



Council Policy

Policy Name: **Continuing Education Policy**

Issue Date: **June 20, 2024**

Revision Date: **June 20, 2025**

Part 1: Definitions

“Act” means the [Architects Act, R.S.O. 1990, c. A.26](#)

“Association” means the [Ontario Association of Architects](#)

“Continuing Education Competency Framework” means all professional, ethical, and substantive tools and resources to maintain and develop OAA members’ competence and ethical practice, as it relates to the business or practice of architecture, and includes, without limitation:

- a) All competencies required for entry into the profession;
- b) Professional and technical knowledge and skills;
- c) Leadership and client management skills;
- d) Risk management;
- e) Administrative, legal, and regulatory knowledge;
- f) Professional and ethical conduct;
- g) Equity and social justice issues as they relate to the profession and the built environment;
- h) Ontario Building Code and National Building Code of Canada;
- i) Heritage and restoration; and
- j) Climate action and sustainability.

“Continuing Education Program” means the program for continuing education of members established by Council.

“Council” means the Council of the Association

“Education Providers” includes any other professional associations, architectural societies, architectural advocacy groups, educational institutions, architectural firms, or commercial organizations that offer learning activities that accord with the Competency Framework.

“Learning hours” means hours approved by Council for continuing education and shall be reported in accordance with Sections 3.9 to 3.14 of this Policy.

“Licence holder” means a person who has been granted a licence to engage in the practice of architecture issued under the Act.

“Limited licence holder” means a person granted a limited licence to engage in the practice of architecture under the Act.

“Member” means a Licence holder, Limited licence holder, or Licence holder who holds non-practising status.



“Non-compliant” means failure to meet the Continuing Education Program requirements by the Reporting Cycle deadline.

“Reporting Cycle” means the period of time designated by the Association in which Learning hours must be completed and recorded in the manner established in this Policy.

“Regulations” means the regulations made under [Architects Act, R.S.O. 1990, c. A.26](#)

“Structured learning hours” includes activities that are organized educational sessions offered by Education Providers, are a minimum one hour in length, include a live question and answer period and/or assessment, and are supported by evidence of participation at the time the Learning hours are acquired. Activities must constitute the following educational categories: in-person learning, distance education, and teaching. In-person learning includes attendance in lectures, college/university courses, Lunch & Learns, and participation in an eligible tour led by an [OAA Local Architectural Society](#).

“Unstructured learning hours” encompasses all learning activities that an OAA member may perform in a professional capacity or other activities that accord with the Competency Framework.

Part 2: Background

2.1 This Policy establishes the rules and procedures for completion of and compliance with the Continuing Education Program and should be read in tandem with the Act and the Regulations. If there is a conflict between the Policy and the provisions of the Act or Regulations, the provisions of the Act and Regulations prevail.

2.2 This Policy shall replace the following OAA Council policies:

- a. Continuing Education Non-Compliance Procedure;
- b. Continuing Education Requirements for New Members, Re-application, Re-instated Members and Members Under Suspension; and
- c. Continuing Education – Fines for Non-Compliance.

2.3 This Policy shall replace the following administrative policies:

- a. Continuing Education Collection of Payments;
- b. Continuing Education Program – Prorated Maximum Hours;
- c. Continuing Education Program – Retroactive Hours; and
- d. Continuing Education Program Compliance Audit Policy.

Part 3: Continuing Education Requirements

Learning hours

3.1 Licence holders must complete 70 Learning hours every Reporting Cycle that shall include:

- a. at least 25 Structured Learning hours;
- b. the remaining may be Unstructured Learning hours; and
- c. such further and other learning that Council shall require.

3.2 Limited Licence holders must complete 35 Learning hours every Reporting Cycle that shall include:

- a. At least 12 hours of Structured Learning hours;
- b. The remaining may be Unstructured Learning hours; and
- c. such further and other learning that Council shall require.

Those who hold the status of non-practising member must complete 35 learning hours every Reporting Cycle, all of which may be Unstructured.



Carry-Over

3.3 A licence holder may carry over up to 10 Structured Learning hours and up to 20 Unstructured Learning hours to the next Reporting Cycle. Learning hours may not be carried over more than one Reporting Cycle.

3.4 A limited licence holder may carry over up to 5 Structured Learning hours and up to 10 Unstructured Learning hours to the next Reporting Cycle. Learning hours may not be carried over more than one Reporting Cycle.

Status Changes

3.5 If a member changes to non-practising status at any point during the Reporting Cycle, the member's required Learning hours will be those set out in Section 3.3.

New Members

3.6 If a member joins the Association within the first six months of a Reporting Cycle, the member will be required to complete 100% of the Learning hours set out in Section 3.1, 3.2, or 3.3 as applicable.

3.7 If a member joins the Association between six to eighteen months of the Reporting Cycle, the member will be required to complete 50% of the Learning hours set out in Section 3.1, 3.2 or 3.3, as applicable.

3.8 If a member joins the Association within the final six months of the Reporting Cycle, the member will not be required to complete any of the Learning hours set out in Section 3.1 3.2 or 3.3, as applicable.

3.9 New members can report to their transcript Continuing Education Learning hours completed one year prior to date of licensure, provided that such learning activities meet all Continuing Education criteria.

Form, Format and Manner of Reporting

3.10 Members shall record learning hours in the manner established in this Policy and as further detailed by the Association.

3.10.1 The Association shall record Learning hours for all webinars, conference sessions, Council meetings, and Committee meetings administered by the Association, but only if the member attends at least 80% of the learning activity.

3.11 For learning activities not administered by the Association, members shall keep all documents substantiating the member's proof of attendance at Structured Learning hours reported to the Association for six months after the end of the Reporting Cycle in which they were reported. Proof of attendance need only be submitted to the Association in accordance with paragraphs 3.13 to 3.15 of this Policy.

3.12 Acceptable proof of attendance includes a certificate, a diploma, a letter of attendance from the provider, and/or an email attendance confirmation and such proof must include: the presentation title, total time, and date of completion; attendee's name; and provider's name and email address.

3.13 Members shall keep a record of Unstructured Learning hours, which shall include a description, the length, and date of the learning activity for six months after the end of the Reporting Cycle in which they were reported.

Requirement to Provide Information

3.1 During the Reporting Cycle and up to six months thereafter, the Association may require a member to provide documents about the member's completion of their Structured Learning hours. Every two years (each Reporting Cycle) using an automated random selection process, 1% to 3% of OAA members' ConEd transcripts are audited and reviewed for factual ConEd compliance.



3.2 The Association shall notify the member in writing of the requirement to provide information under Section 3.15 and shall send the member a detailed list of the information to be provided and shall specify a time period of no fewer than ten business days after the notice was sent.

3.3 On request of the member, the Association may, but shall not be required to, extend the time within which the member is required to provide the information.

Prorated Maximum Hours

3.4 The maximum hours per learning category that can be reported each Reporting Cycle vary for each OAA member type and status. If a member's status changes to On Leave or non-practicing (or both), the maximum hours per learning category will change; refer to the table in Appendix A to this policy.

Part 4: Jurisdiction Declaration

4.1 Members who are licenced in more than one Canadian jurisdiction with an equivalency agreement in place with the Association, may elect, using the prescribed form, to designate an applicable jurisdiction in which to report their Learning hours.

4.2 Members must submit the prescribed form to the Association, designating one primary reporting jurisdiction, upon application for licence in another Canadian jurisdiction.

Part 5: Non-Compliance Procedure

5.1 Non-compliance with the OAA's Mandatory Continuing Education Program (ConEd) is a serious matter. Members shall be deemed non-compliant when their transcript fails to reflect completion of the required number of Learning hours as required under Part 3 of this Policy, by 5:00 p.m. ET of the last day of the Reporting Cycle.

5.1.1. Members who have elected to report their Learning hours to another Canadian jurisdiction with equivalency in place with the Association, shall be deemed non-compliant if and when the Association receives notice that the member is non-compliant in the primary reporting jurisdiction.

5.2 The process to administer non-compliance with the OAA's mandatory Continuing Education Program is a time-consuming and costly process. All members who have been deemed non-compliant shall be required to pay a ConEd fee of \$750.

5.3 On application of a member using the prescribed form, the Association may, for the previous Reporting Cycle:

5.3.1 exempt the member from the Requirement under Sections 3.1., 3.2, or 3.3;

5.3.2 reduce the number of Learning hours that the member is required to complete under Sections 3.1., 3.2, or 3.3; and/or

5.3.3 waive or reduce the non-compliance fee.¹

¹A request for a waiver, reduction, or deferral of the ConEd non-compliance fee under this policy is available, if the following criteria are met:

- a. Within 90 days of the date the fee was issued, the recipient of the fee must send a written request to the Registrar which includes:
 1. The amount of the fee they are requesting be waived, reduced, or deferred.
 2. The reason for the request.
- b. The reasons for the Request must accord with the OAA's duty to accommodate under the Human Rights Code.
- c. The Registrar shall make all decisions related to the Request and the decision of the Registrar is final.
- d. A written decision on a Request that is properly submitted in accordance with this Policy shall be provided within 45 days of the Request being received by the OAA. Reasons for the decision will only be provided when the request has been denied entirely and when the recipient of the fee submits a written request for reasons. Relief under this policy may be granted a maximum of three times within a ten-year period.



5.4 When considering an application under Section 5.3, the Association shall have regard to the Association's duty to accommodate in accordance with the Human Rights Code., R.S.O. 1990, c. H.19.

5.5 When refusing an application under Section 5.3, the Association shall not be required to provide reasons for refusal and the decision shall be final, with no right of appeal.

5.6 Unless a member has been granted an exemption of any outstanding Learning hours under this policy, a member shall have 90 days after the end of the Reporting Cycle to complete the Learning hours, failing which the Registrar may administratively suspend the member's licence or limited licence, pursuant to Section 54 of the Regulations.

5.6.1 A member whose licence is administratively suspended must comply with all of the provisions of the Act and its Regulations which deal with suspensions.

5.7 The Registrar shall provide the member with at least 10 days' notice prior to issuing the administrative suspension, and the notice shall include the number and type of Learning hours the member is required to complete.

5.8 An administrative suspension will be administered in accordance with Section 54 of the Regulations.

5.9 Nothing in this policy shall prevent the Registrar from cancelling a licence, limited licence, certificate of practice or temporary licence, in accordance with Section 28(3) of the Act.

Part 6: Re-applications, Reinstatements, Leave of Absences, and Members Under Suspension

6.1 In order to be eligible for reapplication or reinstatement, the individual must first complete and record any outstanding continuing education requirements for the last Reporting Cycle in which they were a member, as well as any outstanding requirements from a previous Continuing Education Reporting Cycle.

- i. If the individual left a cycle between **July 1** and **December 31** (the first six months of a Reporting Cycle), they are not required to complete any requirements for that cycle prior to being eligible for reapplication or reinstatement.
- ii. If the individual left a cycle between **January 1** and **December 31** (the middle 12 months of a 24-month Reporting Cycle) they must complete and record half of the Learning hours set out in Sections 3.1, 3.2, or 3.3 (as applicable) for that cycle prior to being eligible for reapplication or reinstatement.
- iii. If the individual left a cycle between **January 1** and **June 30** (the final six months of a 24-month Reporting Cycle), they must complete and record all the Learning hours set out in Sections 3.1, 3.2, or 3.3 (as applicable) for that cycle before being eligible for reapplication or reinstatement.

6.2 Once the individual has completed and recorded the outstanding cycle requirements, and reapplication or reinstatement has been approved, the member will be subject to the continuing education requirements for that Reporting Cycle as set out in Sections 3.7, 3.8, or 3.9 (New Members) of this Policy as applicable.

6.3 Notwithstanding the above, any member who has been granted leave or surrendered their licence, limited licence or whose status has been cancelled, and then applies for reapplication or reinstatement within the same Reporting Cycle will be subject to the requirements as set out in Sections 3.7, 3.8, or 3.9 (New Members) of this Policy as applicable.

6.4 Prior to reinstatement, the member shall be required to demonstrate that they have completed all Learning hours for the previous cycle and paid all outstanding fines and fees, in accordance with Schedule A of the Association's Bylaws.

6.5 If an individual has not been a member for more than three years and is applying for licence or limited licence and does not have any outstanding disciplinary condition, they will be subject to the same continuing education requirements as a new member. Any incomplete Learning hours prior to the three-year period will not be carried forward. Council may, however, when considering an exemption request from a former member, direct the applicant to undertake specific activities under the OAA's Continuing Education Program to ensure that the individual is current in the practice of architecture.



6.6 Any individual whose licence or limited licence is suspended will be subject to the full Continuing Education requirements for the Reporting Cycle(s) in which the suspension is in effect.

6.7 If a member takes non-practising status at any time in the Reporting Cycle, the full 35 hours of learning is required.

6.8 If a member is granted a leave of absence under the OAA Council Leave Policy, the member will be directed by OAA staff, in writing, as to their:

- i. minimum required learning hours for the reporting cycle in which the leave began, and
- ii. upon return from the leave of absence, the minimum required learning hours for the reporting cycle in which the member returns;
- iii. both of which will correspond to the segment of the reporting cycle in which the member left and returned, as set out at Section 6.1.

Part 7: Collection of Payments

7.2 The collection of fees/payments as it relates to Continuing Education activities offered directly by the OAA is administered by OAA staff.

7.3 Three days prior to each scheduled event ConEd staff will send a reminder to all registrants who have not paid indicating that payment is due immediately and in advance of the session.

7.4 After a session is complete, ConEd staff reconciles attendance, registration and payment lists to identify any inconsistencies. ConEd staff will provide the reconciliation list to finance staff and provide the following instructions based on the list as marked:

- i. Where a member has registered for the session, paid in full, and attended the session, no action is required.
- ii. Where a member has registered for the session, paid in full, and did not attend the session, no further action is required unless the member requests a refund. In that case, a full refund may be granted provided the member can substantiate incapacity to attend the session. The decision to grant the refund will be based medical and/or other exceptional circumstances that prevented the individual from attending. Workload and/or other last-minute scheduling conflicts are not considered exceptional circumstances. The OAA Office of the Registrar will advise finance staff whether to process the refund.
- iii. Where a member has registered for the session, did not pay, however did attend the session, the outstanding payment will be collected by finance staff as per established procedures.
- iv. Where a member did not register for the session, however, did attend the session and signed in accordingly, the outstanding payment is to be collected by finance staff as per established procedures.

7.5 In the event that a member does not pay an outstanding invoice for Continuing Education, that member will not be permitted to register for future events until the outstanding debt is paid.

7.6 Only cancellations that are submitted in writing (i.e. email) will be considered.

- i. A full refund will be provided if the cancellation is made up to 48 hours prior to the ConEd session.
- ii. Cancellation requests received less than 48 hours prior to the event will not be considered, unless the individual can substantiate exceptional circumstances that prevented him/her from attending.



Council Policy

Policy Name **Continuing Education Policy – Appendix A**

Issue Date **August 11, 2015**

Revision Dates **June 20, 2024**

Continuing Education Program prorated maximum hours for members.

The maximum hours per cycle that can be reported vary for each OAA member type and status. If a member's status changes to On Leave or non-practicing (or both), the maximum hours reported per learning category will change as per the table below.

<i>Total Structured Hours Req'd = 25 hours</i> <i>Structured Carry Over Max = 10 hours</i> <i>Total Unstructured Hours Req'd = 45 hours</i> <i>Unstructured Carry Over Max = 20 hours</i>	Architect	Architect Non-practising
Minimum Structured Hours ¹²	25	0
Minimum Unstructured Hours	45	35
Maximum Structured Carry Over	10	10
Maximum Unstructured Carry Over	20	20
Max Teaching (S)	25	13
Max Committee (U)	25	13
Max Council (U)	30	15
Max Discussions (U)	25	13
Max Mentor (U)	10	5
Max Teaching (U)	25	13
Max Multi Media (U)	15	8
Max Research (U)	45	23
Max Tour (U)	15	8
Max Writing (U)	25	13

¹ There are no maximums for Structured Learning hours for in-person learning and/or distance education

² Council approved a mandatory minimum of two climate action hours for the 2024–2026 cycle

<i>Total Structured Hours Req'd = 12 hours</i> <i>Structured Carry Over Max = 5 hours</i> <i>Total Unstructured Hours Req'd = 23 hours</i> <i>Unstructured Carry Over Max = 10 hours</i>	Licensed Technologist	Licensed Technologist Non-practising
Minimum Structured Hours	12	0
Minimum Unstructured Hours	23	35
Max Teaching (S)	13	7
Max Committee (U)	13	7
Max Council (U)	15	8
Max Discussions (U)	13	7
Max Mentor (U)	5	3
Max Teaching(U)	13	7
Max Multi Media (U)	8	4
Max Research (U)	23	12
Max Tour (U)	8	4
Max Writing (U)	13	7