

Professional Practice Exam Headquarters

The Fast Track Guide To The PEO
Professional Practice Exam



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www.ppehq.com

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In other words please don't copy this work, pass it off as your own nor share with your friends. I worked hard to prepare this material, and would simply like you do to the right thing ☺

Writing this eBook is my first shot at online business!

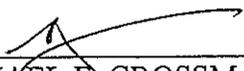
I made a pact to only engage in business ideas that provide mega value while doing something that I enjoy. My intent is not to worry much about the return for providing this value, and to trust that money will follow in time.

I graduated the University of Saskatchewan in 2001 with a degree in Mechanical Engineering. In 2003, I took two weeks off to prepare for my PPE exam – **two weeks of my hard earned vacation time** 😊.

I started by ordering the material and simply making study notes of that material. It wasn't until I was 60% of the way through the material that I realized I should be making study notes on the supplied syllabus. **I cannot tell you how much time I wasted making study notes of the OH&S manual and the CIPO documents only the find out they were worth less than 5% of the exam. Super Disappointed!!**

My goals are to make this exam experience as quick and painless as possible for you. **There is no reason you cannot get through this material in a weekend. DO NOT** take two weeks off to study as I did. **DO NOT** make study notes on the material, follow the syllabus. In fact do not make study notes at all as they have been carefully prepared for you within this eBook that is packed full tips and those Tricky Exam materials.

I thank all of you that have supported me thus far in creating this eBook and this business adventure – I truly appreciate all your help. To those aspiring Professional Engineers kind enough to send feedback – I cannot thank you enough.


MICHAEL F. GROSSMAN

If at any point you have questions related to this eBook or the PPE exam please don't hesitate to contact me.
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Introduction

The PEO Professional Practice Exam

The PEO PPE is a closed book exam of that comes in two parts: Ethics and Law. Each section contains 4 essay or short answer style questions and you will have 90 minutes to complete each section. Thus the total time for the exam is 3 hours.

Unfortunately there are no multiple-choice questions in the PEO PPE. You will be short of time, so be sure to budget wisely.

A mark of 50%, for each section, is required to pass the PEO PPE !

The results of the exam will be mailed 45 working days after the exam was written. Yes you can fail one section and pass the other and then only have to re-write the section you failed.

The **syllabus** for the PPE is provided in the **table of contents** with a weighting of each section.

DID YOU JUST FEEL A NINJA LIKE TINGLE?

You should of, since this material is based on the syllabus and not simply notes based on recommended resources.

The number one mistake of newbies preparing for this exam is devoting efforts based on the suggested materials rather than the syllabus itself. There are many sections of the suggested material that you shouldn't bother reading at all. The materials suggested by your Association are in the order of 875 pages; this eBook is in the order of 48 pages – what would you rather read?

Here are more tips:

- **DO NOT** memorize your Associations Act, Bylaws, and Regulations. They are worth a review but not applicable to direct memorization also pertinent portions will be supplied for the exam.
- **DO NOT** memorize the Code of Ethics nor the Code of Misconduct. A surprising amount of students deem it important enough to memorize until they find out the COE's and COM's are provided at the exam.

**FEEL ANOTHER NINJA LIKE TINGLE?
YOU SHOULD – YOUR NOW ON THE FAST TRACK**

It is a personal decision to read all of the documents and texts in entirety. I am not suggesting that you do not read the material;

ACTUALLY YES I AM STATING THAT YOU SHOULD NOT READ ALL OF THE SUGGESTED MATERIAL.

However, you should be familiar with the material, an extremely quick skim is in order.

Section A: Professional Practice & Ethics (50%)

A.1 Definition of Professional Engineering

A definition of “Professional” utilized in Canadian Professional Engineering is as follows:

***Professional** - A calling requiring **specialized knowledge** and often **long and intensive preparation** including **instruction in skills and methods as well as in the scientific, historical, or scholarly principles underlying such skills and methods**, maintaining by **force of organization** or concerned opinion **high standards of achievement and conduct**, and committing its members to continued study and to a kind of work which has for its prime purpose the rendering of a public service.¹*

Tricky Exam Material - this definition is considered **general** (not of a restrictive scope) and is **not specific** by any means.

A nice summary is as follows:

- **A group** (membership)
- **Specialized knowledge** (skills and methods)
- **Accountable and responsible** (self-regulating & governing)
- **Continued study** (lifelong learning)
- **Performing a public service** (protecting the public)

Note: Section (1) of the PEA states: “*practice of professional engineering*” means any act of planning, designing, composing, evaluating, advising, reporting, directing or supervising that requires the application of engineering principles and concerns the safeguarding of life, health, property, economic interests, the public welfare or the environment, or the managing of any such act”

A.2 PEO's Principle Object

The principle purpose of the PEO act is twofold:

- **Regulate** the practice of professional engineering
- Protect the **public interest**

PEO accomplishes the principle purpose with five additional objects:

- Establish, maintain, and develop standards of **knowledge and skill**
- Establish, maintain, and develop standards of **pro practice**
- Establish, maintain, and develop standards of **pro ethics**
- Promote public **PEO awareness**
- Carry out **other duties** imposed by the PEO Act

Self-Regulation

It is important to note that each province and territory has passed Acts to create Associations, which regulate that profession. This is termed a **self-regulating** profession and is an important difference from the US system that is regulated by government. Members of the Association elect the majority of the Association's Council who are for the most part members of the Association.

Self-Regulation provides the mean of:

- **Right to title ("P. Eng.")**
- **Scope of practice**

Tricky Exam Material - a graduating engineer does not have the right to use the title **Professional Engineer** nor **Engineer in Training**. They must register with the Association in order to use titles.

The main benefit of self-regulation is that it ensures knowledgeable professionals – typically Association members - are in Council to administer the Act. The public also benefits from self-regulation since the Association is funded primarily through licensing fees and not provincial or federal funding.

Tricky Exam Material - a term often used is the legal definition and it is important to note that your Association is created by legislation and is therefore a legal entity providing a legal definition.

A.3 Association Enforcement

Enforcement involves the unlicensed & Discipline involves licensed members.

Enforcement involves prosecuting persons that:

- Practice engineering without a license, of course.
- Utilize licensed professional titles (P. Eng. or Professional Engineer)
- Use a profession seal or stamp
- Offer licensed services without a Certificate of Authorization

The **Complaints Committee** investigates complaints originating from the public or Association members regarding the conduct of a member. The Complaints Committee investigates, then consults the accused for clarity, and may take the matter to the **Discipline Committee** if further actions are required.

Discipline involves prosecuting (reprimanding, suspend, expelling) licensed members who are guilty of:

- Professional misconduct
- Negligence
- Incompetence
- Corruption
- Breach of the Code of Ethics/Misconduct
- Physical/Mental Incompetence
- Conviction (serious offence)

The **Disciplinary Process** involves three stages:

1. Gather Evidence
2. Investigation & Peer review
3. Hearings

Penalties or sanctions, imposed by a **Discipline Committee** may be:

- Revoke or suspend license (certificate of authorization)
- Restrict license (supervision, etc.)
- Costs (cost of investigation & hearing)
- Training (course or exam)
- Publish Results (in the case of revoking)
- Fines

A.4 The Four Types of Licenses

The four different licenses include:

- Professional Engineering License
- Limited License
- Provisionary License
- Temporary License

Tricky Exam Material – a holder of a limited license, a provisional licence, or a temporary licence is not a member of the association.

The requirements to be granted a **Professional Engineering License** include:

- 18 years old
- Good character
- Undergraduate degree (from a CEAB university or equivalent)
- Passed the PEO PPE
- 4 years of acceptable experience with 1 year supervised by P. Eng.
- Fee payment

The **Limited License** is meant for those with education and a significant amount of experience to practice in one specific area. The requirements to be granted a Limited License include:

- Approved education
- Good character
- Pass the PEO PPE
- 13 years of acceptable engineering work
 - Includes education training
 - 1 year under the supervision of a P. Eng.
- Fee payment

Note – the titles and abbreviations for a Limited Licence holder are “Limited Engineering License” and LEL or PRI (French).

The requirements to be granted a **Provisionary License** include:

- 18 years old
- Good character
- Undergraduate degree (from a CEAB university or equivalent)
- Passed the PEO PPE
- Only 1 year of acceptable experience in Canada.

- Fee payment

The experience requirement was lowered in 2003 and thus the new Provisionary License status. The holder must be supervised by a P. Eng. and the license is only valid for one year. In other words, it gives the international engineer one year to gain the required Canadian experience while supervised by a P. Eng.

A **Temporary License** is issued to professional engineers from other Canadian Engineering Associations (e.g. other provinces or territories). The requirements are:

- P. Eng. in Canadian Association
- Qualified
- Knowledge (local codes, standards, and laws)
- Collaboration (local P. Eng. on project)
- Fee payment

Tricky Exam Material – the temporary licence must specify the project, employer, collaborating engineer, and the time period.

Tricky Exam Material – a recent change to the PEO Act “allows for experience to be counted if acquired in a Canadian jurisdiction and supervised by a Canadian P. Eng.

That is if your employers head office is in Canada you can count that experience as Canadian experience if it was supervised by a P. Eng.

A.5 The Consulting Engineer

The consulting engineer is not simply one that provides services as a professional engineer working for his own company. PEO defines a consulting engineer as those professional engineers with significant experience providing services directly to the public.

The PEO requirements are:

- A professional engineer
- At least 5 years of experience
- Continuously engaged in the independent practice of professional engineering for at least 2 years.
- Passed the required examinations (PEO PPE)

Note: through independent professional practice means

- The individual holds a Certificate of Authorization
- Or is in a partnership, or employee, in a business that holds a Certificate of Authorization and the individual assumes responsibility.

A.6 The Certificate of Authorization

A license allows an individual to practice professional engineering in the province. However in order for a business to offer engineering services to the public a Certificate of Authorization is required.

Tricky Exam Material – a independent engineer, hired to provide services to the public, will require both a membership license (P. Eng.) and the COA.

The requirements for a COA are:

- Designation of a professional engineer, employee or partner in the firm and to assume professional responsibility.
- Designate must have 5 years of professional experience
- Designates experience must be after completion of approved education.
- Appropriate professional liability insurance unless client acknowledgement.

Tricky Exam Material – either a Professional Engineer or Temporary Licenced Engineer can be the COA designate.

A.7 Liability Insurance

Liability Insurance or “errors and omissions” insurance is taken to protect the professional from the costs of negligence. Typically the professional employee is covered by the employer’s insurance policy.

In addition, Engineers Canada administers a **secondary** insurance plan for engineers. The plan is termed secondary as other primary insurance plans must exist and must be exhausted first. This secondary insurance plan provides members \$100,000 of liability coverage, and unlimited legal fees.

The four steps to reducing **hazards** include:

- Eliminate known hazards
- Follow established design standards
- Follow laws and regulations
- Follow good engineering practice

Hazard Analysis is a final step of the design process and includes:

- **Identify** all hazards
- **Eliminate** wherever possible
- **Shield** users when hazards cannot be eliminated
- **Warn, Remedy, Recall** where shielding is not possible

A.8 The Complaint & Discipline Process

Complaints must be posed in writing to your Association’s Registrar and will be handled in the following order:

- **Registrar**
 - Attempt to settle by informing
 - Attempt to settle with aid of a mediator
- **Investigative Committee**
 - Reviews the agreement made with the Registrar
 - Otherwise enact a Preliminary Investigation
 - If warranted refer the matter to the Discipline Committee
- **Discipline Committee**
 - Hold a formal hearing
 - Impose fines, restrictions, as above

Stipulated Order - A simpler form of disciplinary hearing for less serious cases. The decision of guilt or innocence is decided by one representative and the result has no appeal process. Both parties agree to the outcome.

Illegal Practice & Enforcement

Unlicensed practice is simply practice of the licensed profession – as defined by the Act - without approval. **Misuse of Title** is simply leading the public to believe one is an engineer or without being licensed to do so. Protected terminology includes:

- **P. Eng.**
- **Professional Engineer or Consulting Engineer**
- **Engineer** such as **Software Engineer**
- **Abbreviations** of the above

It is up to your Association to enforce the Act, which is punishable by law. In the case of repeated offences, fines have been imposed in the order of \$20,000.

The purposes of these rules are not exclusivity but protection of the public by ensuring continuing competence, discipline and professional ethics.

Tricky Exam Material – do not confuse discipline and enforcement. Enforcement is for non-members as the Association is enforcing the act. Discipline is applied to licensed members.

Tricky Exam Material – a graduate engineer has not rite to title or to label oneself as Engineer. They are simply a graduate of an engineering program until registered with their Association.

A.9 Use of Stamps and Seals

When do I get to stamp something?

The PEO Act clearly states that every holder of a license, temporary license, limited license or provisional license is to have a seal issued by PEO. This seal for each license will denote the type of license.

Tricky Exam Material – the seal remains the property of the Association and must be in the care and control of the engineer at all times. Also omitting the seal on final documents is an offence of the Act.

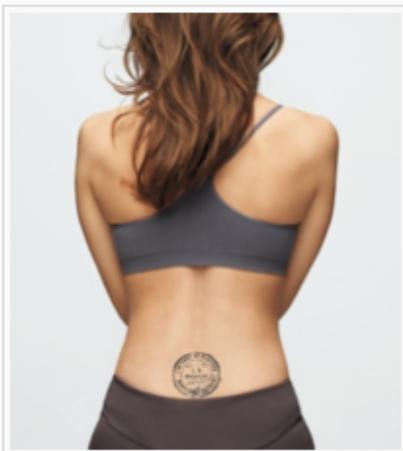
Very Important – the seal must be signed and dated.

AGAIN – the seal must be signed and dated.

What to stamp?

YES	NO
Released Documents (to public)	Internal documents
Final Drawings	"For Information" Documents
Final Reports	Business Cards
Final Engineering Analysis	Contracts
Technical proposals	Company Logos

It's your guess on the following examples ...



Final Words

I really hope you have learned a lot from this Study Guide and I wish you the best on your exam. I know you will do fine. You are well prepared!

Though we are at the end of this guide, I hope you will connect with me by email Mike@PPEHQ.com.

Or better yet, hang with me at the social media locations below.



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