This document suggests a 10 hour study plan for the Professional Practice Exam. Each module gives topic and timeline suggestions for the texts. To save on time, I suggest that you refer to Susan McCahan’s notes as you read and add to them what you feel you need. Remember, however, that you will retain more by writing notes in your own words. Do the best you can given your personal time constraints.

While Ethics is “Part A” of the exam, I suggest that you focus study on Law to begin with. There is general agreement that study for the Law portion of the exam will take significantly more time than the Ethics portion. This is reflected in the amount of time in the 10 hour study plan devoted to ethics (~ 2.5 hrs).

Contents

Module i Format of the PPE Exam (10 minutes)
Module A Tort (2 hours)
Module B Contracts (1hr 30mins)
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Module D Other Considerations in Law (1hr 10mins)
Module E Ethics Exam Strategy (1hour)
Module F Ethics Study (1hr 30mins)
Module G Sample Questions (1hr 30mins)

References that have been provided to you:

Canadian Professional Engineering and Geoscience: Partice and Ethics, 4th edition, by Gordon C. Andrews

Law for Professional Engineers: Canadian and Global Insights, 4th edition, D.L. Marston

A Guideline for Preparation for Professional Practice Examination, by A.R. Memari “The Pink Book”

Susan McCahan’s PPE Notes
Grant Boundy’s PPE Notes
four previous exams (August 9, 2008; April 19, 2008; August 11, 2007; Feb 21, 2007; Dec 9, 2006)

Professional Engineers Act
Reg. 941 (Sections 72 & 77) of the Professional Engineers Act
Module i  Format of the PPE Exam  (10 mins)

Action:  Read below and glance over 2 or three old exams  Time:  5-10 min

The 3 hour exam comes in two parts:  Part A – Ethics, and Part B – Law.  Each part typically has four questions.  You must receive a passing mark on both Part A and Part B in order to receive a “Pass” on the Professional Practice Examination.

It is a closed book examination.  No aids are permitted other than the Professional Misconduct and Code of Ethics excerpts from the Ontario Regulations which will be provided by the examiners.  These regulations will be used as your guide in Part A – Ethics.

Questions will be marked for academic content as well as legibility and ability to express yourself clearly.  Point form, however, is acceptable in answering questions.  It was suggested at the meeting with Grant Boundy that you write out two questions in each part in full sentences to demonstrate your writing ability, and answer the remaining two in point form – especially if you are short on time.

I trust, as professors, you will know to budget your time and length of answer according to the number marks allotted to each question.  Assuming four questions in each part, all carrying equal weight, it is suggested that you allow 20 minutes per question with 20 minutes of review at the end.
LAW

Modules A – D Chapter references are for Marston’s “Law for Professional Engineers”

Module A : Introduction and Tort (2 hours)

Action: Quickly read Chapter 1  The Canadian Legal System
Time Allowance: 10-15 mins
Notes: Pay particular attention to the theory of precedent, definition of common law, and the basic terminology definitions on page 9.

Action: Quickly read Chapter 2  Business Organizations
Time Allowance: 10-15 min
Notes: Pay particular attention to the section on The Director’s Standard of Care. (the definition, in particular, has been asked on numerous old exams.)

Action: Skim Chapter 3  Global Considerations
Time Allowance: 0-5 min
Note: I don’t see it coming up as a major issue in old exams.

Action: Read in detail Chapter 4  Tort Liability
Time Allowance: 45-60 min
Note: There will be a tort question on the exam. This is an important chapter.

Action: Read Chapters 5 & 6  Limitation Periods & Proof
Time Allowance: 10 min
Notes: Learn the definition of discoverability, and the limitation periods relevant in Ontario.

Action: Quickly read Appendix Commentary p.327-331
Time Allowance: 5-10 min
Notes: The commentary gives excellent advice on writing the law portion of the PPE.

Action: Try Question 4 of the August 9, 2008 Law Exam in point form. (Use the copy found in Grant Boundy’s notes) Compare your answer to that given in Boundy’s notes. Did you hit all of the main points?
Time Allowance: 20-30 min

Extra Suggestion: Try Question 4 on page 10 of The Pink Book. May I suggest that you exchange answers with a colleague who will be writing the PPE on the same date as you. (study groups are always helpful).
Module B : Contracts (1 hr 30 mins)

Action: Read Chapters 7 - 12 Contracts
Time Allowance: 20 min
Notes: These six chapters are each very short. They elaborate on the nuances of the Five elements of a contract:
  1. Offer is made and accepted
  2. Mutual intent to enter into the contract
  3. Consideration (exchange of something of value)
     Note the definitions of Gratuitous Promise, and Equitable Estoppel
     (they come up time and again on old exams)
  4. Capacity (sober, of age, etc.)
  5. Legality (cannot enforce a contract that is contrary to law)
     (see p. 263 for defn of bid-rigging)

Action: Read Chapters 13 - 15 Statute of Frauds, Misrepresentation & Mistake
Quickly note the definitions and legal implications.
Time Allowance: 15-20 min

Action: Read Chapter 16 Tendering (Contract A)
Time Allowance: 10-15 min

Action: Read Chapter 17 & 18 Contract Interpretation and Discharge
Time Allowance: 10-15 min
Notes: Note definitions/implications of Contra Proferentem, and Parol Evidence Rule
     (Latin memory aids: “against (contra) the one bringing forth (the proferens).”
     Parol = oral/verbal)

Action: Try Question 4 of the April 19, 2008 Law Exam in point form. (Use the copy found in Grant Boundy’s notes) Compare your answer to that given in Boundy’s notes. Did you hit all of the main points?
Time Allowance : 20 min
Module C : More Contracts (1hr 10 mins)

**Action:** Read Chapters 19 & 20  
**Breaches**  
**Time Allowance:** 20-25 min  
**Notes:** Note definition of Quantum Meruit

**Action:** Read/Skim Chapter 21  
**Agreement between Client and Engineer**  
**Time Allowance:** 5-10 min  
**Notes:** Read the Intro, The Agency Relationship, Limiting Liability, and Compliance with the Law; Skim the rest

**Action:** Read Chapter 22  
**Concurrent Liability in Tort and Contract**  
**Time Allowance:** 5 min

**Action:** Read Chapter 23  
**Duty of Honesty**  
**Time Allowance:** 2 min

**Action:** Read/Skim Chapter 24  
**Construction Contracts**  
**Time Allowance:** 10-15 min  
**Notes:** read p.181-186, 194, 200 (Study Questions); Skim the rest

**Action:** Try *Question 3 of the April 19, 2008 Law Exam* in point form. (Use the copy found in Grant Boundy’s notes) Compare your answer to that given in Boundy’s notes. Did you hit all of the main points?  
**Time Allowance:** 20 min
Module D: Other Considerations in Law (1hr 10mins)
Arbitration / Lien / Intellectual Property / Employment Law / Regulatory Aspects & Ethics

**Action:** Read Chapter 28  
*Arbitration and Alternative Dispute Resolution*
**Time Allowance:** 5 min

**Action:** Read Chapter 30  
*Lien Legislation*
**Time Allowance:** 10-15 min

**Action:** Read Chapter 33  
*Intellectual Property*
**Time Allowance:** 15 min or less
**Notes:** Perhaps less time as you may be familiar with much of the content of this chapter.

**Action:** Chapter 36  
*Employment Law*
**Time Allowance:** 5-10 min
**Notes:** read p. 322 - Human Rights; skim the rest

**Action:** Read Chapter 32  
*Regulatory Aspects and Ethics*
**Time Allowance:** 15-20 min
**Notes:** This section will be important for Part A of the PPE exam (Ethics).

**Action:** Quickly answer *Question 1 of the April 19, 2008 Law Exam* in point form. (Use the copy found in Grant Boundy’s notes) Compare your answer to that given in Boundy’s notes. Were you able to define the terms?
**Time Allowance:** 5-10 mins
Module E Ethics Exam Strategy (1 hour)

Action: Read Reg. 941 (Sections 72 & 77) of the Professional Engineers Act
Time Allowance: 5 – 10 minutes
Note: If you are completing the modules in order, you will have just read this in the Law book. You need only refresh your memory. Becoming familiar with these regulations is the key to three of the four questions on the Ethics exam.

*** Here is the best piece of advice Grant Boundy gave at the Feb. 5th meeting ***

Action: Print a copy of Reg. 941 (Sections 72 & 73). In the centre and on the right hand side of the pages, make three narrow columns. Label them 2, 3, and 4. Like so:

\[
\begin{array}{c|c|c}
\text{Read} & \text{Questions 2 of the August 9, 2008 Ethics Exam} & \text{2} \\
& & \\
& & \\
\end{array}
\]

Read Questions 2 of the August 9, 2008 Ethics Exam. Which regulations might apply to this question? Place a checkmark under column ‘2’ beside the potentially applicable regulations. Repeat for questions 3 and 4.

Time Allowance: 10-15 minutes
Notes: You now have a strong basis with which to answer these three questions!

Time Allowance: 5 minutes
Notes: This outlines the “EGAD” strategy for answering ethics questions and offers good hints and tips for answering ethics questions on the PPE. You may wish to refer to p. 219 for references to Mill/Kant/Locke/Aristotle.

Action: Select one of the questions from the Ethics portion of the August 9, 2008 Ethics Exam which you analyzed above. Write out your answer to the questions. Compare it to Grant Boundy’s solution.
Time Allowance: 25 minutes
Module F  Ethics Study  (1hr 30mins)

Action: Read through the Professional Engineers Act.
Time Allowance: 30 minutes
Notes: The first question on every PPE exam relates to the PEO and its function in regulating professional engineering. In reading through the act, your primary goal is to be able to list, define and explain:

1. The mandate/goals of the PEO (know §2.3, skim §7 and §8)
3. Qualifications for licence (memorize §14.1)
4. The Committees within the PEO and their role (§10)
   - Executive Committee (§11)
   - Academic Requirements Committee (§14.3a)
   - Experience Requirements Committee (§14.3b)
   - Registration Committee (§19.3, §19.7)
   - Complaints Committee (§24)
   - Discipline Committee (§28)
   - Fees Mediation Committee (§32)
5. Types and restrictions on membership (see definitions in §1)
   - Licence
   - Provisional Licence (also §14.7)
   - Temporary Licence
   - Limited Licence
6. Membership (§18.5, §5, see definition of “professional engineer” in §1)
   - Enforcement (§40)
7. “practice of professional engineering” (defined in §1)

Action: Quickly read the following sections of “Canadian Professional Engineering and Geoscience” by Gordon C. Andrews. If you are short on time, read only those in bold.

p. 8    Provincial and Territorial Licensing Laws
p. 11   A Brief Discussion of Professional Status (particularly defn. of profession)
\textbf{p. 33-53} Regulation of Engineering
\textbf{p. 71-74} Enforcement vs. Discipline
\textbf{p. 110-116} Use of the Professional Seal
\textbf{p. 125-126} Practice by Corporations & Consulting Engineer & Liability Insurance
p.219-222 Summary of Four Ethical Theories & An Ethical Dilemma
\textbf{p.226-228 & 231} Codes of Ethics as Guides to Conduct
\textbf{p.239-247} Ethics in Professional Employment

Time Allowance: 40 minutes
Notes: The book essentially highlights and elaborates on what is in the Engineering Act and Regulations. Read as quickly as you can to get the general idea while paying attention to definitions.
**Action:** Try *Questions 1 of the August 9, 2008 Ethics Exam.* Compare to Grant Boundy’s answer.

**Time Allowance:** 20 minutes

**Note:** You need not quote the sections of the act in answering question 1 as Boundy has.

Finally, if you have time, you may wish to quickly read Chapters 8 and 9 to give a different perspective on Law.
Module F Sample Questions (1hr 30mins)

**Action:** Gather and review your notes for both the Ethics and Law sections of the exam.
**Time Allowance:** 10 minutes

**Action:** Try the remaining questions from the Sample Exams found in Grant Boundy’s notes that you did not answer in previous actions above. Use point form. If you have more time to spend, then write two questions out long hand.
**Time Allowance:** 45 minutes

**Note:** It is not very often that we write in pen/pencil instead of typing at a computer. I suggest you try the questions in one full 1hr sitting to see what it will be like on exam day. (expect some hand cramping)

**Reminder:**

On the PPE Exam, there will be four questions in each of Part A and Part B.

In Part A – Ethics, the first question will be about the function of the PEO. Questions 2, 3, and 4 will include ethical discussion/dilemmas.

In Part B – Law, the first question will ask you to define (usually 5 of 8) terms. In the remaining questions you can expect a question in
(a) Tort
(b) Contract Liability
   (i) fundamental breach, clauses limiting liability
   (ii) mistake – such as in tender situation
(c) gratuitous promise or equitable estoppel and/or
(d) limitation periods

**Action:** Review notes and old exams to be sure that you are comfortable answering each type of question that may be asked of you on the exam.
**Time Allowance:** 35 minutes