



Ontario Association for
Applied Architectural Sciences

Program Guide

to become a

Licensed Technologist OAA

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It is the responsibility of the candidate to ensure that the Program Guide to which he/she is referring is the current document located on the OAAAS website through www.oaa.on.ca. If in doubt, contact the OAAAS.

The **Ontario Association for Applied Architectural Sciences (OAAAS)** is a professional association representing technologists which has been developed in partnership with the **Ontario Association of Architects (OAA)**. The OAAAS program allows qualified individuals opportunities to advance in the architectural profession. Through licensure by the OAA, qualified members (known as a Licensed Technologist OAA) will be able to perform certain architectural services for which they were not previously permitted. A Licensed Technologist OAA has the legal right to design larger restaurants, taller houses and low-rise apartment buildings.

The program recognizes three (3) categories of building designers: Associate OAAAS, Technologist OAAAS, and Licensed Technologist OAA.

To be eligible to join, a candidate must be a Canadian citizen or permanent resident of Canada.

1. **Associate OAAAS:** must be a graduate of an Ontario community college three-year architectural technology program, or equivalent, or greater.
2. **Technologist OAAAS:** must additionally have submitted the required amount of experience in architecture while working for an architect licensed in the jurisdiction where the experience is being gained.
3. **Licensed Technologist OAA:** must additionally have the required experience gained in Ontario while working for, and under the personal supervision and direction of, an architect licensed in Ontario, complete the OAA Continuing Education Program requirements, complete the OAA Admission Course and pass the Licensed Technologist OAA examination.

The third category, **Licensed Technologist OAA**, is regulated by the OAA, and once qualified he|she will be issued a Licence with Terms, Conditions and Limitations by the OAA under the authority of the *Architects Act*. A Licensed Technologist OAA will follow the standards, rules and guidelines set by the OAA. A Licensed Technologist OAA may provide additional architectural design and general review services to the public within the Terms, Conditions and Limitations of the Licence, in accordance with the OAA Policy Statement, after obtaining a Certificate of Practice issued by the OAA along with the requisite professional liability insurance as prescribed by legislation. **(Appendix A, p.18)**

The program offered by the OAAAS gives candidates the opportunity to progress through the three (3) levels and ensures that individuals maintain the standards and qualifications to benefit the profession, the building industry and the public. Through this initiative the OAA is broadening the building community and strengthening the voice of the profession. A major benefit of OAAAS membership is that candidates also have membership with OAA which allows access to the member benefits, continuing education, newsletters and employment opportunities.

1.1 Ontario Association for Applied Architectural Sciences (OAAAS)

OAAAS is responsible for the administration of the certification program and registration up to Licensed Technologist OAA level.

1.2 Ontario Association of Architects (OAA)

OAA is responsible for setting and administering standards for issuing a Licence and a Certificate of Practice, each with Terms, Conditions and Limitations, Continuing Education, Complaints and Discipline of the Licensed Technologist OAA.

1.3 Scope of Work - Licensed Technologist OAA

Extract from the Architects Act and Ontario Building Code

What anyone can do	Source	Licensed Technologist OAA
one or more of: residential, business, personal services, mercantile or industrial occupancies: <ul style="list-style-type: none"> • max. three (3) storeys; • max. 600 square metres in gross area. 	<i>Architects Act</i> Section 11.(3)(a)(i) and (ii)	Same as anyone.
residential occupancy: <ul style="list-style-type: none"> • max. three (3) storeys; • one (1) or two (2) attached dwelling units on grade; • any area. 	<i>Architects Act</i> Section 11.(3)(b)(i)	Same as anyone, PLUS residential occupancy: <ul style="list-style-type: none"> • max. four (4) storeys; • one (1) or two (2) attached units; • any area.
residential occupancy: <ul style="list-style-type: none"> • max. three (3) storeys; • max. 600 square metres in building area; • three (3) or more attached dwelling units on grade; • no units above one another. 	<i>Architects Act</i> , Section 11.(3)(b)(ii) (e.g townhouses separated by firewalls)	Same as anyone PLUS residential occupancy: <ul style="list-style-type: none"> • max. four (4) storeys; • max. 600 square metres in building area; • units may be above one another.
buildings used in mining.	<i>Architects Act</i> Section 11.(3)(c)	Same as anyone.
drawings under the personal supervision of an architect licensed by the OAA.	<i>Architects Act</i> Section 11.(3)(d)	Same as anyone.
Interior design of a building.	<i>Architects Act</i> Section 11.(3)(e)(i) thru (vi)	Same as anyone.
certain alterations in a dwelling unit.	<i>Architects Act</i> Section 11.(3)(f)	Same as anyone.
restaurants: <ul style="list-style-type: none"> • max. three (3) storeys; • max. 600 square metres in gross area; • max. thirty (30) persons. 	OBC Section 3.1.2.6 and <i>Architects Act</i> Section 11.(3)(a)(i) and(ii)	Same as anyone PLUS restaurants: <ul style="list-style-type: none"> • max. three (3) storeys; • max. 600 square metres in gross area; • max 100 persons

Summary of the Scope of Work

A Licensed Technologist OAA can provide to the public the following additional design and general review services:

- **Restaurants**
 - up to 100 persons.
- **Residential buildings**
 - one (1) unit or two (2) attached units,
 - up to four (4) storeys in height, including
 - buildings with one (1) dwelling unit above another.
- **Residential buildings**
 - max. 600 square metres in building area, containing
 - three (3) or more attached dwelling units, and which are
 - up to four (4) storeys in height, including
 - buildings with one (1) dwelling above another

PART 2: THE PROCESS

2.1 How the Process Works

The OAAAS certification program has been established to formalize the process whereby technologists can obtain the necessary education, training and experience to qualify for the issuance by the OAA of a Licence with Terms, Conditions and Limitations as a Licensed Technologist OAA. The process consists of confirmation of education requirements and experience in the employ of an architect licensed in the jurisdiction where the experience is being gained.

2.2 Application Procedures

Post-Secondary Students

To be eligible to join, a student must be either a Canadian citizen or permanent resident, enrolled in a three-year architectural technology program (or intend to complete a three-year diploma) and must have completed two semesters. To apply;

- Complete the OAAAS Student Application Form and submit the annual membership fee.
- If enrolled in a co-op program and work placements are with an architect licensed in the jurisdiction where the experience is being gained, record all hours in the Experience Record Book. **(Section 4.3, p.15)**
- Co-op work experience counts at a rate of 50 percent for a maximum of 1000 hours.
- Upon graduation from college or university, request that an official transcript be sent directly to OAAAS.

Post-Secondary Graduates

To apply:

- Complete the OAAAS Application.
- Provide appropriate documentation to confirm Canadian citizenship or permanent residency.
- Submit your current résumé.
- Request the post-secondary institution from which your diploma (or degree) was awarded to send an official transcript directly to OAAAS.
- Submit the required Application fee.

Educational Equivalency

- OAAAS accepts as an equivalent educational qualification, graduation from a an accredited Ontario community college architectural technology program recognized by the Canadian Council of Technicians and Technologists (or equivalent and/or successor organization) and graduates of a university architectural program from a university recognized by UNESCO.
- Foreign trained candidates must provide a notarized copy of the transcript of marks.

2.3 Admission Requirements

Associate OAAAS (Level 1)

- A candidate will be notified of acceptance as a member at the Associate OAAAS level.
- New User ID and password will be issued for access to the OAA website.
- Associate OAAAS Certificate will be sent to the member.

Technologist OAAAS (Level 2)

- A minimum accumulation of 2190 hours of experience, in specified categories, in the employ of an architect licensed in the jurisdiction where the experience is being gained is required for admission to Technologist OAAAS. **(Section 3.2, p.13)**
- A candidate will be notified of acceptance as Technologist OAAAS.
- New user ID and password will be issued for access to the OAA website.

- OAA Continuing Education Program requirements, as specified, are required in order to maintain membership. **(Section 2.9, p.10)**
- Technologist OAAAS Certificate will be sent to the member.

Licensed Technologist OAA (Level 3)

- Complete a total of 7200 hours of experience. **(Section 3.2, p.11)**
- Complete the OAA Continuing Education Program requirements while a Technologist OAAAS. **(Section 2.9, p.10)**
- Complete the OAA Admission Course. **(Section 2.8, p.8)**
- Pass the Licensed Technologist OAA Examination. **(PART 6, p.17)**

Maintenance of a Licence as a Licensed Technologist OAA

- Complete OAA Continuing Education Program requirements. **(Section 2.9, p.10)**
- Pay annual membership fees to OAA **(Schedule A, OAA Bylaws)**, which includes membership in OAAAS.

2.4 Annual Fees

OAAAS and the OAA establish fees on an annual basis. You will be invoiced accordingly on an annual basis.

For information on the current application fees and annual membership fees please refer to www.oaa.on.ca and click on the OAAAS link – Fees.

2.5 Changes or Interruption in Employment

During the work experience period, personal circumstances or external factors can result in changes to the employment situation. If there is a change of employment a candidate must follow the Instructions for Completion of the Experience Record Book section(s). Candidates must start a new Experience Record Book section with each new employer, and identify the new employer. **(Section 4.3, p.15)**

2.6 Multiple or Concurrent Employers

If engaged as an independent contractor or employed on a part-time basis by more than one (1) employer during the same period, the candidate will be considered an employee (for the purposes of the program only) and will be required to complete a separate section(s) of the Experience Record Book for each employer.

2.7 Admission Course - Ontario Association of Architects

Purpose

- A requirement for licensure as a Licensed Technologist OAA.
- Covers topics related to regulatory, legal and practice issues specific to Ontario.
- Designed to supplement the candidate's formal professional education and work practical experience.
- Does not examine candidates on the material covered.
- Application and refund dates can be found at www.oaa.on.ca and click on the OAAAS link.

To be Eligible for Enrollment in the Admission Course an Applicant must:

- Be registered for a minimum of six (6) months in the Licensed Technologist OAA program as a Technologist OAAAS.
- Have paid, in full, all current OAAAS fees.
- Provide evidence of completion of 2800 hours of experience of which:
 - 2190 hours gained prior to expiry of the deadline date for enrollment in the Course.
 - 610 hours gained prior to the deadline established by OAA.

- Complete the Admission Course application form.
- Pay the application fee.

Enrollment Deadline

- The enrollment deadline is strictly enforced. The OAA requires a substantial lead-time to order and prepare study materials for the Admission Course. Study materials are sent out well in advance of the lectures and candidates are expected to be familiar with the documents in advance of attendance.

Cancellation Policy

- In the event of cancellation of an application to attend the Admission Course, there will be no refund of the fee after the refund date specified on the application form.

Content of the Admission Course

- The Admission Course lectures cover a range of subjects and focus on practice-related matters, as well as the legal and legislative context within which architects practice in Ontario.
- It is assumed that most technical, creative and management subjects that are basic knowledge are universal to architectural practices and will have been adequately covered as part of the Licensed Technologist OAA's academic and experience requirements.
- Licensed Technologist OAA candidates are encouraged to get exposure to situations within their work environment that relate to the Admission Course topics, including participating in or observing practice situations within their work experience, prior to the lectures.
- The Admission Course lectures include topics such as:
 - Architectural Profession in Ontario, the OAA
 - Regulation of the Architectural Profession (including the *Architects Act*, the Regulation and By-Laws)
 - Business Aspects of Practice
 - Legal Aspects and Contracts
 - *Construction Lien Act*
 - The Planning and Development Process
 - Quality Management
 - The Building Code
 - Bidding and the Bid Process
 - Contract Administration and General Review

Admission Course Study Materials

- Course materials and a list of recommended reading material is provided to registrants approximately six (6) weeks prior to the Admission Course lectures.
- Candidates are required to prepare for the Admission Course by thoroughly reviewing course and practice-related materials including:
 - *Architects Act*, Regulation and By-laws
 - Mastering the Business of Architecture (MBA) Kit
 - Canadian Standard Forms of Agreement
 - OAA Practice Bulletins
 - CCDC Standard Construction Contracts and Documents
 - The Canadian Handbook of Practice for Architects (CHOP)

2.8 Continuing Education Program Requirements - Ontario Association of Architects

Associate OAAAS (Level 1)

- Not Required

Technologist OAAAS (Level 2)

A total of **15** hours of learning during each two-year cycle, of which:

- **11** hours are self-directed, and
- **4** hours are CORE learning

Licensed Technologist OAA (Level 3)

A total of **35** hours of learning during each two-year cycle (one-half the hours required for architects licensed by the OAA), of which:

- **28** hours are self-directed, and
- **7** hours are CORE learning

A Licensed Technologist OAA may carry forward a maximum of seven self-directed hours and four hours of CORE learning. A Technologist OAAAS may not carry forward any learning hours into the new cycle.

- CORE learning will be approved by the OAA and be based on a national document that can be obtained through the OAA website.
- All activities, both CORE and self-directed, including OAA conference sessions, must be uploaded by each member to their individual web transcript.

Self-Directed: Relates to activities chosen individually which are self-reported. Self-directed can be achieved in a wide variety of activities, including attendance at seminars, reading, travel, visiting significant works of architecture, community participation. Refer to self-directed activities on the OAA website www.oaa.on.ca.

CORE Learning: Describes the component of learning that will be based on a broad set of objectives and can be obtained from a wide variety of outside providers. The CORE learning objectives for each cycle will be posted on the ConEd page of the OAA website.

Continuing Education Program Transcript

A personal Continuing Education transcript has been created for each Technologist OAAAS, which is accessible on the OAA website. Each individual member is responsible for recording all learning hours, both self-directed and CORE. If you obtain Technologist designation at any point during the last six (6) months of a Continuing Education cycle, you will not be subject to Continuing Education Program requirements until the start of the next two-year cycle.

PART 3: THE ONTARIO ASSOCIATION OF ARCHITECTS EXPERIENCE STANDARD

The OAA, by the authority granted under the *Architects Act*, requires that candidates for Licensed Technologist OAA gain a minimum of 7200 hours work experience. (Section 3.2, p.11)

The purpose of the pre-licensing employment program is to ensure that the candidate is provided with sufficient work experience to meet the standards of practical skill and level of competence required to engage in a limited practice of architecture.

It is the responsibility of the candidate, prior to accepting employment, to ascertain that the employment will provide the required scope of experience and that the experience situation will satisfy the requirements of the OAAAS.

The entire work experience requirement, as set out in the program, must be satisfied. (Section 3.2, p.13; Appendix B, p.20)

3.1 Documentation

The candidate is responsible for maintaining a continuous record of work experience while enrolled in the certification program.

It is recognized that the candidate cannot always complete some areas of experience directly, but may, for certain tasks, participate as an observer. For example, it may be impractical in some instances for a candidate to represent the office at a site meeting and subsequently write the follow-up report. However, it may be practical for the candidate to accompany the qualified person often enough to know what to expect and prepare a follow-up report for review by his/her experience-supervising architect.

All experience must be documented in the OAAAS Experience Record Book.

When recording experience, please note that the experience categories are summarized in hours. A cumulative total of 7200 hours is required. (Section 3.2, p.13; Appendix B, p.20)

To recognize overtime worked it is necessary for the experience-supervising architect to certify that the hours are overtime and state the reason for the overtime. When overtime worked is recognized, the 7200 hours can be completed in a minimum of three (3) calendar years. No maximum time for completion has been established, however, it is recommended that candidates endeavour to complete the program requirements in a reasonable time. Candidates should contact the OAAAS to identify specific requirements for currency of experience.

3.2 Experience

A candidate is required to obtain a minimum of **7200 hours** of experience in specified categories in the employ of an architect in either an architectural firm or other acceptable architectural employment situations (Section 3.2, p.13; Section 3.3, p.13) as follows:

- a) **4380** of the 7200 hours must be gained in specific categories under the **Responsible Control** of an architect licensed in the jurisdiction where the experience is being gained.
- b) **2820** of the 7200 hours must be gained in Ontario, in specific categories, as a Technologist OAAAS, under the **Personal Supervision and Direction** of an architect, licensed to engage in the practice of architecture in Ontario, while in the office of that architect, of which:

940 of the 2820 hours must be gained within the three (3) consecutive years immediately prior to submitting an Application for Licence with Terms, Conditions and Limitations as a Licensed Technologist OAA.

In the Employ of an Architect

A candidate may be employed individually as an independent contractor, part-time, or full-time employee. As long as Responsible Control is being exercised, locations may vary except where the experience is required to be in the office of an architect. (Section 2.6, p.8)

Responsible Control

Responsible Control refers to the level of knowledge the experience-supervising architect must have over the work being supervised. The experience-supervising architect must have sufficient and detailed professional knowledge of the services on an on-going basis to be able to determine the appropriate direction and instructions to personnel to whom he/she has delegated services. Personal knowledge of the work being done is necessary for Responsible Control to be exercised properly. This will require dialogue with individuals preparing construction documents and occasional site visits to monitor the services of individuals performing general review.

Personal Supervision and Direction (PS&D)

Personal Supervision and Direction means that degree of supervision by an architect overseeing or supervising the work of another person (the candidate). The experience-supervising architect must be licensed to engage in the practice of architecture in Ontario in either the architect's principal place of practice or where the experience-supervising architect performs the majority of his/her work. The experience-supervising architect and the candidate must both work in the same office where personal contact is routine and where the experience-supervising architect has both control over and detailed knowledge of the work prepared under his/her supervision. The experience-supervising architect is the individual who certifies the candidate's experience.

Experience Record Book Categories

Candidate's experience must satisfy the minimum number of hours prescribed under categories A, B and C, as set out below, which constitute the core areas of practice. Candidates are required to include in their experience a variety of occupancies, project types and sizes.

Category A – Design and Construction Documents

1. Programming
2. Site and Environmental Analysis
3. Schematic Design
4. Engineering Systems Coordination
5. Building Cost Analysis
6. Code Research
7. Design Development
8. Construction Documents
9. Specifications and Materials Research
10. Document Checking and Coordination

Category B – Construction Administration

11. Bidding and Contract Negotiations
12. Construction Phase – Office
13. Construction Phase – Site

Category C – Management

14. Project Management
15. Office Management

***Note:** Each of the foregoing categories includes many sub-categories within. It is recommended that candidates gain experience in as many of the activities they can in order to broaden their experience. E.g. Construction Phase – Office includes such activities as maintaining accurate records of all relevant information, development of documents such as Notice of Change, Change Orders, etc.*

For a detailed description of the experience areas and required activities refer to **Appendix B, p.20.**

OAAAS Experience Requirements

	Associate OAAAS	Technologist OAAAS	Licensed Technologist OAA	
	Hours Required under the Responsible Control of an Architect	Hours Required under the Responsible Control of an Architect	Hours Required in Ontario under the Personal Supervision and Direction of an Architect	Hours Required Total
	2190	2190	2820*	7200
A Design and Construction Documents				
1 Programming	0	35	45	80
2 Site and Environmental Analysis	0	35	45	80
3 Schematic Design	0	55	65	120
4 Engineering Systems Coordination	40	35	45	120
5 Building Cost Analysis	30	20	30	80
6 Code Research	50	30	40	120
7 Design Development	120	90	110	320
8 Construction Documents	580	230	270	1080
9 Specifications and Materials Research	40	35	45	120
10 Document Checking and Coordination	40	15	25	80
Additional hours in categories 1 - 10	180	0	420	600
Subtotal	1080	580	1140	2800
B Construction Administration				
11 Bidding and Contract Negotiations	40	15	25	80
12 Construction Phase - Office	40	35	45	120
13 Construction Phase - Site	20	40	60	120
Additional hours in categories 11 -13	35	95	110	240
Subtotal	135	185	240	560
C Management				
14 Project Management	0	55	65	120
15 Office Management	0	35	45	80
Additional hours in categories 14 - 15	0	35	45	80
Subtotal	0	125	155	280
TOTAL Hours Categories A, B, C	1215	890	1535	3640
Additional Hours Categories A,B,C Experience Areas 1 - 15	975	0	0	975
Additional Hours Categories A,B,C Experience Areas 1 - 15	0	1300	1285	2585
TOTAL MINIMUM HOURS	2190	2190	2820 *	7200
	4380			

* Includes a minimum of 940 hours within the three (3) consecutive years immediately prior to an Application for Licence with Terms, Conditions and Limitations, (Section 3.2, p.11)

3.3 Experience Gained in a Recognized Jurisdiction

Recognized jurisdictions consist of any province or territory in Canada and any state or territory of the United States.

Acceptable Architectural Employment Situations (Gained in a Recognized Jurisdiction)

- a) In the employ of an **architectural firm** in the recognized jurisdiction. Such experience must be certified by an architect who is a principal/shareholder or employee of an architectural firm and in a directly responsible supervisory role.
- b) In the employ of a **government, government agency, crown corporation, or institution**, having a department or office that deals primarily with design and construction. Such experience must be certified by an architect who is employed in that agency, corporation or institution on a full-time basis and is in a directly responsible supervisory role.
- c) In the employ of a **bank, engineering office, developer or corporation** that has a department or office that deals primarily with design and construction. Such experience must be certified by an architect who is employed in that office on a full-time basis and is in a directly responsible supervisory role.
- d) In the employ of either a), b) or c) above, working in a location other than where the experience-supervising architect works, that will permit the experience-supervising architect to exercise Responsible Control in order to monitor the documentation prepared by the candidate in the development of the work. (**Responsible Control, p.12**)

Note: Experience gained in either item b) or c) above is valid provided it is gained in-house on projects owned by the entity (i.e. not a service for other entities) while actually performing the services under the experience category areas.

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 cannot be recorded, as the candidate would be operating as the client's representative and not actually preparing the work.

3.4 Experience Gained Outside of a Recognized Jurisdiction

- a) A candidate's can receive credit for experience gained outside of a recognized jurisdiction *while enrolled in the OAAAS program.*
- b) A candidate may apply for credit for his/her experience, gained outside of a recognized jurisdiction *while NOT enrolled in the OAAAS program*, subject to an interview:
 - i) as a principal engaged in the practice of architecture. Such experience must be certified by himself/herself.
 - ii) as an employee of an architectural firm. Such experience must be certified by an architect who is a principal/shareholder or employee of the architectural firm and in a directly responsible supervisory role.

3.5 Local Knowledge and Currency of Experience in Ontario

The OAA requires the candidate to demonstrate knowledge of conditions of practice and currency of experience in Ontario as a requirement for issuance of a Licence with Terms, Conditions and Limitations by completing a minimum of **940 hours** in Ontario. For complete details refer to (**Section 3.2, p.11**).

3.6 Fulfillment of Work Experience

Upon completion of 7200 hours of recorded and accepted experience in **all** categories of the experience areas, the candidate will be sent a final review letter from OAAAS advising that the formal work experience requirement has been fulfilled.

PART 4: THE OAAAS EXPERIENCE RECORD BOOK (ERB)

The purpose of the Experience Record Book is to provide the candidate with a device to accurately record, for certification purposes, his/her working experiences and to enable OAAAS to assess and verify the nature and breadth of the candidate's experience. The candidate is responsible for maintaining a continuous record of experience in the Experience Record Book. This record has several functions: for the candidate, it identifies areas where experience is being acquired and areas where deficiencies exist; for the employer, it is an assessment and personnel management tool; and for the Association, it is verified evidence of compliance with the experience requirements.

The emphasis in this process is to promote candidate and employer dialogue. The candidate must demonstrate competence in each category, not merely document that certain hours have been spent working in each area.

4.1 Review and Approval by the Association

Candidates are required to submit the record of work experience (Experience Record Book section(s)) to the OAAAS Administrator for review and credit after completion of 1,000 hours of experience. Late submission will be considered as Retroactive Entry. (Section 4.2, p.15)

4.2 Retroactive Entry and Submission of Experience

All experience submitted for retroactive review and assessment must be recorded in the Experience Record Book and signed by the experience-supervising architect. Retroactive entries may be subject to extra charges. The Association annually establishes the review charges associated with the assessment of retroactive submissions. (Section 4.3, p.16)

4.3 Instructions for Completion of the Experience Record Book (ERB)

- a) Candidates for appointment as a Licensed Technologist OAA must submit Experience Record Book section(s) for a minimum of 2820 hours while a Technologist OAAAS. (Section 3.2, p.11; p.13)
- b) Candidates for appointment as a Licensed Technologist OAA must submit a minimum of 940 hours (of the 2820 hours set out in 4.3.a) of experience in Ontario. (Section 3.2, p.11)
- c) Candidates are encouraged to gain experience in a broad variety of occupancies, project sizes and types. Submissions, which, in the aggregate, do not represent a reasonable variety, may require attendance at an interview to demonstrate appropriate skills and abilities not evident from the submissions.
- d) Candidates are encouraged to maintain time records of experience in order to accurately complete the Experience Record Book.
- e) Candidates are reminded to prepare submission for every 1000 hours of experience, as well as when they change employers. When 1000 hours of experience have been completed, the candidate must date, sign, and certify the Experience Record Book section(s) and have it signed and dated by the experience-supervising architect. Submit the Experience Record Book section(s) to the OAAAS Administrator within eight (8) weeks of the date of the last entry. Originals must be mailed in.
- f) **Page 1:** Provide all requested information on the cover page of the Experience Record Book section. This document is available in an electronic spreadsheet format at www.oaa.on.ca.
 - i. If manually prepared, record the experience neatly in ink. Any alterations, changes, whiteouts etc., made to the Experience Record Book section(s), must

- be initialed by the experience-supervising architect who must also initial any additional pages.
- ii. If electronically prepared print a hard copy of the Experience Record Book section(s) and have the experience-supervising architect complete the *Comments and Declaration* portion and initial each page.
- g) **Page 2:** Enter the hours of experience gained in the appropriate columns and rows. Add the columns and rows and check to ensure that the additions are correct.
- h) **Page 3:** Summary of Projects
- i. Identify each project by name, location and the role of the candidate.
 - ii. Identify the Project Types which are identified in the legend at the bottom of the page as, new work, additions, renovation, interior design, master planning, etc.
 - iii. Identify the Occupancy Types which are identified in the legend at the bottom of the page as – assembly, institutional, residential, commercial, etc. – in accordance with the Ontario Building Code (OBC) designations.
 - iv. Indicate the gross floor area (as defined in the OBC), building height, number of storeys and construction cost for each project.
 - v. Use the summary of projects (1 to 8) in the Experience Record Book section(s) for the eight (8) most significant projects on which you have worked in this period. If more than eight (8), include the additional project hours in the appropriate experience category in the ‘Other’ column on page 2.
- i) **Page 4:** Experience-Supervising Architect’s Comments
- i. The candidate must ensure he/she has completed pages 1, 2, and 3.
 - ii. The candidate must ensure the experience-supervising architect:
 - Initials each of the completed pages, i.e. pages 1, 2, and 3.
 - Completes all parts of page 4.
- j) Ensure that the experience-supervising architect initials any whiteouts, changes etc.
- k) Back entering of experience is permitted without late charge penalty if submitted within three (3) months of initial appointment as a member of OAAAS. Late charges will apply to back-entered experience submitted to the OAAAS more than three (3) months after appointment as a member of OAAAS.
- l) Experience Record Book section(s) must be submitted within eight (8) weeks of the date of the last entry in order to avoid late submission penalty. Late submission charges will apply for experience submitted for review with a completion date of more than eight (8) weeks prior to receipt by OAAAS, or more than 1000 hours. These charges are as follows:
- 1000 hours or portion thereof - \$100.00
 - 2000 hours or portion thereof - \$200.00
 - 3000 hours or portion thereof - \$300.00
 - 4000 hours or portion thereof - \$400.00
 - 5000 hours or portion thereof - \$500.00
 - 6000 hours or portion thereof - \$600.00
- m) Retain a copy of submissions to the OAAAS for your records.
- n) Failure to submit the required documentation within twelve (12) months of the last entry may result in the submission not being accepted.

The Association will acknowledge the receipt of the submission(s) and provide a summary of the total hours.

PART 5: ROLES OF EXPERIENCE-SUPERVISING ARCHITECT AND PROVINCIAL ASSOCIATIONS

The architectural profession, together with the universities and colleges, has a responsibility to help candidates prepare themselves for architectural practice. One of the ways this is fulfilled is through the roles played by the experience-supervising architect and professional associations in the OAAAS program.

5.1 The Experience-Supervising Architect

Experience-supervising architects are individuals within the firm or organization who monitor, guide, regularly instruct, inspect and examine documentation prepared by the candidate in the development of the work. For experience to be accepted these individuals must be architects licensed in the jurisdiction where the experience is being gained. Experience-supervising architects frequently review the quality of the work performed and regularly certify the candidate's documentation of work experience activity prior to submission of the Experience Record Book section(s).

5.2 The Ontario Association for Applied Architectural Sciences

The OAAAS plays an important role in the process by ensuring that the candidates are informed of all the requirements they need to fulfill, and by guiding and facilitating them through each step of the process.

The OAAAS:

- Appoints qualified individuals to candidate status.
- Provides advice to candidates on registration and licensing procedures.
- Facilitates the process for the candidates.
- Transmits examination results to candidates.

5.3 The Ontario Association of Architects

- Provides advice to candidates on licensing procedures.
- Presents topics and issues, specific to the practice of architecture in Ontario, through the Admission Course.
- Provides a Continuing Education Program.
- Issues a Licence with Terms, Conditions and Limitations.
- Issues a Certificate of Practice in accordance with the Terms, Conditions and Limitations on the Licence.

PART 6: LICENSED TECHNOLOGIST OAA EXAMINATION

The Licensed Technologist OAA examination is under the control and responsibility of the OAAAS. The examination is held after the completion of the OAA Admission Course, which is held in May or June.

Examination Topics

Section #	Topic
	PART 1
1	Professional Conduct and Ethics
2	Scope of Services
3	Authorities
4	Risk Management
5	Construction Contracts
6	Cost Planning
7	Building Design
9	Construction Procurement
10	Contract Administration
11	Construction Lien Act
	PART 2
8	Construction Documents
12	Building Technology

Examination Details

1. The examination will be written on one day, in two half-day sessions.
2. There will be a diversity of question types used composed of multiple choice and other types of questions (e.g. graphics, scenarios) that address the level of difficulty for the various learning outcomes.
3. The examination questions will have a clear stated purpose (described in terms of requiring candidates to demonstrate a high standard of competency).
4. The examination is targeted proportionately as:
 - Multiple-Choice 80%
 - Graphics & Scenarios 20%

PART 7: RIGHTS RESERVED

The provincial associations reserve the right to approve and implement amendments to the Licensed Technologist OAA program pursuant to legislative authority. It is the responsibility of the candidate to check the requirements with the provincial associations.



Ontario Association of Architects

POLICY OF THE COUNCIL OF THE
ONTARIO ASSOCIATION OF ARCHITECTS (OAA)
WITH RESPECT TO APPLICATIONS FOR LICENCE
AND CERTIFICATES OF PRACTICE
BY HOLDERS OF CERTIFICATES OF QUALIFICATION
AS LICENSED TECHNOLOGIST ISSUED BY
THE ONTARIO ASSOCIATION FOR
APPLIED ARCHITECTURAL SCIENCES (OAAAS)

POLICY STATEMENT

Section 13(1) of the *Architects Act* sets out the requirements for the issuance of a licence.

Every applicant must comply with the academic and experience requirements specified in the regulations and have passed such examinations and completed such courses of study as the Council may set or approve unless the Council has exempted the applicant from these requirements.

The academic and experience requirements for the issuance of a licence are stipulated in Section 31 of the regulations.

Where an applicant for a licence is the holder of a certificate of qualification as Licensed Technologist issued by OAAAS, the applicant shall be exempted from the academic and experience requirements set out in the regulations subject to the terms, conditions and limitations hereinafter set out, which shall be incorporated and form part of the licence issued by the Registrar.

Every holder of a certificate of qualification as Licensed Technologist issued by OAAAS is on the issuance of a licence by the Registrar, a member of the Association, subject however to the terms, conditions and limitations as incorporated and part of the licence.

TERMS, CONDITIONS and LIMITATIONS OF LICENCE

1. The Licensed Technologist may prepare and provide a design for, or perform general review of or evaluate, advise or report on the construction, enlargement or alteration of a building that:
 - (1) as constructed enlarged or altered, is not more than three storeys in height and not more than 600 square metres in gross area and is used or intended for one or more of the following occupancies:
 - i Residential;
 - ii Business;
 - iii Personal services;
 - iv Mercantile;
 - v Industrial;
 - vi a restaurant designed to accommodate not more than 100 persons consuming food or drink;
 - (2) is used or intended for residential occupancy, and contains one dwelling unit or two attached dwelling units, and, as constructed, enlarged or altered, is not more than four storeys in height;
 - (3) is used or intended for residential occupancy, that contains three or more attached dwelling units and, as constructed, enlarged or altered, is not more than four storeys in height and not more than 600 square metres in building area.
2. The Licensed Technologist shall use the designation "Licensed Technologist OAA" in every aspect of the practice of architecture but may not use the title "architect" as an occupational designation or use an addition to or abbreviation of the title "architect", an occupational designation or a term, title, addition or description that will lead to the belief that the Licensed Technologist may provide architectural services other than as set out in paragraph 1 hereof. The Licensed Technologist OAA is permitted to use the abbreviated title of "Lic.Tech.OAA".
3. A Licensed Technologist shall not provide architectural services other than as permitted by paragraph 1 of this policy. A Licensed Technologist may act as the prime consultant for the construction, enlargement or alteration of any building but where the Licensed Technologist has been engaged or employed or has agreed to provide architectural services to a member of the public other than as permitted by paragraph 1 of this policy, the Licensed Technologist must engage or employ a holder of a certificate of practice who is not subject to the terms, conditions and limitations that the holder of the certificate of practice may only provide architectural services as set out in paragraph 1 of this policy. Nothing herein prevents the Licensed Technologist from then assisting in the provision of the architectural services provided that such assistance is under the personal supervision and direction of that holder and that this is clearly communicated to the client.
4. The Licensed Technologist is not qualified to vote at an election of members of the Council, and is not eligible for election to the Council and may not vote at the annual or other general meetings of the members of the Association. The Licensed Technologist is not permitted to sit on OAA Statutory Committees nor act as a Mentor under the Intern Architect Program.

5. The Licensed Technologist may provide architectural services to the public only:
 - 1) as a sole proprietor;
 - 2) in partnership with one or more Licensed Technologists who are holders of licences issued in accordance with this policy; or
 - 3) through a corporation;

provided that the Licensed Technologist, partnership or corporation holds a certificate of practice which is subject to the terms, conditions and limitations that the holder of the certificate of practice may only provide architectural services as set out in paragraph 1 of this policy and that the holder provides services that are within the practice of architecture under the personal supervision and direction of a Licensed Technologist to whom a licence has been issued.

6. The Licensed Technologist shall not legally or beneficially own, directly or indirectly, exercise control or direction or legally or beneficially own directly or indirectly shares, or any class of shares of a corporation as hereinafter outlined and, together with another shareholder or other shareholders associated with the person exercise control or direction over, more than 49 percent of the total number of issued and outstanding shares of any class of shares of a corporation to whom a certificate of practice has been issued under Section 14 of the *Architects Act* or a corporate partner of a partnership of corporations to whom a certificate of practice has been issued under Section 16 of the *Architects Act* which is not limited to the provision of architectural services as set out in paragraph 1 of this policy. Section 21(2) of the *Architects Act* applies to this paragraph with the necessary modifications.
7. The Licensed Technologist shall not supervise and direct the practice of architecture of a holder of a certificate of practice issued under Section 14, 15, 16, 17 or 18 of the *Architects Act* that provides architectural services to the public other than architectural services as set out in paragraph 1 of this policy.

TERMS, CONDITIONS AND LIMITATIONS OF CERTIFICATE OF PRACTICE

1. Where a Licensed Technologist applies to the Registrar for the issuance of a certificate of practice, the certificate of practice shall be subject to the same terms, conditions and limitations as the license, but no certificate of practice shall be issued to the Licensed Technologist unless he or she has agreed to waive the right to a hearing by the Registration Committee under Section 25 of the *Architects Act*.

Rev. January 2010

EXPERIENCE AREA DESCRIPTION AND REQUIRED ACTIVITIES

Candidates must acquire 7200 hours of experience in specific categories to satisfy the OAAAS program requirements. Review the detailed list of experience categories and required hours for each. (Section 3.2, p.13)

Category A: Design and Construction Documents

1. Programming

Programming is the process of setting forth in writing the owner's requirements for a given project. Steps in this process include: establishing goals, considering a budget, collecting, organizing and analyzing data, identifying and developing concepts, and determining general needs. The Client-Architect agreements presume that the owner will furnish the program and that any involvement of the architect in writing the program will be a service not covered in the traditional agreement for Design and Contract Administration. However, many owners employ the architect to assist them in preparing a functional program. The project may also be affected by the mortgage lender; public officials involved in health, welfare and safety; future tenants, and, increasingly, the people who will work in the built environment. Their input at the programming stage could be essential to maintain an orderly design process.

Required OAAAS Candidate Activities include the following:

- Participate in conferences with clients regarding programming, periodic reviews and formal presentations and assist in preparing minutes or reports for future reference.
- Assist with presentations at zoning and variance hearings, and at meetings with the owners and consultants of these projects.
- Assist in preparing the summary and evaluation of data and requirements obtained from all sources. Research current literature pertaining to architectural programming.

2. Site and Environmental Analysis

Site analysis includes land planning, urban design and environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic and social impact of proposed land use on the environment, ecology, traffic and population patterns. Governmental agencies frequently require documentation on the results that construction will have on surrounding lands (i.e. environmental impact studies). Decisions relating to site analysis must involve the selection, organization and evaluation of pertinent data that will lead to a resolution of the owner's program while conforming to legal requirements.

Required OAAAS Candidate Activities include the following:

- Assist in analyzing several sites to assess the feasibility of their use for a proposed project.
- Help analyze the feasibility of using a specific site for a project.
- Assist in the analysis of specific land use and location for a project.
- Assist in the formulation of the most appropriate land use strategy to achieve a desired environmental impact.
- Research site restrictions such as zoning, easements, utilities, etc.
- Participate in public hearings about land use issues and prepare reports for future reference.

3. Schematic Design

From the owner-approved program, the architect develops alternative solutions to satisfy technical and aesthetic requirements. Preferred schemes are presented until the owner and architect can agree on one.

Required OAAAS Candidate Activities include the following:

- Participate in the development and preparation of preliminary design concepts to determine the spatial relationships that best satisfy the owner's program.
- Participate in the development and coordination of program requirements with consultants.
- Assist in the preparation of presentation drawings and models.
- Assist in the analysis and selection of engineering systems.
- Participate in design review and approval meetings with clients, user groups, etc.

4. Engineering Systems Coordination

The architect is usually responsible for the selection, design and coordination of all building systems, including the engineering systems. The emphasis of this training requirement is to develop an understanding of the integration of the engineered systems normally designed by consultants and provided by product suppliers under the direct supervision and control of the architect. These traditionally have included structural, mechanical and electrical subsystems as well as newer technical innovations and special requirements, such as security, telecommunications and computer applications. Architects must know how engineering systems work, including system benefits and limitations, availability, initial and operating costs, and the space requirements necessary to provide the basis for system design, selection and integration. This knowledge also provides the vital communication links necessary for appropriate interaction with engineering consultants and product suppliers.

Required OAAAS Candidate Activities include the following:

- Become familiar with construction methods and performance of different engineering systems.
- Understand safety requirements and the selection process for engineering systems.
- Assist in research, analysis and selection of engineering systems during the schematic design and development phases.
- Help coordinate engineering systems documents provided by consultants into the construction documents produced by the architect.
- Review consultants' drawings for conceptual understanding of systems, space requirements and possible conflicts or interference of structure, ductwork, plumbing lines, electrical fixtures, etc.
- Assist in checking shop drawings, evaluating samples and maintaining records.
- Visit job site and observe installation and integration of engineering systems, construction details and space requirements.
- Attend systems start up, operation and maintenance meetings required for acceptance and use by the owner.
- Obtain and study manufacturers' literature for engineering systems and components.
- Become familiar with relevant codes and regulatory standards applicable to various engineering systems.
- Check maintenance manuals and warranties submitted by contractors for conformance with contract documents.

5. Building Cost Analysis

An important responsibility of the architect is to evaluate the probable project construction cost. Accurate estimates are crucial to the client. They influence decisions involving basic design, selection of building products and systems and construction scheduling. Long-term maintenance, as well as tax impact of material and system selection (value engineering), are additional factors that bear on development of the project. For their own preliminary analysis, most architects use computations based on area and/or volume. Estimates of cost provided later in the design process are frequently made on the basis of labour and material requirements (quantity surveys), a method that requires a more specialized knowledge of construction costs.

Required OAAAS Candidate Activities include the following:

- Calculate the area and volume of a project.
- Make a simplified quantity takeoff of selected materials and prepare comparative cost analyses.
- Assist in the preparation of cost estimates of each stage of a project.
- Review various references and texts utilized in cost estimating.
- Assist in the preparation of cost analyses for current projects, using a variety of indices.
- Conduct a survey of current costs per square foot of various types of projects, using local cost data.

6. Code Research

Building inspectors as well as officials in zoning, environmental and other agencies relating to the health, welfare and safety of the public, oversee the enforcement of federal, provincial and local regulations related to building construction. The codes promulgated by these various agencies have a direct bearing on the total design process and thorough knowledge of all requirements is essential to the satisfactory completion of any project.

Required OAAAS Candidate Activities include the following:

- Assist in searching and documenting codes, regulations, etc. for one or more specific projects.
- Study procedures necessary to obtain relief or variances from particular requirements as they relate to a project.
- Calculate certain variables (i.e. numbers and size of exits, stair dimension, public toilet rooms, and ramps) in satisfaction of code requirements.
- Determine a project's allowable land coverage as well as maximum areas in compliance with zoning and any other related ordinances.

7. Design Development

Based on the client-approved schematic design, the architect fixes and details, for the client's further approval, the size and character of the entire project, including selection of material and engineering systems.

Required OAAAS Candidate Activities include the following:

- Participate in the preparation of detailed design development drawings from schematic design documents.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures, construction time and construction cost.
- Help coordinate engineering systems proposed for the project.
- Participate in design review and approval meetings with clients, user groups, etc.

8. Construction Documents

The working drawings phase of construction documents preparation constitutes the major activity on a project in an architect's office. These drawings describe in graphic form all of the essentials of the work to be done: location, size, arrangement and details of the project. Since the successful and timely execution of these documents can be equated closely with an office's financial success, architects constantly search for more efficient ways to produce construction documents. Regardless of the method of preparation, it is extremely important that the documents be accurate, consistent, complete and understandable. This requires thorough quality control including constant review and cross-checking of all documents. In addition, effective coordination of consultants' drawings is essential to avoid conflicts between the various trades during construction.

Required OAAAS Candidate Activities include the following:

- Work in the preparation of detail drawings, developing technical skills in drafting accuracy, completeness and clarity.
- Assist in the coordination of all documents produced by the architect and the consultants.
- Develop knowledge of professional responsibilities and liabilities arising from the issuance of construction documents.
- Participate in the mechanics of assembling the finished construction documents.
- Assist the job captain (or equivalent) in routine administrative/control tasks.

9. Specifications and Materials Research

Well-grounded knowledge of specification-writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts and construction procedures cannot be communicated successfully. A fundamental principle of specification writing requires the architect to understand the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of material or products to be used in a project: appropriateness, durability, aesthetic quality, initial cost, maintenance, etc. To avoid future problems, it is extremely important that the architect recognize the function of each item to be specified. The architect must carefully assess new materials as well as new or unusual applications of familiar items, regardless of manufacturer representations; to be certain no hidden deficiencies exist that might create problems for the owner and expose the architect to liability.

Required OAAAS Candidate Activities include the following:

- Review construction specifications' organization, purpose and format, and assist in writing specifications. Review and analyze bidding forms, insurance and bonding requirements, liens, supplementary and special conditions.
- Research and evaluate data for products to be specified, including information regarding availability, cost, code acceptability and manufacturers' reliability. Attend sales presentations in connection with this research.
- Research industry standards and guidelines for specific classes of products (e.g. curtain walls, aluminum windows) as they affect various manufacturers' items being considered for acceptability on a project. Research construction techniques and systems and understand workmanship standards such as poured-in-place concrete, masonry construction, etc.
- Evaluate the potential for using master specifications in a project specification, including procedures needed to adapt individual sections for this use.

10. Document Checking and Coordination

Close coordination between drawings and specifications is required when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the architectural drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings must be checked and cross-checked for accuracy and compatibility.

Required OAAAS Candidate Activities include the following:

- Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the working drawings.
- Check drawings prepared by others for accuracy of dimensions, notes, abbreviations and indications.
- Assist in developing a schedule of lead time required for proper coordination with other disciplines.
- Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts and interference of plumbing lines, ductwork, electrical fixtures, etc.
- Assist in the final project review for compliance with applicable codes, regulations, etc.

Category B: Construction Administration

11. Bidding and Contract Negotiations

The architect assists in establishing and administering bidding procedures, issuing addenda, evaluating proposed substitutions, reviewing the qualifications of bidders, analyzing bids or negotiated proposals and making recommendations for the selection of the contractor(s). The construction contract and related documents are the formal instruments that bind the major parties together in the construction phase. They detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services.

Required OAAAS Candidate Activities include the following:

- Carefully review the bidding/award stages of previous projects. Develop an understanding of problems encountered and how they were resolved.
- Assist in the pre-qualification of bidders.
- Assist in the receipt, analysis and evaluation of bids, including any alternative, separate or unit prices.
- Learn what information and submittals are required prior to issuance of notice to proceed.
- Assist in evaluating equal product considerations in preparing addenda.
- Meet with contractors and material suppliers to better understand problems they encounter with bid packages and construction contract documents.
- Assist in the process of receipt and evaluation of bids.
- Assist in the preparation and negotiation of construction contracts and become familiar with the conditions of the contract for construction in order to identify the roles of the architect, contractor, owner, bonding company and insurer in the administration of the construction phase.

12. Construction Phase – Office

During the construction phase there are many related tasks that do not directly involve field observations: processing contractors' applications for payment, preparing change orders, checking shop drawings and samples, adjudicating disputes, etc. The architect's handling of these matters will usually have a direct impact on the smooth functioning of the work in the field. For example, prompt processing of the contractor's application for payment, including review of any substantiating data that may be required by the contract documents, helps the contractor maintain an even flow of funds. Items such as shop drawings, samples and test reports submitted for the architect's review must be acted upon promptly to expedite the construction process. Changes in the work that may affect the time of construction or modify the cost are accomplished by change orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

Required OAAAS Candidate Activities include the following:

- Assist in processing applications for payment and preparing certificates for payment.
- Assist in checking shop drawings, evaluating samples submitted and maintaining records.
- Assist in evaluating requests for changes interpreting documents and preparing change orders.
- Participate in resolution of disputes and interpretation of conflicts relating to the contract documents.
- Participate in the assembly of evidence and preparation of testimony to be used before an arbitration panel or in court.
- Become familiar with the legal responsibilities of owners, contractors and architects.
- Participate in the preparation of record documents at project completion.

13. Construction Phase – Site

In administering the construction contract, the architect's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of material and workmanship, the architect must be thoroughly familiar with all of the provisions of the construction contract. Periodic reports on the stage of completion of scheduled activities are collected and compared to the overall project schedule at job site meetings. These meetings facilitate communication between the contract parties and produce a detailed progress record. The architect must determine through observation the date of substantial completion and receive all data, warranties and releases required by the contract documents prior to final inspection and final payment.

In addition to these construction-related responsibilities, the architect interprets contract documents when disagreements occur and makes findings in regard to the dispute impartially, even when the owner is involved. Dissatisfaction with the architect's decision can lead to arbitration or litigation.

Required OAAAS Candidate Activities include the following:

- Visit the job site and participate in general review of the work in place and material stored, and prepare field reports of such routine reviews.
- Review and analyze construction time schedules. Understand the various network methods (e.g. critical path method) potentially available to the contractor. Compare work performed and the anticipated schedule.
- By reviewing contract documents and participating in professional development programs, develop an awareness of the contractual obligations related to the general review during construction.
- Attend periodic job-site construction meetings and assist in recording and documenting all actions taken and agreed to at such meetings.
- Participate in the substantial performance review and assist in the deficiency list verification.
- Participate in the final acceptance review with the owner and other involved parties.

Category C: Management

14. Project Management

The economic and professional health of a firm depends on an orderly, trackable method of project execution. A clearly defined project work plan, the key to the efficient management of project tasks, requires participation and input from team members, consultants, client representatives and other key decision-makers (financial experts, developers, lawyers and contractors). The project manager defines consensus goals, and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with particular attention to decisions that influence the work of multiple team members.

A project file initiated and maintained by the project manager is the comprehensive record to the project's life and a useful resource for future endeavours. The work plan must be congruent with all project-related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress against the work plan 'yardstick', assess all discrepancies and take the corrective action necessary to maintain project control. The project manager also maintains design quality during bidding, contract negotiation and construction phases through administration of the project file, oversees the firm's construction representative and monitors scheduled on-site quality reviews. Finally, the project manager closes out project records and agreements and sets up future post-occupancy evaluation procedures.

Required OAAAS Candidate Activities include the following:

- Review the firm's project management manual or all relevant forms, checklists and other practice aids if a manual does not exist.
- Understand the procedure for assignment of project management responsibilities and the project manager's role in the acquisition process.
- Participate in the development of a project work plan including identifying goals, client requirements, responsibilities, a first-cut schedule and the project record.
- Review a work plan against all project-related contractual agreements.
- Become familiar with team management including role assignments, team communication methods and frequency and maintaining the project file.
- Review design documentation standards and understand expected levels of documentation at each phase of the project.
- Attend quality reviews at project development milestones identified in the work plan.
- Assist in preparing project status assessments including schedule and scope variances and actions required to maintain project budget control.
- Review the project management file for close-out activities such as contractual fulfillments, final fee for services, invoicing and modifications (e.g. change orders).
- Attend post-occupancy evaluation trips to completed project sites.

15. Office Management

Although architecture is a creative profession, current techniques of practice require that the architect's office operate in a similar manner to other commercial enterprises. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of this information. Profitable use of office personnel requires budgeting time and adhering to schedules. The architect's relationship to the client is established by contractual agreement. A contract establishes the duties and obligations of the parties. In order for a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for lawful purpose and accomplishable within an estimated time frame. Effective public relations play an essential role in the creation of the architect's image. This is important in bringing new clients and work into the office as well as in attracting superior people for the professional staff. The architect must participate in marketing activities if the practice is to succeed. On the other hand, the architect's marketing activities (unlike those of merchants, manufacturers and others in commerce) are subject to certain professional constraints. The architect must learn marketing techniques that are effective while remaining within legitimate rules of professional conduct.

Required OAAAS Candidate Activities include the following:

- Review the process of internal accounting and cost control systems for operation of the firm.
- Participate in allocation of time to all elements involved in a total project from preliminary design through construction.
- Review professional service contracts for their structure, content, determination of responsibility and enforcement procedures.
- Review the compensation structure as related to types of services rendered by the firm.
- Review current contractual relationships with consultants.
- Research legal obligations, limitations and liabilities of professional service contracts.
- Review the firm's professional liability insurance policy and develop an awareness of potential practices and procedures that are not covered by the policy.
- Assist in developing programs to publicize the firm's professional services and its expertise.
- Participate in the firm's program for securing commissions for professional services through assisting in market research, prospect list preparation and information-gathering activities.
- Assist in developing firm brochures and advertising as elements of promotion.
- Assist or accompany principals or marketing staff carrying out business development.
- Participate in presentation to prospective clients and formal selection interviews.
- Participate in the firm's internal budgeting (profit planning) process.

Ontario Association for Applied Architectural Sciences Experience Record Book (ERB)

Submit experience record for each 1000 hours worked and for each change of employer.

Complete this report by:

- a) Typing, OR
- b) Printing neatly in ink, OR
- c) Electronic means.

Experience Supervisor to initial:

- d) Each change or correction, AND
- e) Each page, including each additional page added to this report

Retain a copy of this report for your records.

OAAAS Member Identification

OAAAS # _____

Last Name	First Name	Middle Name(s)
Street		Apartment No.
City	Province/State	Country
Postal/Zip Code	Res. Tel.	Bus. Tel.
E-mail		

Employment Identification

Name of Firm		
Street		Suite No.
City	Province/State	Country
Postal/Zip Code	Bus. Tel.	
Nature of Employer's Activities		
Experience-Supervising Architect	Position	
Professional Affiliation		
E-mail		Experience-Supervising Architect's Initials

Association Use Only

Received By: _____ Date: _____

Reviewed By: _____ Date: _____

Experience Period

From			
To			
	DD	MM	YYYY

OAAAS Experience Record Book (ERB)

Summary of Experience

A Design and Construction Documents		1	2	3	4	5	6	7	8	Other	TOTALS
1	Programming										
2	Site and Environmental Analysis										
3	Schematic Design										
4	Engineering Systems Coordination										
5	Building Cost Analysis										
6	Code Research										
7	Design Development										
8	Construction Documents										
9	Specifications and Materials Research										
10	Document Checking and Coordination										
Subtotal											
B Construction Administration											
11	Bidding and Contract Negotiation										
12	Construction Phase – Office										
13	Construction Phase – Site										
Subtotal											
C Management											
14	Project Management										
15	Office Management										
Subtotal											
Total Hours Each Project											
TOTAL HOURS											

OAAAS Member Declaration

I declare that the enclosed information is an accurate record of my experience.

Name (please print)

Signature

Please check if applicable

These hours are part of my 2820 hours of experience in Ontario, under the **Personal Supervision and Direction of an architect licensed by the OAA.**

_____ **OAAAS Member Signature**

_____ **Experience-Supervising Architect's Signature**

**Experience-Supervising
Architect's Initials**

OAAAS Experience Record Book – Summary of Projects

(List the 8 most significant projects in this period)

<p>1</p> <hr/> <p style="text-align: center;"><i>Project Name</i> <i>Location</i></p> <hr/> <p><i>Role of OAAAS Member</i></p>	<hr/> <p><i>Project Type</i></p> <hr/> <p><i>Occupancy</i> <i>Gross Floor Area</i></p> <hr/> <p><i>Budget</i> <i>No. of Storeys</i></p>
<p>2</p> <hr/> <p style="text-align: center;"><i>Project Name</i> <i>Location</i></p> <hr/> <p><i>Role of OAAAS Member</i></p>	<hr/> <p><i>Project Type</i></p> <hr/> <p><i>Occupancy</i> <i>Gross Floor Area</i></p> <hr/> <p><i>Budget</i> <i>No. of Storeys</i></p>
<p>3</p> <hr/> <p style="text-align: center;"><i>Project Name</i> <i>Location</i></p> <hr/> <p><i>Role of OAAAS Member</i></p>	<hr/> <p><i>Project Type</i></p> <hr/> <p><i>Occupancy</i> <i>Gross Floor Area</i></p> <hr/> <p><i>Budget</i> <i>No. of Storeys</i></p>
<p>4</p> <hr/> <p style="text-align: center;"><i>Project Name</i> <i>Location</i></p> <hr/> <p><i>Role of OAAAS Member</i></p>	<hr/> <p><i>Project Type</i></p> <hr/> <p><i>Occupancy</i> <i>Gross Floor Area</i></p> <hr/> <p><i>Budget</i> <i>No. of Storeys</i></p>
<p>5</p> <hr/> <p style="text-align: center;"><i>Project Name</i> <i>Location</i></p> <hr/> <p><i>Role of OAAAS Member</i></p>	<hr/> <p><i>Project Type</i></p> <hr/> <p><i>Occupancy</i> <i>Gross Floor Area</i></p> <hr/> <p><i>Budget</i> <i>No. of Storeys</i></p>
<p>6</p> <hr/> <p style="text-align: center;"><i>Project Name</i> <i>Location</i></p> <hr/> <p><i>Role of OAAAS Member</i></p>	<hr/> <p><i>Project Type</i></p> <hr/> <p><i>Occupancy</i> <i>Gross Floor Area</i></p> <hr/> <p><i>Budget</i> <i>No. of Storeys</i></p>
<p>7</p> <hr/> <p style="text-align: center;"><i>Project Name</i> <i>Location</i></p> <hr/> <p><i>Role of OAAAS Member</i></p>	<hr/> <p><i>Project Type</i></p> <hr/> <p><i>Occupancy</i> <i>Gross Floor Area</i></p> <hr/> <p><i>Budget</i> <i>No. of Storeys</i></p>
<p>8</p> <hr/> <p style="text-align: center;"><i>Project Name</i> <i>Location</i></p> <hr/> <p><i>Role of OAAAS Member</i></p>	<hr/> <p><i>Project Type</i></p> <hr/> <p><i>Occupancy</i> <i>Gross Floor Area</i></p> <hr/> <p><i>Budget</i> <i>No. of Storeys</i></p>

Project Type: new work, additions, renovation, interior design, master planning, etc.
Occupancy Type: assembly, institutional, residential, commercial, etc.

**Experience-Supervising
Architect's Initials**

Experience-Supervising Architect's Comments

1 Comment on the level of responsibility and involvement requested of the OAAAS member.

2 Comment on the overall attitude/philosophy/professional goals of the OAAAS member as you perceive them.

3 Your recommendations for the next (6) months experience.

4 Comment on the extent to which the OAAAS member has been exposed to the activities as outlined for each of the categories in which experience has been obtained.

Experience-Supervising Architect's Declaration

I declare that the preceding information is an accurate summary of the OAAAS member's work experience.

Name *(please print)*

Signature

Date