ITE CANADA District

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A Canadian Non-Profit Corporation registered as
Canadian Institute of Transportation Engineers

Prevention of Misrepresentation as a Professional Engineer Policy

1. Purpose

ITE Canada acknowledges that the organization's registered corporate name (Canadian Institute of Transportation Engineers) may imply inherently that all members are engineers. In fact, membership in ITE is open to a diverse cross-section including engineers, planners, and technologists, among other transportation specialists working in the field who may not be licensed professional engineers in Canada.

This policy is intended to outline actions to be taken should a member be found to misrepresent themselves as an engineer in Canada.

2. Glossary of Terms

Engineer: an individual who is licensed to practice engineering in their respective jurisdiction

Member: a member of the ITE Canada District

ITE Canada Board: the Board of Directors of ITE Canada

3. Scope

This policy applies to all Members in good standing

4. Policy

1. No Member shall represent themselves in a way that may induce a reasonable member of the public to believe they are a licensed Professional Engineer unless they are qualified and licensed as a Professional Engineer within their respective jurisdiction.

2. Should a complaint be received alleging a Member is representing themselves as an Engineer when they do not hold that qualification, a member of the Executive Committee will be assigned to initiate an investigation into the complaint.
    a. If the complaint is found to be unfounded, the results of the investigation will be reported to the Executive Committee and the issue closed.
    b. If the complaint is substantiated and the Member is found to have misrepresented themselves, the ITE Canada Board delegates authority to the Executive Committee to enact the following disciplinary escalation process:
        i. The Executive Committee will issue a written notice to the Member reminding them that "engineer" is a protected term in Canada and requiring them to remove the word "engineer" or otherwise adjust potential misrepresentations on profiles, resumes, directories, etc. within a set timeframe.
        ii. If the correction is not implemented within the stipulated timeframe, the following actions could be pursued:
            - The Executive Committee may enact disciplinary measures such as removal from positions or appointments within ITE Canada, ineligibility for nomination to a position, and/or ineligibility for awards or recognition, for a defined period.
            - The Executive Committee may recommend to ITE that membership of the Institute be revoked.
        iii. The Executive Committee may choose to forward the complaint to the relevant provincial regulatory authority.
        iv. In cases where a complaint has resulted in an escalation of actions beyond step (i), the Executive Committee shall report the misrepresentation to the ITE Canada Board.

4. History

Action	Date	Approval	Description
Amendment	2026 September 23	ITE Canada Board	Clarification of actions and consequences in the case of complaints, minor text changes, updated format
New Policy	2021 September 16	CITE Board	

Review Period: 5 years
Due for Review: 2031 September