chooses this route to registration, the Engineering Qualifications Committee would review the knowledge of (specific discipline) Engineering and the application of engineering principles during the work experience. The standard for the documentation of this experience is ten or more pages of normally (single) spaced typewritten text. A sample of a typical essay is provided to the applicant.

Note that the use of Artificial Intelligence (AI) and third parties to create or embellish workplace experience is strictly prohibited. Any applicant caught submitting a fraudulent application could face investigation and disciplinary action.

Depending on the outcome of the review, which may include an interview, the Confirmatory Examinations may be waived or reduced in number.

Program Not Acceptable with Deficiencies

If the examination assessment results in a deficiency of six (6) or more technical examinations, the applicant is assigned a Technical Exam Program by the assessor.

3.6 REASSESSMENT

If an applicant disagrees with their assessment result, then they may provide additional information and request a re-assessment. The re-assessment result is final.

Review of Other Relevant Information

Applications for intern enrollment are subject to the review of any relevant information from other Canadian regulators where the applicant has applied. This includes, but is not limited to, the outcome of academic assessments and/or the results of any assigned technical exams.

Other Canadian Regulator Outstanding Requirements

Applications for EIT enrollment will be reviewed by the Registrar if the applicant has outstanding requirements with another Canadian regulator. In no case will the exams assigned by Engineers PEI be less than the outstanding requirements. This is to prevent association shopping.

3.7 TIMELINES

After an applicant has received the result of the academic assessment, they will have **two years** to complete any outstanding requirements, or their file will be closed, and they will have to reapply. Extensions may be granted by the Registration Coordinator if requested by the applicant prior to the expiry of the two-year requirement.

Dormant Applications

If an application has been dormant (no activity of any kind) **for more than three years**, it will be closed and the applicant will have to reapply if they want to continue in the process. After the file is closed, all documents will be scanned, shredded, and disposed.

4. EXPERIENCE REQUIREMENTS

4.1 WORK EXPERIENCE

The Association uses [the pan-Canadian competency-based assessment \(CBA\) model](#), in which specific competencies must be demonstrated.

To demonstrate readiness for registration and licensure, four years of work experience in engineering is required.

An applicant must demonstrate that they possess the core competencies by providing descriptions of situations from their work experience where they have used each competency. Each competency must be validated by an applicant's selected validator. The core competencies allow the Association's assigned assessors to assess the quality of work experience, by looking not just at what an applicant has done, but by also looking at how and why tasks were completed.

A full description of each competency, including what actions an individual would take to demonstrate that they meet a competency can be found in the following guides:

- [Competency Assessment Guide for Engineering Applicants and Trainees](#)
- [Competency Assessment Guide for Engineering Validators and Assessors](#)

Additional CBA resources:

[CBA Competency Interpretation Statements](#)

Up to one year of pre-graduation experience may be considered after the completion of 50% of the engineering degree.

Up to 12 months in total for engineering graduate studies: 12 months for thesis-based Masters (M.Sc.) that is related to bachelor's degree or 12 months for PhD.

Teaching engineering at a university is also considered eligible work experience.

4.2 CANADIAN ENVIRONMENT COMPETENCIES

An applicant must demonstrate that they have experience equivalent to working in the Canadian environment through the CBA process. This experience can be gained in Canada or internationally. Experience is assessed through eight competencies for engineering that demonstrate an applicant's knowledge of Canadian regulations, codes, standards, quality control, safety awareness, professional accountability and communications.

If international work examples are used, it is the applicant's responsibility to demonstrate equivalency of the examples to the Canadian work context. Canadian environment competencies are assessed when an applicant completes competency-based assessment.

More information is available in the following guide at:

- [Canadian Environment Competencies Guide for Engineering Applicants, Trainees, Validators and Assessors](#)

4.3 ENGLISH LANGUAGE REQUIREMENTS

4.3.1 MOBILITY APPLICANTS

Mobility applicants registered with other provincial jurisdictions are required to communicate effectively in English.

Engineers PEI will accept mobility applicants coming from any province as being proficient in English

4.3.2 EIT APPLICANTS

To assess English language competence, Engineers PEI considers:

1. the applicant's assessed ratings in Competency-Based Assessment (CBA);
2. the primary language in the applicant's professional work environment; and, if applicable,
3. the primary language of instruction in the applicant's degree programs.

All EIT applicants must complete Competency-Based Assessment (CBA). Communication in English is a competency category in CBA with a minimum rating of 3 in all communication competencies to obtain professional registration. An applicant's English language competency is assessed by reviewing:

- Oral, written, and reading comprehension skills in the CBA communications category; and
 - Comments from validators and assessors.
- or
- Results from interview with Engineering Qualifications Committee as part of P. Eng approval process

If a CBA Validator indicates the language of communication with the applicant was not English, and the Validator validates a communication competency, the applicant will be requested to change the Validator for communication competencies to a Validator who communicated with the applicant in English.

4.4 GOOD CHARACTER REQUIREMENT

Good character is a requirement of engineers in Prince Edward Island and of every regulator across Canada. Character is defined as the combination of qualities which distinguishes one individual from another. Good character connotes moral and ethical strength and includes traits such as integrity, candour, honesty, and trustworthiness.

All applicants must show that they are of good character and good repute. Engineers PEI reviews the applicant's submitted application and information to ensure an applicant meet these standards. In the competency-based assessment process, and the applicant's validators are required to provide feedback on the applicant's character.

5. APPLICANT TYPES

5.1 APPLICANTS FROM OTHER JURISDICTIONS (CANADIAN MOBILITY) Licence to Practise (LTP)

If an applicant is a registered engineer in another Canadian jurisdiction and wishes to work in Prince Edward Island, they may apply for a certificate of registration. A person can be registered in multiple jurisdictions.

Qualifications

To qualify for a certificate of registration, an applicant must:

- not be a resident of Prince Edward Island
- have completed the admission application; and,
- have obtained a valid professional engineer (P.Eng.) registration anywhere in Canada and is in good standing; and,
- have made payment of dues and fees prescribed by the by-laws; and,
- have provided a copy of government issued photo identification; and,
- disclosed ALL jurisdictions in Canada and the United States in which they are registered for the application to be considered complete.

Term of Certificate

The professional certificate of registration acquired through Canadian mobility is subject to annual renewal in January.

5.2 EIT APPLICANTS FROM OTHER JURISDICTIONS (CANADIAN EIT MOBILITY) (EIT)

If an applicant is a current academically qualified engineer-in-training (EIT) or equivalent with another Canadian regulator, they may apply for an intern mobility. Interns can complete their internship with the original regulator or start an internship with the Association. Once registered, the intern can use the title legally in Prince Edward.

Qualifications

To qualify for intern mobility, an applicant must:

- be a resident of Prince Edward Island; and
- have provided a copy of government issued photo identification; and
- have completed the admission application supportive documentation; and,
- have obtained Canadian EIT status, and is academically qualified and is in good standing with another Canadian regulator; and,
- have made payment of dues and fees prescribed by the by-laws.

Term of EIT Status

Engineer in Training status is subject to annual renewal in January. Once an intern has successfully completed competency-based assessment and passed the National Professional Practice Exam (NPPE), they are eligible to apply for professional registration as per Section 4.1.6.

5.3 ENGINEERING In Training (EIT)

An engineer in training applicant means a person who has completed the educational requirement for their P.Eng but has yet to accrue or document enough work experience.

Qualifications

To qualify for engineer in training, an applicant must:

- be a resident of Prince Edward Island; and,
- have completed the admission application and supporting documentation, and,
- have provided a copy of government issued photo identification; and
- been deemed academically qualified by completing a post-secondary program (typically bachelor's degree) of at least four years in duration in engineering or a confirmatory program; and,
- have subscribed to and agreed to abide by the code of ethics of the Association; and,
- have the ability to communicate effectively in English; and,
- have made payment of the dues and fees prescribed by the by-laws; and
- have demonstrated good character, and ethical and professional conduct.

Term of Licence

The engineer in training enrollment is subject to annual renewal in January.

5.4 US MOBILITY (LTP)

If an applicant is a registered engineer (PE) in at least one state in the USA they may apply for a certificate of registration through US Mobility. A person can be registered in multiple jurisdictions.

Qualifications

To qualify for US Mobility, an applicant must:

- have completed the admission application and supportive documentation; and,
- been deemed academically qualified with an ABET degree; and,
- be registered as an engineer (PE) in good standing in at least one state in the USA; and,
- not be registered in another Canadian province (see section 5.1); and,
- have passed the National Professional Practice Exam (NPPE); and,
- have made payment of dues and fees prescribed by the by-laws.

Term of Certificate

The certificate of registration obtained through US Mobility is subject to annual renewal in January.

5.5 INTERNATIONAL ENGINEERING MOBILITY (LTP)

Engineers PEI recognizes multinational agreements signed by Engineers Canada:

- The International Professional Engineering Agreement ([IPEA](#))
- Asia-Pacific Economic Cooperation Agreement ([APEC](#)) Engineers Agreement

If an applicant holds the IntPE or APEC engineer designation and passes the National Professional Practice Exam, they may apply for a certificate of registration (LTP).

Term of Certificate

The certificate of registration obtained through International Mobility is subject to annual renewal in January.

5.6 FIRST TIME PROFESSIONAL REGISTRATION (Member)

A First-Time Professional Registration applicant means a person currently enrolled as an EIT with the Association that has completed requirements and is applying for registration as a professional engineer (P.Eng.).

Qualifications

To qualify for professional registration (P.Eng.), an applicant must:

- have completed the professional registration application
- have completed four years of engineering work experience as per Section 3.8;
- be an EIT in good standing with the Association;
- be a resident of Prince Edward Island or was a resident of Prince Edward Island when enrolled as an EIT.
- have completed the competency-based assessment (CBA) assessor assessment process with the Association;
- have passed the National Professional Practice Exam (NPPE), this may be taken after the completion of one year of work experience.;
- have made payment of the dues and fees prescribed by the by-laws; and,
- have demonstrated ethical and professional conduct.

Term of Certificate

The certificate of registration obtained is subject to annual renewal in January.

Members who are no longer a resident of Prince Edward Island must renew as an LTP.

6. ADDITIONAL INFORMATION

6.1 CERTIFICATE OF AUTHORIZATION

A Certificate of Authorization is a requirement of *The Engineering Profession Act* for any partnership, association of persons or corporation which contracts to, or otherwise engages in the provision of services which constitute the practice of professional engineering

More information is available at on [Engineers PEI website](#).