Program Guide

Advanced Standing to become a Licensed Technologist OAA

October 15, 2019

It is the responsibility of the candidate to ensure that the Program Guide to which s/he is referring is the latest version. Please check the OAAAS website at www.oaa.on.ca. If in doubt, please contact the OAAAS.

Table of Contents

Appendix A: Experience Area Description and Required Activities

Appendix B: Guidelines for Candidate Interview

Appendix C: OAA Policy Statement for Licence and Certificate of Practice for the Licensed Technologist OAA

Following Appendix C and included in the Guidelines and Application Form for Advanced Standing are the following Documents:

- Project Summary Form
- Candidate Reference Form
- Payment of Fees Form
- Application

1.0　Background

The OAAAS Advanced Standing Program is intended to give qualified senior architectural technicians and technologists an opportunity to qualify for the Licensed Technologist OAA designation based on extensive experience in the building field. A candidate for advanced standing must:

    a)　have an appropriate educational qualification,
    b)　record relevant work experience on OAAAS Project Summary Forms,
    c)　prepare a portfolio including drawings and other documents, and
    d)　be interviewed by OAAAS.

A candidate must demonstrate comprehensive architectural experience over a prescribed number of years, depending on the level of post-secondary education achieved **(Section 3.0).** The documentation will be reviewed by the OAAAS Interview Committee to ensure the candidate has the necessary range of work experience on different building types to satisfy the OAAAS work experience component that is mandatory for all Licensed Technologists OAA. The candidate will be interviewed by the Committee to discuss their suitability for advanced standing.

Note: A Licensed Technologist OAA MUST be a member in good standing with OAAAS. Those candidates who are not members must apply simultaneously to OAAAS and the Advanced Standing process.

2.0　Overview

Candidate submits *Application for Advanced Standing* to the *OAAAS Admissions Committee*	An *Application for Advanced Standing* will include the following: • A completed application form. • Proof of education (transcripts required). • One *Project Summary Form* for each of no fewer than five projects on which the candidate has worked. The candidate may highlight three projects on which he/she would prefer to be adjudicated. • *Candidate Reference Form* with the names of two architects or one architect and one Licensed Technologist OAA who have consented to act as references for the candidate. • Proof of membership in good standing in OAAAS. Those candidates who are not members must apply simultaneously to OAAAS and the Advanced Standing Program. • The Application fee. • A *Checklist* confirming the inclusion of the required information.
Interview Committee reviews Application and Project Summary Forms	The Committee will review the submission to gain an understanding of the candidate's background and work to date.

	Three projects from the Project Summary Forms submitted will be selected for a detailed review by the Committee. They will be used to gauge the candidate's detailed understanding and ability as a senior architectural technologist. The candidate shall provide a copy of drawings and documents for each of these three projects, if possible electronically.
Candidate is interviewed by an Interview Committee.	The purpose of the interview is to confirm that the candidate has the full range of knowledge (including academic qualification, if necessary) and scope of experience in each of the work experience categories, required as a senior architectural technologist.
Reference check.	The candidate's references will be contacted to confirm the candidate's knowledge, experience and character.
Committee provides the candidate with a written decision.	The Committee may place the candidate at any stage of the OAAAS process and may require the candidate to undertake such study, additional training and/or to complete such additional work experience as it may decide in its sole and absolute discretion.
Upon successful completion of the interview process.	If the Committee approves the candidate to move forward, s/he will be entitled to attend the OAA Admission Course.
Upon completion of the OAA Admission Course.	The candidate will be entitled to write the Licensed Technologist OAA examination.
Upon successful completion of the examination.	The candidate will be entitled to submit to the OAA an *Application for Licence with Terms, Conditions and Limitations as a Licensed Technologist OAA.*

3.0   Eligibility

A candidate must have a relevant post-secondary diploma or degree, and work experience totaling at least 12 years, as follows:

.1   A candidate with a 2-year college/university diploma must have no less than **ten years' work experience** (12-2 = 10), **or**

.2   A candidate with a 3-year college/university diploma/degree must have no less than **nine years' work experience** (12-3 = 9), **or**

.3   A candidate with a 4-year college/university degree must have no less **eight years' work experience** (12-4 = 8).

Within this work experience, a candidate must demonstrate they have gained no less than 5580 hours of relevant architectural experience, in the full range of categories outlined in Section 10.0 and **Appendix A**, and on at least three different building types.

Within the work experience, the candidate must demonstrate contemporary knowledge of Ontario laws and regulations by submitting projects that show s/he has at least 940 hours of work experience in Ontario within the three consecutive years prior to submitting an application to the OAA. A candidate must demonstrate this **currency of knowledge** by submitting information about a sufficient number of projects in either of the following situations:

1. Working under the personal supervision and direction of an OAA-licensed architect or Lic.Tech.OAA, or

2. Working with a Building Code Identification Number from the Ministry of Municipal Affairs and Housing in the Designer (Small Building) category, while registered with the Ministry either as a sole proprietor or as a principal of a firm offering design services to the public.

4.0   The Submission

Part 1   Application and Documents

.1   Each candidate is required to submit:
  .i   No fewer than five Project Summary Forms documenting the nature of the work undertaken by the candidate, including at least three projects on which they worked under the personal supervision and direction of an OAA architect or Lic.Tech.OAA. The Committee may accept experience from outside Ontario, if it is was supervised by, and certified by, an architect licensed in the jurisdiction. A candidate may submit as many forms as necessary to demonstrate the full range of work experience. Each form will include information such as name of the practice and the architect/ Lic.Tech.OAA for whom the project was done; role/employment relationship to the architectural practice; approvals required; engineering systems; and the role of the candidate. The candidate may highlight three projects on which s/he would prefer to be adjudicated.
  .ii Application form.
  .iii Fees.
  .iv Candidate References Form (references will be contacted).
  .v   Résumé or CV.

Part 2   Portfolio of Work

.2   The portfolio of projects must illustrate how the candidate has gained the experience and knowledge in all areas necessary to satisfy the categories and minimum hours of the OAAAS Work Experience Requirements, and on at least three different building types.

.3   The OAAAS Interview Committee will review the application and the project summary forms. The Committee will select three projects for detailed review. The candidate must provide one copy of all the drawings/documents for each of the three selected projects, if possible electronically, so the Committee may review the portfolio in detail prior to the interview.

5.0   The Interview

.1   An Interview Committee will be appointed by the OAAAS. It will be composed of three members licensed by the OAA, at least one of whom shall be an OAA architect and at least one of whom shall be a Licensed Technologists OAA. A fourth OAA member will be appointed as an observer. The interview is intended to verify the candidate's work experience and, if necessary, the academic qualification.

.2   The candidate will be asked to answer a series of standardized questions based on the Guidelines for Candidate Interview **(Appendix B).** Prior to the interview, the Candidate will be provided with the blank interviewer worksheet so the candidate can understand the assessment criteria. Where possible, the candidate will refer to the portfolio when answering the questions. The purpose of the questions is to ascertain whether the candidate has sufficient experience and knowledge of all the work experience categories set out in the OAAAS Experience Area Description and Required Activities **(Appendix A).**

.3   Following the interview, the Interview Committee will evaluate all relevant information and provide a written Decision to the candidate. The Committee may place the candidate at any stage of the OAAAS process and may require the candidate to undertake such additional study, training and/or gain such additional work experience as it may decide in its sole and absolute discretion.

6.0   The Decision

.1   The Decision of the Committee is **FINAL.**

.2   The candidate who successfully verifies work experience and currency of knowledge through the interview process will have satisfied the OAAAS work experience qualification and will be eligible to attend the OAA Admission Course and write the Licensed Technologist OAA examination.

.3   If the candidate fails to demonstrate the required experience or knowledge, s/he may reapply after satisfying all the requirements set out in the Decision, no sooner than **six months** and no longer than **two years** following the Decision.

7.0   Role/Responsibility of the OAAAS

- Review the candidate's application for its content and completeness.
- Appoint the Interview Committee.
- Receive the report of Committee and provide the candidate with a written Decision.
- Maintain fairness throughout the process.

8.0   Role/Responsibility of the Interview Committee
- Review the candidate's application and select the three projects.
- Interview the candidate.
- Ascertain from the documentation and interview whether the candidate meets the OAAAS academic and work experience requirements.
- Maintain fairness throughout the process.

9.0   Role/Responsibility of the Experienced Candidate
- Complete the application and Project Summary Forms, and compile and present the portfolio.
- Review and understand the work experience categories set out in Experience Area Description and Required Activities **(Appendix A).**
- Submit documentation that is clear and comprehensive, and which establishes that s/he has the necessary experience to satisfy the requirements **(Appendix A).**
- Be prepared to discuss during the interview any aspect of the work of the technologist in architecture, including the candidate's portfolio.
- Provide additional information as requested in a timely manner.

10.0   OAAAS Work Experience

A candidate is required to show s/he has at least 5580 hours of work experience, under the personal supervision and direction of an architect or Lic.Tech.OAA in either an architectural practice or other acceptable architectural employment situation, or, for purposes of demonstrating currency of knowledge, as a holder of a BCIN providing services to the public. The candidate's experience must satisfy the minimum number of hours prescribed in each of the categories, which constitute the core areas of practice. Candidates are required to include in their experience at least three different building types and a variety of project sizes and occupancies.

Category A – Design and Construction Documents

1. Programming
2. Site and Environmental Analysis
3. Schematic Design
4. Engineering Systems Coordination

Category B – Construction Administration

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

5. Building Cost Analysis
6. Code Research
7. Design Development
8. Construction Documents
9. Specifications and Materials Research
10. Document Checking and Coordination

Category C – Management

14. Project Management
15. Office Management

The Interview Committee will assess the candidate's experience against the 15 experience categories described in the Experience Area Description and Required Activities **(Appendix A).**

11.0   Application Requirements

The candidate must include the following in his/her submission:
- Proof of OAAAS membership. Those candidates who are not members must apply simultaneously to OAAAS and the Advanced Standing process.
- Application for Advanced Standing (found at www.oaa.on.ca under OAAAS)
- Current job description.
- Detailed résumé/curriculum vitae.
- Post-secondary transcripts and/or all other relevant academic certifications.
- A copy of his/her birth certificate.
- No fewer than five Project Summary Forms.
- The required fees.

12.0   Fees
- Application $ 600.00
- Reapplication for second interview   300.00

13.0   Rights Reserved

The OAAAS and the OAA reserve the right to approve and implement amendments to the Advanced Standing for Experienced Candidates program and the Licensed Technologist OAA program pursuant to legislative authority. It is the responsibility of the candidate to check the requirements.