

# Appendix B: Specific Provincial Association Requirements

## ONTARIO ASSOCIATION OF ARCHITECTS

### 1.0 Knowledge and Currency of Experience in Ontario

1.1 The Ontario Association of Architects requires Interns to demonstrate knowledge of conditions of practice and currency of experience in Ontario as a requirement for licensing. The Intern must complete at least 940 hours of experience in Ontario under the personal supervision and direction of a person licensed to engage in the practice of architecture in Ontario. The 940 hours must be gained in Categories A, B and C of the Canadian Experience Record Book (CERB) within the three years prior to the date on which application for licence is made and must be gained in specific categories, as follows:

Category A	Areas 1 – 5	85 hours	To be gained in any of the experience areas 1-5
Category A	Areas 6 – 10	296 hours	To be gained in any of the experience areas 6-10
Category B	Areas 11-13	89 hours	To be gained in any of the experience areas 11-15
Category C	Areas 14-15		
Categories A, B or C		470 hours	To be gained in any of the experience areas 1-15
<b>Total</b>		<b>940 hours</b>	

### 2.0 Experience Requirements Committee

Where experience is referred to the Experience Requirements Committee, the fee for such referral is set out in the By-laws of the Association.

### 3.0 Back-entering of Experience

Interns/Students are permitted to back-enter in the CERB up to a maximum of 1880 hours of experience within 12 months immediately preceding the date of appointment to Intern Architect or Student Associate status.

Back-entered experience must be submitted to the OAA within 3 months of the date of appointment as an Intern Architect/Student Associate or late submission charges (refer to item 4.0) will apply.

No credit will be granted for experience under any discretionary component gained prior to January 1, 1998.

No credit will be granted for experience gained outside of Canada in the discretionary Related Disciplines component.

Credit may be granted for postgraduate study, teaching, research outside of Canada gained in accordance with the requirements outlined on page 31, item 18 of IAP Manual.

#### **4.0 Experience Submission Requirements: Late Submission Charges and Retroactive Entry:**

The record of work experience is required to be submitted to the OAA for review and credit upon completion of 900 to 1000 hours of experience or change of employer. The experience record must be submitted by the Intern to the OAA within eight weeks of the date of the last entry. Late submission charges will apply for experience submitted for review with a completion date of more than eight weeks prior to receipt by the OAA or more than 1,000 hours. These charges are as follows:

1000 hours or portion thereof - \$100.00	4000 hours or portion thereof - \$400.00
2000 hours or portion thereof - \$200.00	5000 hours or portion thereof - \$500.00
3000 hours or portion thereof - \$300.00	6000 hours or portion thereof - \$600.00

**Note:** Late submission charges will not apply to those Interns/Students submitting the permitted back-entered experience for review within the 3 months of appointment (refer to item 3.0).

Interns submitting Retroactive experience are subject to special review and the same charges apply

#### **5.0 Experience Clarification**

Experience obtained under the personal supervision and direction of an in-house architect [i.e. on the staff of an entity such as government, institutions, corporation, etc. (i.e. entities which are not an architectural practice)] is valid for mandatory categories provided it is gained in-house on projects owned by the entity (i.e. not as a service for other entities) while actually performing the services under the category items.

At any point during the course of the project, if the project is given to an outside architectural consultant, then all work from that point should be recorded under the Discretionary component of the CERB as the Intern would then be operating as the client's representative and not actually preparing the work.

When submitting such experience for review, the OAA must receive confirmation from the Employer (i.e. Supervising Architect) that the experience was gained in-house while actually performing the services under the recorded category items.

#### **5.1 Experience gained in plans examination or site inspection, while employed by a municipal building department is acceptable in Ontario as discretionary provided that the experience was gained under the personal supervision and direction of an acceptable professional.**

Candidates are cautioned that although the OAA accepts this experience, not all other jurisdictions do and this may not qualify them for licensure in other provinces under the standard clauses of the Canadian Reciprocity Agreement. Their qualification for licensing under certain circumstances, however, may be considered under the exception clause of this Agreement. This may not qualify for recognition under the Inter-Recognition Agreement with the United States of America.

## **6.0 Student Associates in the RAIC Syllabus Program**

While enrolled in the Syllabus Program, Student Associates may accumulate all of the required 5600 hours for experience gained after completion of Part 1. Back-entering in the CERB is limited to a maximum of 1880 hours experience within 12 months immediately preceding the date of appointment to Student Associate status.

Syllabus students are advised that while full credit for experience gained during the Syllabus Program may be granted by the OAA, this may not qualify them for licensure in other provinces under the standard clauses of the Canadian Reciprocity Agreement. However, their qualification for licensure under certain circumstances may be considered under the exception clause of this Agreement. They may not qualify for recognition under the Inter-Recognition Agreement with the United States of America.

## **7.0 Undergraduate Experience Substitution**

Provided the substitution is made prior to being appointed to Intern Architect status, Student Associates are permitted to substitute previously approved undergraduate mandatory experience with subsequently acquired undergraduate experience in the different categories of the mandatory component.

In making the substitution, the Student Associate must clearly identify the hours/categories to be deleted from the mandatory component and the new hours/categories being added. Substitute hours will have to be recorded in an Experience Summary Form, signed by the Supervising Architect and Mentor, and forwarded to the Office of the Registrar, OAA for review. The Student Associate can transfer the deleted mandatory hours to discretionary if the 1880 hours permitted limit has not yet been reached.

## **8.0 Mentors**

Life members and Retired Members of the OAA are also acceptable as mentors.

## **9.0 Section 5 - Supplementary Education**

The mandatory OAA Admission Course hours are approved on a straight time basis for work experience credit and the distribution per subject relevant to the CERB categories will be issued to Interns at the time of attendance at the Course.

## **10.0 Requirements for Registration in the Admission Course**

To be eligible for registration in the Admission Course an individual must:

- (a) Hold Intern Architect status with the OAA;
- (b) Pay the prescribed fees.