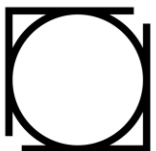


Internship in Architecture Program

OAA Appendix B – Ontario Specific Guidelines



Ontario Association
of Architects

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Introduction

Introduction

The intent of enrolling with the Ontario Association of Architects (OAA) as an [Intern Architect](#) or [Student Associate](#) is to complete the national [Internship in Architecture Program \(IAP\)](#) and become a licensed [Architect](#).

For the purpose of enrolment in Ontario, the following definition of Intern Architect is understood:

An Intern Architect is an individual who has completed a professional degree program in architecture, or the [Royal Architectural Institute of Canada \(RAIC\) Syllabus Diploma in Architecture](#) program, obtained a certificate (or recognized equivalent) from the [Canadian Architectural Certification Board \(CACB\)](#), and holds equivalent status with a Canadian provincial and/or territorial body that regulates the profession of architecture in that jurisdiction. They are permitted to use the designation of “Intern Architect” after being admitted to the IAP. More information can be found in the [Memorandum](#) regarding the Intern Architect title.

For the purpose of enrolment in Ontario, the following definition of Student Associate is understood:

A Student Associate is a student actively enrolled and completing a Canadian Architectural Certification Board/National Architectural Accrediting Board (CACB/NAAB)-accredited program in architecture or the RAIC Syllabus program.

The Internship in Architecture Program includes:

- academic certification;
- experience;
- examination; and
- the [OAA Admission Course](#).

The [IAP Manual](#) sets out the national requirements and Appendix B includes the Ontario-specific requirements and general information about the IAP in Ontario.

As details of licensing requirements change from time to time, Intern Architects/Student Associates are urged to complete the licensing process in a timely manner to avoid losing credit for parts of the program that may become outdated and/or being faced with new requirements.

It is important to read the IAP Manual and Appendix B in their entirety and in conjunction with one another.



Currency of Experience in Ontario

The OAA requires Intern Architects to demonstrate knowledge of local conditions and laws of practice. Intern Architects must complete at least 940 hours of experience in Ontario, which must be gained within the three years immediately preceding the date of application for licence.

The currency of experience must be completed:

- on projects physically located in Ontario;
- under the personal supervision and direction of an OAA member; and
- in an eligible architectural employment situation as outlined in the IAP Manual.



Experience Eligibility

The requirements for architectural experience are different for Student Associates and Intern Architects. The different requirements for experience are set out below.

Student Associates Enrolled in a CACB/NAAB-Accredited Program in Architecture

Student Associates with the OAA who are enrolled in and actively completing a CACB/NAAB-accredited master's program in architecture may record and submit for review and consideration up to 760 hours of architectural experience gained from July 1, 2019 onward.

Only experience gained while holding Student Associate status with the OAA and while completing a CACB/NAAB-accredited master's program in architecture is eligible for review and credit in Ontario. To be considered, student hours must be:

1. Obtained while the student is enrolled and attending a CACB/NAAB-accredited program of architecture; and
2. Completing the final two years of a CACB/NAAB-accredited master's degree program.

Any experience gained prior to entering the final two years of a CACB/NAAB-accredited master's degree program, or while on leave from the program, will not be eligible for consideration.

Student Associates must have their academic institution complete the [Declaration Form](#) to confirm their academic status. Completion and submission of the declaration form is required by the OAA in order to review student experience submissions.

Student Associates Enrolled Student Associates Enrolled in the RAIC Syllabus Program

Student Associates with the OAA who are enrolled as students in the RAIC Syllabus program may accumulate all of the required 3,720 hours of architectural experience gained after admission to Part 2 of the RAIC program.

Only architectural experience gained while holding Student Associate status with the OAA and while enrolled in the RAIC Syllabus Program will be eligible for review and credit toward the IAP in Ontario.

Syllabus Student Associates must be actively enrolled in the RAIC Syllabus program while experience is being gained, and must submit their experience record to the OAA as per the experience submission requirements.



Intern Architects

Intern Architects with the OAA may accumulate post-graduate architectural experience gained while actively enrolled as an Intern Architect in the IAP.

Only experience gained while enrolled as an Intern Architect in the IAP will be eligible for credit in Ontario.



Experience Submission Requirements

Intern Architects must submit their architectural experience to the OAA for review upon completion of 900 to 1,000 hours of experience (approximately every six months) and within eight weeks of the date of the last recorded entry.

If there is a change in the employment situation and the recorded experience has fewer than 1,000 hours, such experience must also be submitted to the OAA within the above-noted timeframe. Prior to leaving a place of employment, it is recommended to obtain the approval of experience by the Supervising Architect as it can become difficult to get former Supervising Architects to approve experience when the Intern Architect is no longer employed in the practice or eligible employment situation.

The OAA recommends recording all experience gained on each project. It is not advisable to tailor the Canadian Experience Record Book (CERB) submission to outstanding hours in specific categories only. Inclusion of all the hours helps provide context for review by the OAA.

Canadian Experience Record Book (CERB)

All architectural experience must be recorded in the CERB for review and approval by the OAA. The OAA will only accept the IAP-sanctioned CERB forms. Custom developed or amended forms will not be accepted.

Methods of Submission

The CERB may be submitted to the OAA via an [online portal](#). While paper or email submissions are also currently accepted, the OAA plans to phase this out in the near future, as the development of the online CERB accommodates all categories of individuals enrolled in the IAP.

Late Submission of Experience

Architectural experience received by the OAA more than eight weeks from the date of the last entry will be subject to late-submission charges.

For example:

Experience submission period = January 2, 2022 to June 30, 2022

Late fee will be applied if submission received after August 31, 2022 (i.e. eight weeks from June 30, 2022)



Late Submission Charges

The late submission charge for every 1,000 hours or portion thereof is noted in [OAA Schedule A](#). Note: this amount may be changed by OAA Council at any time.

Experience Review Process

The experience review process may take up to eight weeks from date of submission to the OAA.

The OAA can accept, refuse, limit, or relocate experience if it does not comply with the IAP requirements as outlined in the IAP Manual. Experience is assessed on a case-by-case basis and in accordance with the required competencies as set out in the [IAP Manual](#) and the Canadian Standards of Competence for Architects.

The [Regulatory Organizations of Architecture in Canada](#) (ROAC) represents the 11 provincial and territorial regulators of the architecture profession. These bodies are responsible for setting the standards for entry into the profession and for issuing licences to those who meet established standards of qualifications and practice.

ROAC has worked collectively to develop and adopt nationally recognized standards of competence; they are embodied in the [Canadian Standard of Competency for Architects](#), which establishes consistent criteria that candidates must meet regardless of their chosen path to licensure. This information is also available on the [OAA Website](#).

Periodic Assessment Forms (PAF)

Approved experience is reflected on a Periodic Assessment Form (PAF), which includes feedback from the OAA. The PAF should be used to help Intern Architects/Student Associates assess where they are in the required experience process.

Intern Architects/Student Associates should discuss comments on the PAF with their Supervising Architect and/or Mentor.

Questions regarding the assessment may be directed to iap@oaa.on.ca.

Demonstrable Competency

Intern Architects must develop demonstrable competency in all the experience categories of the IAP in order to meet the standards of practical skill and level of proficiency required to engage in the practice of architecture in Canada and offer professional services to the public.

Intern Architects may have the opportunity to participate and experience many facets of the profession of architecture, however, not all activities undertaken while an Intern Architect will necessarily be relevant to the IAP.

Questions regarding the eligibility of experience may be sent to iap@oaa.on.ca.



Description of Experience Activities

The architectural experience area descriptions and required activities within the IAP Manual are for reference only. Intern Architects/Student Associates should describe their experience activities in their own words.

The OAA may refuse to accept text that is copied directly from the IAP Manual into the CERB, and return it for revision and re-approval by the Supervising Architect and Mentor.

Variety of Experience/Diversification

The OAA requires Intern Architects/Student Associates gain experience across a range of building types, occupancies, and complexities. It is recognized this may not always be possible. However, when the Intern Architect nears the completion of their internship, they must be able to demonstrate knowledge about practice requirements and professional considerations/obligations that would be required from simple to highly complex buildings and projects.

The OAA will consider experience where the Intern Architect/Student Associate has a good range of diversification within an occupancy type. For example, under Assembly, the Intern Architect/Student Associate works on schools, theatres, libraries, arenas, restaurants, etc. However, if this range of complexity is not possible, the OAA strongly encourages Interns to obtain at least 600 hours in at least two occupancies. Deficiencies related to diversification will be noted in the Periodic Assessment Forms so Intern Architects, Supervising Architects, and Mentors have the opportunity to discuss and address outstanding experience requirements.

Project Delivery Types

Project delivery is a general term describing the comprehensive process used to successfully complete the design and construction of buildings. The term is used to include all the procedures, actions, sequences of events, obligations, interrelations, contractual relations, and various forms of agreement. Not only have options for project delivery multiplied, but also more than one option is possible for a project, depending on the client's needs and the project team's ability to deliver.

Given the evolving nature and complexity of project delivery, Intern Architects/Student Associates should thoroughly and clearly define their roles and responsibilities on each project. Further, not all project delivery types address all the experience categories required by the IAP.

Intern Architects/Student Associates should actively seek out opportunities to gain experience in all categories of the IAP; each area plays an important role in the development of demonstrable competency as it relates to the path for licensure and the practice of architecture.



Program Enrolment

Enrolment Fee

Student Associate status with the OAA is free. Renewal is required by January 2 each year. Failure to do so will result in lapsing of status.

The Intern Architect fee is due on January 2 each year. Failure to renew will result in lapsing of intern architect status.

Application Type	Applications Approved Between January 1 and June 30	Applications Approved Between July 1 and December 31
Student Associate (new)	Free	
Student Associate (re-application)		
Intern Architect (new)	Full-year Intern Architect Fee Applies	Half-year Intern Architect Fee Applies
Intern Architect (re-application)	Full-year Intern Architect fee applies	

Intern Architect Fee Structure

There is a five-year fee structure whereby the Intern Architect annual fee for those enrolled in the IAP for more than five years (either consecutively or accumulatively) will be increased to equal the annual fee for an Architect licensed by the OAA.

All fees are available for review in [Schedule A of the OAA Bylaws](#), which are posted on the OAA Website.



Leave Requests and Financial Hardship

[OAA Leave Policy](#): Intern Architects may apply for relief from the program requirements due to medical, maternity, parental leave, family leave, or compassionate circumstances.

[OAA Financial Hardship Policy](#): Intern Architects may apply for relief from payment of OAA fees due to financial hardship reasons.

Information on the OAA policies can be found on the member side of the OAA Website under Resources>Documents and Publications>Leave Policy/Financial Hardship.



Employment Clarification

Eligible Experience

Architectural employment may be acceptable if it is gained and pre-approved by the OAA in the employ of an architectural practice in Canada, the United States, or an international location. The experience must be certified by an Architect licensed in the jurisdiction where the experience is being gained and who is employed by the same entity and who personally supervised and directed the architectural experience. For clarity, Intern Architects and Student Associates must be employees of the practice where they are gaining experience.¹

¹ For the purpose of the IAP, the OAA defines 'employment' in accordance with its plain-language definition. It does not include situations where the practice or business's clients have their primary relationship with the Intern Architect rather than the Supervising Architect or other Architect at the practice or business, and/or where the Intern Architect provides any form of remuneration to the Supervising Architect, Architectural Practice, or business.

Further, the OAA is not a party to the employment relationship created by the Internship. The employment relationship is between the Intern Architect and the Architectural Practice or Eligible Architectural Employment Situation.

Experience Gained with Entities Such as Government or Institutions ("In-House" Experience)

Experience obtained under the personal supervision and direction of an in-house Architect may be accepted by the OAA, provided it is gained in-house on buildings owned by the employer and not as a service for other entities. In-House Architect means the Architect employed by an entity such as a government agency, crown corporation, hospital, university, bank, etc., and who is not the holder of a Certificate of Practice. **Pre-approval of this employment context is recommended.**

At any point during the course of a project, if the project is transferred or assigned to an outside architectural entity, all work from that point onward may no longer be eligible for credit. It is important to submit additional information describing the roles and responsibilities of the parties to the project contract so the OAA can better understand the experience as submitted. Intern Architects/Student Associates need to be mindful of the context within which they are gaining experience, and confirm with the OAA if the activities are eligible for credit under the IAP.

When submitting experience for review, the Supervising Architect must confirm the experience was gained in-house and distinct from the activities undertaken by outside consultants. Additional information may be required.



Observer or Parallel Documents Experience

Observer/Parallel Experience Gained within Place of Employment

Architectural experience gained by the Intern Architect in their place of employment as an observer or by completing parallel documents (as described in section 2.2 of the IAP Manual) requires OAA pre-approval. The Intern Architect should be prepared to include the following information to the OAA:

- a) An overview of the proposed work experience/project;
- b) The CERB architectural experience categories for which experience will be gained as an observer or for which parallel documents will be completed;
- c) An outline of how specific activities will be acquired by completion of the proposed experience gained as an observer or by completing [parallel documents gained under the IAP Manual](#);
- d) Summary of the hours that will be gained for each experience category and activity; and
- e) The Architect providing supervision.

Observer/Parallel Experience Gained Outside Place of Employment

As set out in the IAP Manual, the fundamental purpose of the pre-licensing employment period is to ensure the Intern Architect is provided with sufficient direct, hands-on architectural experience to meet the standards of practical skill and level of competence required to engage in the practice of architecture in Canada. However, the OAA does recognize there may be circumstances where an Intern Architect has exhausted all options within their place of employment and has been unable to find opportunities to obtain certain outstanding experience hours.

When observer or parallel documents experience is pursued outside the place of employment, the OAA will expect confirmation from the Intern Architect's Supervising Architect that the specific experience activity is unattainable at the place of employment.

Architectural experience gained by the Intern Architect outside of their place of employment as an observer or by completing parallel documents requires OAA pre-approval, which may be secured after the submission of the OAA forms related to [Observer/Parallel Experience](#).

Contact the OAA before undertaking work experience as an observer or through parallel documentation to ensure eligibility. Pre-approval is required to establish if the experience hours will be accepted in addition to the following conditions:



1. The OAA receives a separate and completed CERB submission for this experience inclusive of comments from the Architect providing supervision and the Mentor;
2. This type of experience submission is limited to 600 hours; and
3. The observer or parallel experience has been gained after OAA pre-approval (i.e. no retroactive experience will be accepted).

Important Considerations:

An assessment interview with the [OAA Experience Requirements Committee \(ERC\)](#) may be required if experience is gained via observer or parallel documentation.

Not all activities can be accomplished as an observer or by completing parallel documents. Therefore, experience within the following categories will not be considered:

- Schematic Design;
- Engineering Systems Integration;
- Code Research;
- Design Development;
- Construction Documents;
- Document Checking and Co-ordination; and
- Energy Literacy/Sustainability.

It is the expectation of the OAA that the majority of experience hours be gained through direct experience within the place of employment. Indirect experience gained through observer/parallel activities should only be used to supplement hours from direct experience.



International Experience

An individual may record and submit post-graduate international architectural experience gained outside of Canada while not enrolled as an Intern Architect in the IAP.

This experience must be signed by the Supervising Architect(s) at the respective place(s) of employment and by an OAA Mentor. The OAA must receive proof of licensure of the Supervising Architect(s) in the respective jurisdiction(s).

The OAA is prepared to assess experience where an individual was engaged as a principal Architect in their own architectural practice outside of Canada. This experience must be recorded in the CERB. The individual would sign the Employer Declaration in the CERB, which must also be signed by an OAA Mentor. The OAA must receive evidence of such practice and proof of licensure in the respective jurisdiction(s).

If any international experience gained while not in the IAP forms part of the experience submission at the time of making application for licence, the applicant will be required to attend for an assessment interview with the OAA [Experience Requirements Committee \(ERC\)](#).

The total experience requirement for licensure in Ontario is 3,720 hours as set out in the IAP Manual. All licence applicants must comply with the Ontario requirements for currency of 940 hours of experience in Ontario.



Experience Requirements Committee Interview

Intern Architects may be referred to the [Experience Requirements Committee](#) for an assessment interview. This Committee is comprised entirely of Architects.

An Intern Architect whose experience submission contains architectural experience gained outside of Canada while not enrolled in the IAP and/or an Intern Architect who has not illustrated demonstrable competency in all of the required categories of the IAP will be required to attend an assessment interview with the ERC at the time of application for licence.

The interview provides the Intern Architect with an opportunity to demonstrate they have acquired the necessary knowledge and skills required for licensure. Applicants for ERC assessment will receive detailed information from OAA staff a minimum of five weeks in advance of the assessment date.

There is a fee for the ERC assessment, which is set out in the [OAA Bylaws](#).



Exemption Request to OAA Council

Where there are demonstrable exceptional circumstances, an [Exemption Request to Council](#) may be made and considered by the OAA Council in accordance with Section 31 of the Regulations under the Architects Act. Please refer to the OAA Website for more information.

A formal submission of a request for Exemption to Council is required. This process may include an Experience Requirements Committee assessment. Questions regarding the Exemption Request process may be directed to officeoftheregistrar@oaa.on.ca.

There is a fee for the Exemption Request to Council, which is set out in the [OAA Bylaws](#).



Experience Transfers from Another Province or Territory

The OAA strongly encourages Intern Architects/Student Associates to pursue licensure in the jurisdiction of residence and work. Each province is governed by its own building codes and regulatory framework, with specific design and building requirements unique to that jurisdiction. To ensure a high standard of professional competence, having a substantial connection to and architectural experience in the jurisdiction where you practise is essential.

When transferring from another province or territory, an Intern Architect/Student Associate must ask their home jurisdiction to transfer the approved experience, the PAFs, the examination results (if any), and confirmation of their status to iap@oaa.on.ca. Please note that if some of the transferred experience does not comply with the OAA's Appendix B, the experience will not be acceptable for transfer to the OAA.

The OAA will transfer Intern Architect/Student Associate records to another jurisdiction upon request via email. Transfer of Student Associate experience hours gained between July 1, 2019 and July 1, 2020 with the OAA may not be accepted by all Canadian jurisdictions.



NCARB Record Holders

Holders of National Council of Architectural Registration Boards (NCARB) records transferring from the United States may obtain credit for previously approved experience gained while enrolled in the Intern Development Program (IDP). NCARB record holders will need to re-record the post-graduate IDP experience within the CERB, signed by the previous Supervising Architect(s) at the respective place(s) of employment and OAA Mentor. Proof of enrolment in the IDP (i.e. IDP summary reports) will be required.

NCARB record holders transferring from the United States may obtain credit for previously approved experience gained while enrolled in the Architectural Experience Program (AXP). NCARB record holders will need to re-record the post-graduate AXP experience within the CERB, signed by the previous Supervising Architect(s) at the respective place(s) of employment and OAA Mentor. Proof of enrolment in the AXP (i.e. AXP summary reports) will be required. It will be incumbent on the applicants to ensure the AXP records are re-recorded into the OAA's CERB format and that the distribution of hours accurately reflects the experience requirements as set put in the IAP Manual.



Mentors

Architects, Retired Members, and Life Members of the OAA are all acceptable as Mentors. The Mentor has to be independent of the Intern's workplace. Your Supervising Architect cannot be your Mentor.

A [Mentor confirmation form](#) can be found on the OAA Website. The OAA will soon be launching a Mentorship Directory on the member side of the OAA Website. This will allow Intern Architects and Student Associates to search for possible Mentors using a variety of search criteria, ranging from location, practice size, and particular areas of focus to a variety of identity-related aspects related to the OAA's work to improve [equity, diversity, and inclusion](#) within the profession. Until the directory launches in first-quarter 2023, you can contact iap@oaa.on.ca for assistance.



Supervising Architects

The Supervising Architect is the Architect within the architectural practice or place of employment who personally supervises and directs the Intern Architect/Student Associate on a daily basis. The Supervising Architect must be licensed in the jurisdiction wherein the experience is being gained. The Supervising Architect has agreed to be responsible to train the Intern Architect to gain the competencies required to run projects and to understand the complexities faced in practice.

There needs to be clear communication between the Intern Architect or Student Associate and their Supervising Architect. Both parties should understand the extent of their respective obligations and requirements.

When a Supervising Architect signs off on an Intern Architect/Student Associate experience submission to the OAA, they are affirming to their professional regulatory body that the Intern Architect/Student Associate under their guidance is acquiring or has acquired the core competencies required to practise architecture in Ontario and offer services to the public through a Certificate of Practice. The OAA relies on the information received from Supervising Architects as a critical part in evaluating the submissions.

As an Intern Architect or Student Associate gains experience toward their IAP categories, the Supervising Architect provides detailed and frequent direction, supervision, and guidance on the work and learning experience of the Intern Architect or Student Associate. Direction and supervision can occur either through in-person meetings as well as remote communication (e.g. via email, online markups, and videoconferencing), provided the Supervising Architect maintains oversight of the Intern Architect or Student Associate's work, and has sufficient professional knowledge and familiarity with the IAP to determine the competency of their performance.

In-person interaction with the Supervising Architect is not always required for the acquisition of IAP experience. What *is* required is clear daily communication, meaningful collaboration, and exposure to best practices that build competency toward licensure. What is critical with respect to IAP experience within a remote or in-person context is the ability to gauge if the Intern Architect or Student Associate is gaining a knowledge base and skills transferable to other projects and practice circumstances that meets the standards of practical skill and level of competence required of the IAP. The [employment confirmation form](#) can be found on the OAA Website.



OAA Admission Course

The OAA [Admission Course](#) is a mandatory requirement for licensure in Ontario. A series of lectures on topics related to the practice of architecture in Ontario, it is taught by architects, lawyers, and other professionals with special expertise in the course content. Topics include professionalism, regulatory requirements, the Ontario Building Code, planning and development approvals, contracts, and contract administration.

The Admission Course is *not* a preparatory course for the [Examination for Architects in Canada \(ExAC\)](#).

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

The Admission Course is typically offered in two different formats dependent on provincial health regulations and OAA policies: Online and In-house at the OAA Headquarters in Toronto. Intern Architects can register for the OAA Admission Course in whichever format they prefer, provided it is available at that time.

Full attendance at and completion of all course lectures/sessions is required for successful completion.



Examinations

The mandatory examination requirements for licensure in Ontario include the [Examination for Architects in Canada \(ExAC\)](#) and/or the NCARB [Architect Registration Examination \(ARE\)](#).



Application for Licence

After completion of all the requirements for licensure in Ontario (i.e. education, experience, examination, and Admission Course), the next step is to [apply for licence](#).

Receipt of an application for licence triggers a full and comprehensive review of the Intern Architect's entire file.

Ontario has a requirement that every applicant for licence be of [good character](#). To demonstrate good character, each applicant is responsible for sharing truthful and accurate information with the OAA.

The application, eligibility requirements, and instructions are available on the OAA Website.

Being an OAA Architect does not, by itself, allow you to practise architecture in Ontario. In order to offer architectural services to the public in Ontario, an Architect must obtain a [Certificate of Practice](#) or be employed by a holder of a Certificate of Practice. Applications and information about Certificates of Practice, [Seals](#), and [professional liability insurance](#) are available on the OAA Website.

