

ENTERING AND LEAVING THE IEEQ PROGRAM

How does the IEEQ Program fit into the licensing process for a P.Eng. license with Engineers Geoscientists Manitoba?

There are two major qualifications to become registered as a Professional Engineer (P.Eng.) in Manitoba: *academic qualification*, and *acceptable engineering work experience*. (There are also four more minor requirements: *a Professional Practice Test, professional development requirements, professional service requirements, and the National Professional Practice Exam*. See Engineers Geoscientists Manitoba's website for more information: www.apegm.mb.ca).

Once you have met the requirements for *academic qualification*, you can then apply to Engineers Geoscientists Manitoba to become a Member-in-Training (EIT). Once you are an EIT and have also met the requirements for *acceptable engineering work experience* (a minimum of four years' experience, of which at least one year must be in Canada), you can apply to Engineers Geoscientists Manitoba to become registered as a P.Eng.

There are six options to meet Engineers Geoscientists Manitoba's requirements for *academic qualification*:

- (1) Write the assigned Confirmatory Exams;
- (2) Take University of Manitoba courses in lieu of Confirmatory Exams;
- (3) If you have 10+ years of professional experience in your field, you may be invited by Engineers Geoscientists Manitoba to apply for an oral interview to see if some or all Confirmatory Exams can be waived;
- (4) Complete a M.Sc., M.Eng., or Ph.D. at a CEAB accredited institution;
- (5) Write the Fundamentals of Engineering exam (an American licensing exam); or,
- (6) Take the IEEQ Program

The first three options are delivered and administered entirely by Engineers Geoscientists Manitoba. Further information on these options should be requested from Engineers Geoscientists Manitoba. The fourth option, the IEEQ Program, is delivered by the University of Manitoba, in partnership with Engineers Geoscientists Manitoba. A one page summary of the licensing process with Engineers Geoscientists Manitoba is included as Appendix A in this handbook.

What are the components of the IEEQ Program?

The IEEQ Program structure was developed by the Faculty of Engineering, University of Manitoba and was approved by Engineers Geoscientists Manitoba. Since the IEEQ Program is approved by the University Senate and accepted by Engineers Geoscientists Manitoba as an alternative to Confirmatory Examinations, we cannot change or make exceptions to the program structure on an individual basis.

The basic mandatory program components are outlined below:

1. Academic Work:

- Two core courses:
 - Engineering Economics (ENG 3000)
 - Professional Engineering Practice in Manitoba (ENG 4020)
- Between two and eight technical courses, depending on the number of Confirmatory Examinations assigned by Engineers Geoscientists Manitoba:
 - The technical courses in the IEEQ Program will be matched as closely as possible to the Confirmatory Examinations assigned by Engineers Geoscientists Manitoba. In the IEEQ

Program, we use approved lists of course equivalents that have been developed by Engineers Geoscientists Manitoba to guide us in our course selections for each individual.

2. A 16-week co-op work term (ENG 4800)
3. A co-op work term report
4. Professional Branding and a specified amount of time spent with the IEEQ Program Communications Instructor. Professional Branding is a requirement for networking and attending events that will broaden your exposure to the engineering community and will build your professional skills and professional identity. Time spent with the Communications Instructor is for individual and/or group sessions in language and communication support and practice. These requirements will be tracked using a Passport which will be introduced to you in your first course planning session and again at the IEEQ New Student Orientation.

This program structure was developed to allow IEEQ Program participants to confirm or to demonstrate their technical competency in their area of engineering by performing in the same courses as students in the accredited Bachelor degree programs, to assist participants with the cultural transition to engineering practice in Canada, and to assist participants in finding a Canadian work experience opportunity to apply knowledge gained in the program.

What are the requirements to complete the IEEQ Program?

In order to complete the IEEQ Program, you must successfully fulfill the mandatory program requirements. These include:

- successfully completing (with a grade of C or higher) the courses that have been assigned to you;
- successfully completing a 16-week work experience term;
- successfully completing a report on the work experience term;
- completing the Professional Branding activities; and,
- spending the specified amount of time with the Communications Instructor in individual and/or group sessions.

You are eligible for Member-in-Training (formerly called Engineer-in-Training) registration with Engineers Geoscientists Manitoba only once you have successfully completed *all* program components as outlined above.

In addition, consistent professional behaviour in keeping with the Engineering Code of Ethics is expected of all participants. A copy of the fundamental canons of the Code of Ethics is included as Appendix B in this handbook, and the full text is available on line from www.apegm.mb.ca.

Program participants must remain available until all program obligations are met.

How long is the IEEQ Program?

Participants have the option of completing the program over one (1) year or two (2) years. Participants declare their intention on the Confirmation Form at the time that they are accepted into the program, choosing either the one-year or the two-year option. The course lists are then planned accordingly.

Participants assigned eight or ten courses in the IEEQ Program are strongly encouraged to complete the program over two years.

One year option:

- All courses are subject to availability and timetable scheduling. Your course selection is based only on the Engineers Geoscientists Manitoba list of equivalent courses that was provided to you at the time of your acceptance.
- If you want to register in a course that is offered by a specific department and that is not on the Engineers Geoscientists Manitoba list of equivalent courses, you may do so *in addition to* your IEEQ Program requirements (for example, six courses required in the IEEQ Program chosen from the Engineers Geoscientists Manitoba list of equivalent courses, and one additional course taken for personal interest). Any additional courses must be taken in your final academic term, and you will not be considered to have completed the IEEQ Program until the additional course has been completed.
- If you voluntarily withdraw from a course, this may move your program status to a two-year program if a suitable alternative course cannot be found within the same academic year.
- If you fail a course, this will move your program status to a two-year program, since engineering courses are typically only offered once per year and therefore cannot be repeated in the same year.
- At times, the selection of courses offered in the Faculty of Engineering relative to your Confirmatory Exam requirements will require a two-year program, even for students assigned six or fewer courses in the IEEQ Program.
- You must complete 70% of your course requirements prior to completing your co-op requirement.

Two year option:

- All courses are subject to availability and timetable scheduling. Your course selection is based only on Engineers Geoscientists Manitoba's list of equivalent courses that was provided to you at the time of your acceptance.
- If you wish to register in a course that is offered by a specific department and that is not on Engineers Geoscientists Manitoba's list of equivalent courses, you may do so *in addition to* your IEEQ Program requirements (for example, six courses required in the IEEQ Program chosen from Engineers Geoscientists Manitoba's list of equivalent courses, and one additional course taken for personal interest). Any additional courses must be taken in your final academic term, and you will not be considered to have completed the IEEQ Program until the additional course has been completed.
- The course ENG 4020 *Professional Engineering Practice in Manitoba* must be completed in the first year of a two-year program;
- At least 40% of the total required courses must be completed in the first year of a two-year program; and,
- The co-op work term occurs after the second year of courses and after at least 70% of your course requirements are complete.

What do I get at the end of the IEEQ Program?

Upon *successful completion* of the IEEQ Program:

- You will be recognized by Engineers Geoscientists Manitoba as having met the requirements for *academic qualification*, and you will be eligible for registration as a *Member-in-Training* with Engineers Geoscientists Manitoba. The date of academic qualification assigned by Engineers Geoscientists Manitoba will normally be the date of completion of your original Bachelor level engineering degree from your home country.
- You will also receive a *Post-Baccalaureate Diploma in Engineering* if:
 - You have a minimum of 24 credit hours completed through IEEQ Program requirements

OR

- Your IEEQ Program requirements are less than 24 credit hours, but you have made an additional successful application of transfer credit.

The courses and final grades from all courses in the IEEQ Program will appear on your permanent record with the University of Manitoba and on all future transcripts.

Can I combine the IEEQ Program with Confirmatory Exams?

No, the IEEQ Program cannot be combined concurrently with a Confirmatory Exam program, or any one of the other options for *academic qualification* with Engineers Geoscientists Manitoba.

If, for example, you were assigned four Confirmatory Exams, you may not use the IEEQ Program to address a portion of those exams, and choose to address the remainder by writing the Confirmatory Exams during the IEEQ Program. While you are in the IEEQ Program, you may not be concurrently working on another option for *academic qualification*.

How does one leave the IEEQ Program?

When leaving the program, participants will fall into one of three categories:

1. Successful completion – most participants will successfully complete the program requirements.
2. Voluntary exit – a participant is free to exit (leave) the IEEQ Program at any time. If a participant voluntarily leaves the IEEQ Program, this must be indicated to the IEEQ Program Director in writing.
3. Mandatory (required) exit – a participant may be required to exit (leave) the IEEQ Program. The most common reason for a mandatory exit is failure to successfully complete the program requirements (for example, see later policies on the maximum allowable number of failed courses and repeated courses). Other reasons for a mandatory exit may include, but are not limited to: ongoing and documented unethical, abusive, or harassing behaviour. A participant will be informed by letter of a mandatory exit.

The IEEQ Program reserves the right to exit a participant if all requirements are not met within a specified deadline, usually within two months after the latest due date of all outstanding assignments or program requirements. The IEEQ Program reserves the right to exit a participant upon a consistent demonstration of unprofessional conduct relative to the engineering Code of Ethics. See Appendix B: Engineering Code of Ethics.

After a voluntary or mandatory exit, the following happens:

- Your file with the IEEQ Program is closed.
- A summary of your progress in the IEEQ Program is provided to Engineers Geoscientists Manitoba.
- Should you wish you continue to pursue licensing with Engineers Geoscientists Manitoba by one of the other options (for example, Confirmatory Exams), you need to re-establish contact with Engineers Geoscientists Manitoba. It is solely at Engineers Geoscientists Manitoba's discretion as to how to treat your file and whether to give you credit for work completed in the IEEQ Program.
- Should you wish to re-enter the IEEQ Program, you need to re-apply to the program and enclose a copy of a review or re-assessment of your file by Engineers Geoscientists Manitoba. All applicants are evaluated again according to eligibility criteria, and acceptance is not guaranteed.