



Ontario Association of Architects

Licensing Procedures

The Profession of Architecture in Ontario

Under the *Architects Act* RSO 1990 and Regulation 27 as amended, the principal object of the Association is to regulate the practice of architecture and to govern its members, holders of certificates of practice and holders of temporary licenses in order that the public interest may be served and protected.

1. REQUIREMENTS FOR LICENCE

- 1.1. The person must hold a degree in architecture from a post-secondary institution or must have successfully completed the Royal Architectural Institute of Canada Syllabus.
- 1.2. Prior to appointment as an Intern Architect, applicants are required to have their academic qualifications assessed and certified through the Canadian Architectural Certification Board (CACB). *(See Item 9 for contact information.)*
- 1.3. The person must have completed the admission course offered by the Association.
- 1.4. The person must have successfully completed one of the following:
 - i) The Examination for Architects in Canada published by the Association.
 - ii) The Architect Registration Examination of the National Council of Architectural Registration Boards.
 - iii) Any combination of the components of the Examination for Architects in Canada published by the Association and of the Architect Registration Examination of the National Council of Architectural Registration Boards that, considered as a whole, is equivalent to one of those examinations, as approved by the Council.
- 1.5. The person must have completed a total of 5600 hours of experience that meets the requirements of the Intern Architect Program (IAP) published by the Association. The experience must include,
 - i) at least 940 hours of experience in Ontario, as set out in the OAA's Appendix B to the IAP Manual, under the personal supervision and direction of a person licensed to engage in the practice of architecture in Ontario, which must be completed within the three years before the date on which the person applies for the licence, and;
 - ii) at least 2780 additional hours of experience under the personal supervision and direction of a person authorized to engage in the practice of architecture.

2. STUDENT ASSOCIATE STATUS

Those eligible for Student Associate status are:

- Students who are enrolled in Canada in faculties, schools or departments of architecture or the RAIC Syllabus Program.
- Students who are enrolled in faculties, schools or departments of architecture in the United States in a program accredited by the National Architectural Accrediting Board.

(See item 9 for contact information.)

3. **INTERN ARCHITECT STATUS**

Individuals whose academic qualifications have been certified by the Canadian Architectural Certification Board (CACB) or who have been granted provisional acceptance by the CACB are eligible to apply for Intern Architect status. (See item 9 for contact information.)

4. **ADMISSION COURSE**

The Admission Course covers a range of subjects and focuses on practice-related matters, as well as the legislative context within which architects practise in Ontario. Attendance at all lectures is mandatory. The Admission Course is held once each year at a location to be determined by Council. The Course consists of approximately 3 days of lectures in morning and afternoon sessions, plus preparatory work. (See item 9 for contact information.)

5.0 **EXAMINATIONS**

Examination for Architects in Canada (ExAC)

Please refer to www.exac.ca for more information on ExAC.

Note that all of the Canadian Provincial/Territorial Architectural Licensing Authorities will recognize the ExAC in their province or territory, with the exception of British Columbia. The Architectural Institute of British Columbia (AIBC) will not accept an application for first licence in Canada from an Intern Architect who has completed the ExAC. The Intern Architect applying for licence to the AIBC will be required to have successfully completed all required divisions of the ARE. The AIBC will, however, accept a reciprocal application for licence from an Architect licensed in another Canadian reciprocal jurisdiction who successfully completed the ExAC as the examination requirement for his/her first licence in Canada.

Architect Registration Examination (ARE)

Please refer to www.ncarb.org under the ARE tab for more information.

For licensure in the USA, the examination requirement to obtain an NCARB Certificate for a Canadian Architect will continue to be the ARE.

When an Intern Architect wishes to commence the ARE, he/she should contact the OAA. OAA staff will then prepare an Eligibility Form for ARE 4.0 and forward it to the U.S. based Test Consultants who administer the ARE. The Test Consultants will send the Intern an Authorization to Test letter. After receiving the Authorization to Test letter, the Intern decides when and where to take each examination division.

Failed examinations are automatically reviewed to ensure that a failure did, in fact, occur. As examination marks are reviewed exhaustively prior to the release of results, **there is no appeal in the event of failure.** For further details on the ARE see item 9 for contact information.

6. **PRACTICAL EXPERIENCE**

- 6.1 The experience referred to in 1.5 must be recorded in the Canadian Experience Record Book (CERB) which is available on the OAA Web site at www.oaa.on.ca under the tab Membership & Practice>Licensing and Practice Information>Intern Architect. Individuals are permitted to back-enter into the CERB experience up to a maximum of 1880 hours gained in the 12-month period immediately preceding the date of appointment to Intern Architect or Student Associate status. Further details with respect to back entering are contained in the OAA's Appendix B to the IAP Manual.

The experience record enables the Association to assess the nature and breadth of the work in architectural projects. It also serves as an indication to the Intern/Student of the type and extent of experience being gained, and particularly any deficiencies. The record will also be a reminder to the employer that there is an obligation on the part of the employer to attempt to provide the Intern/Student the opportunity to obtain the required types of experience indicated on the record forms.

All recorded experience is reviewed by the OAA. After review, a Periodic Assessment Form containing the

comments of the reviewers is prepared and sent to the Student/Intern. (See item 9 for contact information.)

6.2 **Credit for Undergraduate Experience**

Those eligible for credit for undergraduate experience are:

- Students who are enrolled in Schools of Architecture in Canada, the RAIC Syllabus, or Schools of Architecture in the United States, and who are Student Associates of the OAA.
- Graduates of all Schools of Architecture in Canada or the United States of America, or the RAIC Syllabus, who are Intern Architects with the OAA.

6.3 **Post-graduate Experience Gained Outside of Canada**

Credit may be granted for post-graduate experience gained outside of Canada. This experience must be recorded in the CERB. The Intern may be subject to interview by the Experience Requirements Committee. The fee for referral of experience to the Committee is outlined in the By-laws of the Association.

7.0 **MENTOR**

Student Associates and Intern Architects are required to select a Mentor before they can begin recording experience in the CERB. The Mentor acts as a professional advisor through the internship period, meeting regularly with the Student or Intern to review progress in obtaining the necessary experience and to offer constructive advice.

8.0 **APPLICATION FOR LICENCE**

Upon application, the Registrar shall issue a Licence in the Province of Ontario, provided that the applicant applies in accordance with the Regulations, and:

- Is of good character;
- Is not less than eighteen years of age;
- Is a citizen of Canada or has the status of a permanent resident of Canada or is 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;
- Has complied with the academic and experience requirements specified in the Regulation for the issuance of the Licence or is exempted therefrom by the Council; and
- Has passed such examinations and completed such course of study as the Council may set or approve in accordance with the Regulation or is exempted therefrom by the Council.

Application should be made to the Registrar, Ontario Association of Architects, on the prescribed form, accompanied by the prescribed fees. To obtain the Application for Licence Form and Guidelines see item 9.

9.0 **WHOM TO CONTACT FOR WHAT:**

Canadian Architectural Certification Board (CACB):

Enquiries: Canadian Architectural Certification Board, 1 Nicholas Street, Suite 1508, Ottawa, Ontario K1N 7B7 [Telephone: 613-241-8399] [Fax 613-241-7991] [e-mail info@cabc.ca] [www.cacb.ca]

Student Associate/Intern Architect, Examination, Experience information:

Enquiries: Jessica O'Rafferty or Lashmi Ollivierre at OAA, 111 Moatfield Drive, Toronto, Ontario M3B 3L6 [Telephone 416-449-6898] [Fax 416-449-5756] or by e-mail at jessicao@oaa.on.ca or lashmio@oaa.on.ca

Admission Course:

Enquiries: Kshamalee Wirekoon at OAA contact address above or by e-mail at kshamaleew@oaa.on.ca

Licence Application: Enquiries: Kim Sumi or Jessica O'Rafferty at OAA contact address or by e-mail at kims@oaa.on.ca or jessicao@oaa.on.ca



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Intern Architect Status

Appointment as an Intern Architect in the OAA's Intern in Architecture Program (IAP) may be granted to persons who:

- (a) are of good character;
- (b) have paid the annual fee prescribed by the By-laws;
- (c) hold a Certificate of Certification of their academic qualifications from The Canadian Architectural Certification Board.

An Intern Architect is entitled to:

1. Receive general information issued by the Association;
2. Attend the annual and general meetings of the Members of the Association but is not entitled to vote at such meetings;
3. Attend Professional Development Seminars;
4. OAA Group Insurance and other benefits.

Intern Architect status is valid for one year (January to December).

Intern Architects are required to select a **Mentor** before they can begin recording experience in the Canadian Experience Record Book. The Mentor must be an Ontario Architect. The Mentor acts as a professional advisor through the internship period, meeting regularly with the Intern to review progress in obtaining the necessary experience and to offer constructive advice.



Intern Architect Program Frequently asked Questions

- 1. Q. Can I get credit for discretionary experience in Related Disciplines prior to January 1, 1998?**

A. No. Appendix B of the Intern Architect Program Manual clearly states that no credit will be granted for experience under the discretionary component in Related Disciplines, postgraduate study, teaching, research, gained prior to January 1, 1998.
- 2. Q. Can I get credit for discretionary experience in Related Disciplines gained outside of Canada?**

A. No. Credit for employment hours gained outside of Canada can only be gained as an employee of an architect practising architecture, or as a principal engaged in the practice of architecture. Refer to IAP Manual, Page 10, Experience gained in Other Jurisdictions.
- 3. Q. Can an architect who is not my supervising architect and who currently works in the same firm as I do be my Mentor?**

A. No. Your Mentor is required to be independent from your employment situation.
- 4. Q. Can an architect with whom I worked previously but who was not my supervising architect be my mentor?**

A. Yes.
- 5. Q. My Mentor was not mentoring me during my period of back-entering, does he/she need to sign the Experience Summary Form for this period:**

A. Yes, your Mentor has to review all previous experience and sign for all experience past and present.
- 6. Q. Can I get credit for experience gained in a municipal building department?**

A. Experience gained in a municipal building department will be reviewed for credit under the Discretionary component of the IAP provided it is gained under the supervision and direction of a recognized professional.
- 7. Q. What are the common deficiencies encountered with the experience submissions:**

A. A number of deficiencies are encountered resulting in delay of processing, they include:

 - *When submitting the experience record on 4 separate pages, the Supervisor must initial each page as per "Steps to Follow" on the Experience Summary Form*
 - *occupancy types not clearly identified as Assembly, Institutional, Industrial, Residential, Commercial (please do not use codes)*
 - *project values not indicated*
 - *project locations not indicated*
 - *declaration of the employer not signed by supervisor*
 - *professional qualifications of supervisor for Discretionary experience not indicated*
 - *declaration of the Mentor not signed*
 - *changes made to entries on the record sheet not initialed by the Supervisor*
 - *undergraduate experience does not comply with the permitted limit of 940 hours Mandatory, 940 hours Discretionary*
 - *clarification not given for experience hours recorded under Category D Professional and Community Services and Category E Discretionary*
 - *experience record submitted extends beyond the one-year back-entering period permitted*
 - *late submissions (incurring late submission charges)*
 - *hours exceed 900-1000 hours (incurring charges)*



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111 Moatfield Drive, Toronto, Ontario M3B 3L6
Telephone 416-449-6898 Fax 416-449-5756 www.oaa.on.ca

Payment of Fees for Intern Architect status up to December 31, 2010

The Ontario Association of Architects accepts payment of fees by cheque, money order and bank drafts (all made payable to the OAA), cash, Visa and MasterCard. The fees listed below are in **Canadian funds** and include the Goods and Services Tax, Provincial Sales Tax (where applicable), and related shipping and handling charges.

Payment of fees by cheque, bank draft or money order must be received in Canadian funds. Due to high bank charges, cheques made out in Canadian funds and drawn on a U.S. account will not be accepted.

INTERN IN ARCHITECTURE PROGRAM FEES	Applications approved between Jan 1 - June 30	Applications approved between July 1 - Dec 31
Intern Architect fee (includes GST)	\$161.70	\$80.85

Fees for 2010 for Intern Architect status are valid only to December 31, 2010

Payment Method	If you are paying by Visa or MasterCard please complete the following:	
<input type="radio"/> Cheque		
<input type="radio"/> Money Order		
<input type="radio"/> Bank Draft	Card Number	Expiry Date
<input type="radio"/> Cash		
<input type="radio"/> Visa		
<input type="radio"/> MasterCard	Name of Card Holder (<i>please print</i>)	Signature

IMPORTANT NOTICE RE INTERN ARCHITECT FEE STRUCTURE

As part of a broad review of the OAA membership fee structure by OAA Council, as well as work carried out under the Council's Future of the Profession/Interns Committee, Council has made a decision to modify the annual fee for Intern Architects enrolled in the Intern Architect Program (IAP) **for more than five years** (either consecutively or accumulatively). The increase is as follows:

- Commencing January 2010 and on a going forward basis, the Intern Architect annual fee for those enrolled in the IAP for more than five years will be equal to the annual fee for an Architect licensed by the OAA.



Ontario Association of Architects

Consent Form

Under the Personal Information Protection and Electronic Documents Act (PIPEDA) for the collection, use, disclosure and retention of personal information collected by the Ontario Association of Architects in the course of its commercial activities.

Name: _____
(please print)

Address: _____

City: _____ Prov./State: _____ Postal/Zip Code: _____

Telephone: _____ E-mail: _____

This Consent Form provides the Ontario Association of Architects (OAA) with permission to forward your personal information as set out above to the following organization as it relates to the commercial activities of the OAA.

I hereby consent to the release by the OAA of my name, address, telephone number and e-mail address to the **organization offering the OAA Group Insurance Plan** to architects licensed by the OAA and other classes of persons with the OAA for the purpose of enabling this organization to contact me.*

Yes No

* Note that the address includes the City, Province/State and Postal/Zip Code.

I acknowledge that I have the right to amend this Consent Form in writing.

Signature

Date

Updated December 4, 2009

