

Occupational Career Map for Foreign- Trained ARCHITECTS

This document was developed in collaboration with the Ontario Ministry of Training, Colleges and Universities, Access to Professions and Trades Unit in October 2003. Requirements may have changed by the time you apply. Please contact the Ontario Association of Architects before completing your application.

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Access to the Profession of Architecture in Ontario

Architects design and plan for the construction and renovation of buildings. The public rely on their knowledge, experience, and professionalism to build structures that are safe, and which contribute to the beauty and comfort of their communities. These high standards of practice in the profession of architecture are maintained through regulation. In Ontario, the Ontario Association of Architects (OAA) regulates the profession of architecture.

The OAA ensures public safety by setting standards for admission, issuing licences to practise architecture, and regulating the practice of architecture in the province. The rules concerning the registration of architects in Ontario are contained in provincial legislation – the Architects Act, R.S.O. 1990, c.A.26 and Ontario Regulation 27 under the Architects Act.

The requirements for architectural practice in Ontario are an architectural licence and a Certificate of Practice. In Canada it is illegal to use the title “Architect” or offer the services of an architect before being licensed or being issued a Certificate of Practice with a provincial architectural association. This Career Map explains the steps required for architectural licensing and certification in Ontario.

REQUIREMENTS FOR LICENCE IN ONTARIO

The OAA requirements for the issuance of a licence as architect in Ontario are set by legislation. According to legislation, applicants for a licence must:

1. be of good character;
2. be at least 18 years of age;
3. be a citizen or permanent resident of Canada or be a member of an organization of architects that is recognized by the Council and that has objects, standards of practice and requirements for membership similar to those of the Association;
4. have a degree in architecture from a post-secondary institution or have successfully completed the Royal Architectural Institute of Canada (RAIC) Syllabus;
5. have a Certificate of Certification from the Canadian Architectural Certification Board (CACB);
6. successfully complete the Admission Course offered by the OAA;
7. have successfully completed a total of 5,600 hours of experience that meets the requirements of the OAA Intern Architect Program, with at least 940 hours of experience being in Ontario in an architectural practice under the personal supervision and direction of an architect within 3 years of an

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Application for Licence, and at least 2,780 hours of experience being under an Architect; and

8. pass the Architect Registration Examination (ARE) of the National Council of Architectural Registration Boards (NCARB).

Language Proficiency Assessment

The OAA does not require that applicants for whom English is a second language pass a language proficiency exam. However, the licensing process may involve interviews and exams that require excellent oral and written English language skills. If you feel uncomfortable participating in formal interviews, reading complex documentation, and writing reports in English, you might consider upgrading your English skills before applying. See the Contacts sections of this Career Map for information on where you can take English as a second language course in Ontario.

Licensing Process

Before you immigrate to Canada

Before you immigrate to Canada, you can obtain information about the licensing procedures for architects from the OAA. Contact information for the OAA appears at the end of this Career Map.

The first step in licensure as an architect in Ontario is to receive certification of your education from the Canadian Architectural Certification Board (CACB). You may complete this first step in the licensing process from abroad. Begin by contacting the CACB for information (See Step 1 below for details). The address for the CACB is listed at the end of this Career Map.

You can also obtain information about the Architect Registration Examination (ARE) from outside of Canada. The ARE is conducted by National Council of Architectural Board (NCARB), an organization based in the United States. Their address is listed at the end of this Career Map.

When You Arrive in Ontario

When you arrive in Ontario, contact the OAA to determine what requirements you may have already met and what steps still need to be completed. The OAA will then send you the OAA application package that describes the licensing procedures.

Step 1 – Certification of Education Requirements

In Canada, each province has its own provincial architectural association responsible for licensing and regulating architects. However, the provincial architectural associations rely on the Canadian Architectural Certification Board (CACB) for the certification of every individual's education.

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The CACB is a national authority responsible for assessing and certifying the academic credentials of individuals who have a professional degree or diploma in architecture. All individuals in Canada must have their academic qualifications certified by the CACB before they can apply for licensure with the provincial associations of architects. To begin your certification with the CACB, you must either download the form from their Web site or contact them directly to receive an application package. Their address is listed at the end of this Career Map.

You will need the following documents for the CACB academic credentials assessment:

1. a completed application form
2. certified copies of all degrees. Submit copies of original documentation in their original language of instruction. If these documents are in a language other than French or English you must provide an official translation certified by the emitting institution, a lawyer, a notary, or a commissioner of oaths.
3. an Official Transcript of Record showing grade or standing received in each subject, for each year of the courses of architecture that you have completed. Copies certified by the emitting institution, a lawyer, a notary, or a commissioner of oaths are also acceptable. If these documents are in a language other than French or English you must provide an official translation certified by the emitting institution, a lawyer, a notary, or a commissioner of oaths.
4. a University Calendar describing all programmes including architecture undertaken by the applicant, or equivalent documentation. If these documents are in a language other than French or English you must provide an official translation certified by the emitting institution, a lawyer, a notary, or a commissioner of oaths.
5. the application fee CAN\$1,070 + Tax (GST).

The CACB Assessment Committee will review your documents and determine whether your education is equivalent to the Canadian Education Standard. In some cases, applicants may be requested to attend an interview with the Assessment Committee.

It takes a minimum of two months from the time that the CACB receives your complete application, accompanying documents, and the applicable fee, to the time that you receive the results of the assessment. If your application package is incomplete it will take longer, so make sure that you include all the necessary documents. You will receive the results of the assessment by mail.

For more information on CACB certification contact them directly. Their address is listed at the end of this Career Map.

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Step 2 – Complete Experience Requirements

Once certification by the CACB has been granted, you may then submit an application for appointment as an Intern Architect with the OAA and purchase the Intern Architect Program (IAP) Manual and the Canadian Handbook of Practice (CHOP). All Intern Architects in Ontario must complete the IAP to fulfill the experience requirements of the OAA. To take part in the IAP, Intern Architects must find an architect who agrees to become a mentor.

Internationally trained individuals must submit proof of their work experience gained outside of Canada and the United States of America so that it may be considered towards the experience requirements. A further 940 hours of work experience in Ontario in an architectural practice, and under the personal supervision and direction of an architect, is required. Internationally trained individuals must find an architect who agrees to become a mentor, and to complete the Canadian Experience Record Book. The OAA can provide a list of architects who are willing to serve as mentors.

Related Work Experience

You may work in an architectural office in Ontario without having CACB certification or being appointed as an Intern Architect with the OAA, but only under the personal supervision and direction of an architect. However, if you plan to use this work experience to fulfill OAA's experience requirements, you must find a mentor who is an architect, and submit the work experience for review within the time frame outlined in the Intern Architect Program Manual. Please contact the OAA for a list of architects willing to serve as mentors.

Step 3– Architect Registration Examination

The Architect Registration Examination (ARE) is developed by the National Council of Architecture Registration Boards (NCARB) and has been adopted by the Canadian provincial architectural associations as a requirement for licensure.

Applying for the Exam

You may apply for the ARE only after obtaining CACB certification and being appointed as an Intern Architect with the OAA. When you become eligible, you should contact the OAA. OAA staff will then prepare an Eligibility Form and forward it to the U.S. based Test Consultants who administer the ARE. You must receive the Authorization to Test before you can write the ARE.

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About the Architect Registration Examination

The ARE has nine (9) divisions: six (6) divisions contain multiple-choice questions, the other three (3) consist of problem-solving questions. The multiple-choice divisions are: pre-design; general structures; lateral forces; mechanical and electrical systems; materials and methods; construction documents and services. The problem-solving questions appear in the graphics divisions, which include site planning; building planning; building technology.

You may get more detailed information about the ARE from the National Council of Architectural Registration Boards (NCARB), either by contacting them or visiting their Web site. Their address is listed at the end of this Career Map.

Preparing for the Architect Registration Examination

A test information package will be sent to you as soon as the test administrators receive your eligibility from the OAA. The information package contains:

- the ARE Guidelines, which include a detailed description of the exam, information on testing centres and scheduling, and references;
- a practice program for the graphics components of the exam;
- an up to date list of testing centres;
- your "Authorization to Test" letter.

Practice problems (vignettes) are available on NCARB's Web site www.ncarb.org. A tutorial is also offered thirty (30) minutes before the exam.

Prior knowledge of CAD or other drawing software programs is not necessary.

Taking the Architect Registration Examination

The ARE is administered and graded by computers in tests centres across Canada and the United States of America. Although the OAA sends your eligibility information directly to the testing organization, you are responsible for scheduling exams. You must contact the testing centre closest to you when you are ready to take an exam. You may write the different divisions of the exam in any order, and at any time. If you fail a division, you must wait for six (6) months before you can retake this division.

French-language examinations are available at test centres in Canada, and ARE guidelines in French can be requested from the OAA.

Architect Registration Examination Results

Test results are sent directly to the OAA. The OAA forwards the results to the Intern Architect.

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Step 4 – OAA Admission Course

Every applicant for licence with the OAA must attend the Admission Course. The course is offered once a year.

The following document is included as part of the Admission Course materials:

- the Mastering the Business of Architecture (MBA) Kit.

The cost for the document and the course is CAN\$520 + 7% Tax (GST). See the Fees section of this Career Map for more information.

Step 5 – Membership in the Ontario Association of Architects (Licensing)

Once you have completed steps 1 through 4 listed above, you may submit an Application for Licence to the OAA. The approval of an Application for Licence entitles an individual to become a member of the Ontario Association of Architects.

The following documents must be included with the Application for Licence:

1. the completed and signed Application for Licence; Refer to the Guidelines for Completion of an Application for Licence to assist you with this task.
2. proof of Canadian Citizenship or permanent residence in Canada; Submit photocopies of your documents.
3. proof of CACB certification; Attach a copy of the CACB certificate to your application.
4. proof of the required work experience; Submit any sections of the Canadian Experience Record Book which have not been reviewed and approved.
5. the required fees.

Applicants receive notice of the OAA's decision regarding licensing by mail, approximately three (3) to five (5) weeks after the Application for Licence and all of the accompanying documents are submitted.

An interview may be required to facilitate the OAA's decision regarding licensure. Before the interview, you will be requested to submit architectural working drawings, specifications and contract administration documentation for review. Once the documentation has been received, an interview time will be arranged.

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Step 6 – Certificate of Practice

In order to offer or provide architectural services to the public in Ontario, an individual must be a holder of a Certificate of Practice with the OAA. To obtain an Application for Certificate of Practice, please visit the OAA's Web site.

LABOUR MARKET INFORMATION

Architects may practice alone or as part of small, medium or large firms. Approximately 2,500 architects are employed in Ontario, mostly around Toronto and Ottawa. About 87% of these architects are self-employed as a principal in firms of 1 or 2 architects. Others work for architectural firms, government, real estate developers or large corporations. Most of these architects (94%) work full time.

Architects may specialize in contract administration, housing design, renovations or institutional buildings. They often lead teams of specialists including structural, mechanical and electrical engineers, and must therefore have strong project and contract management abilities.

Architects' salaries vary according to their levels of experience. A salary survey conducted in 2001 yielded the following information on salaries:

Annual Salary Range (in Canadian Dollars)

Intern and Junior Architects	\$34,000 – \$41,000
Intermediate Architects	\$43,000 – \$50,000
Senior Architects	\$57,000 – \$67,000
Principals	\$82,000 – \$104,000

Employment in architecture is closely tied to construction activity in the residential, commercial and institutional sectors. These sectors of the economy are performing well and are expected to remain strong over the next five years.

Computer aided design (CAD) is prevalent in this occupation and is being used to produce a wider choice of designs for customers. It is suggested that you contact local colleges for information on CAD courses.

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Related Occupations

Architects do all kinds of work. Here is a list of some jobs performed by architects:

Architectural Critic	Contractor	Landscape Architect
Architectural Programmer	Environmental Planner	Market Researcher
Building Inspector	Facilities Manager	Property Assessor
CAD Coordinator	Furniture Designer	Real Estate Agent
Carpenter	Graphic Designer	Set Designer
Construction Inspector	Heritage Planner	Technical Writer
Construction Manager	Interior Designer	Urban Planner

For more information on labour market conditions see Ontario Job Futures on the Human Resources Development Canada (HRDC) Web site, www.on.hrdc-drhc.gc.ca. In Ontario, this information is available at public libraries or HRDC Employment Resource Centres in your community.

FEES AND COSTS

These fees change each year, contact the OAA through the Web site or directly before you submit payment.

Canadian Architectural Certification Board Fees

A 7% tax (G.S.T.) is applicable to the costs listed here. Payment must be made in Canadian funds and are non-refundable.

Assessment of Academic Qualifications by the CACB..... \$1,000

Ontario Association of Architects Licensing Fees

A 7% tax (G.S.T.) is applicable to the costs listed here. Payment must be made in Canadian funds and are non-refundable. Shipping costs may apply.

Application Fee for Licence.....	\$ 275
Canadian Handbook of Practice.....	\$ 300
Mastering the Business of Architecture Kit.....	\$ 160
Admission Course.....	\$ 520
Annual Licence Fee Renewal (Member without Seal).....	\$ 785
Annual Licence Fee Renewal (Member with Seal).....	\$ 785

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Architect Registration Examination Fees

These fees are listed in US dollars. Canadian applicants must pay the exchange rate plus 7% tax (G.S.T.). Test fees cannot be refunded once an appointment to write has been set.

Pre-Design.....	US\$ 92
General Structures.....	US\$ 92
Lateral Forces.....	US\$ 92
Mechanical and Electrical Systems.....	US\$ 92
Materials and Methods.....	US\$ 92
Construction Documents and Services.....	US\$ 92
Site Planning.....	US\$143
Building Planning.....	US\$143
Building Technology.....	US\$143

Ontario Association of Architects Certificate of Practice Fees

A 7% tax (G.S.T.) is applicable to the fees listed here. Payment must be made in Canadian funds and are non-refundable.

Application Fee for Certificate of Practice.....	\$ 250
Annual Certificate of Practice Renewal (1 Architect).....	\$ 405
Annual Certificate of Practice Renewal (2 – 4 Architects).....	\$ 660
Annual Certificate of Practice Renewal (5 – 10 Architects).....	\$1,370
Annual Certificate of Practice Renewal (11 + Architects).....	\$3,490

CONTACTS

For information on the licensing requirements for architects in Ontario, contact:

Ontario Association of Architects (OAA)
111 Moatfield Drive
Toronto, Ontario M3B 3L6
Phone: 416-449-6898
Toll Free: 1-800-565-2724 (Ontario only)
Fax: 416-449-5756
E-mail: oaamail@oaa.on.ca
Web site: www.oaa.on.ca

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For more information on the assessment of architectural academic credentials, contact:

The Canadian Architectural Certification Board (CACB)
1508 – 1 Nicholas Street
Ottawa, Ontario K1N 7B7
Telephone: 613-241-8399
Fax: (613) 241-7991
Email: info@cacb.ca
Web site: www.cacb.ca

For more information on the RAIC Syllabus Program, contact the national office of the RAIC

RAIC Syllabus National Office
Mercantile Building, 318 Homer St., Ste. 210
Vancouver, BC V6B 2V2
Telephone: 604-669-9830
Fax: 604-669-5513
E-mail: syllabus@intergate.bc.ca
Web site: www.raic.org/syllabus

For information on the Architect Registration Examination, contact:

National Council of Architectural Registration Boards (NCARB)
1801 K Street, NW, Suite 1100-K
Washington, DC, USA 20006
Telephone: (202) 783-6500
Web site: www.ncarb.org

For information on English language courses in Ontario, contact:

Visit www.settlement.org, and follow the links to "language training".

For ESL courses offered at Municipal Boards of Education:
Look in the telephone directory for your community under "schools".
Local Board of Education listed on the Internet, <http://sbinform.edu.gov.on.ca/>

For ESL courses offered at Ontario Community Colleges:
Course calendars are available at local libraries or by order from the college. For community colleges in your area look in the telephone directory under "college", or visit the Ministry of Training, Colleges and Universities Web site:
<http://www.edu.gov.on.ca/eng/general/list/college.html>

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For information on where and how to get help with settlement in Ontario, contact:

Ontario Council of Agencies Serving Immigrants (OCASI)
110 Eglinton Avenue West, Suite 200
Toronto, Ontario, M4R 1A3
Telephone: (416) 322-4950
Fax: (416) 322-8084
E-mail: ocasi@web.net
Web site: www.settlement.org

For a government contact about accessing professions and trades in Ontario, contact:

Government of Ontario
Ministry of Training, Colleges and Universities
Access to Professions & Trades Unit
Tel: (416) 326-9714 or (416) 314-7541
Fax:(416) 326-6265
E-mail: aptinfo@edu.gov.on.ca
Web site: www.equalopportunity.gov.on.ca

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