Established in 1889, the Ontario Association of Architects (OAA) is the self-regulating body for the province's architecture profession. It governs the practice of architecture and administers the Architects Act *in order to serve and protect the public interest.*

Fair Registration Practices Report – Prepared for the Office of the Fairness Commissioner (OFC)

Updated 2024

Content

Section 1 - Background

Under Section 20 of the *Fair Access to Regulated Professions and Compulsory Trades Act*, 2006 (FARPACTA), which is substantially similar to section 22.7(1) of Schedule 2 of the *Regulated Health Professions Act*, 1991 (RHPA),

> "A regulated profession shall prepare a fair registration practices report annually or at such other times as the Fairness Commissioner may specify or at such times as may be specified in the regulations".

Section 23 of FARPACTA and Section 22.9 of Schedule 2 of the RHPA then go on to indicate that the Fairness Commissioner shall specify the form in which these reports shall be prepared, along with the required filing dates. This section also stipulates that a regulator must make these reports public.

It is pursuant to these authorities that the Office of the Fairness Commissioner (OFC) has required that each regulator complete its 2023 Fair Registration Practices Report (FRP).

Please note that this report covers the time-period from January 1 to December 31, 2024.

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The FRP:

- Collects information about the organization, applicants to the profession, and current membership.
- Provides information to the public about how the organization has implemented fair registration practices during the reporting period.
- Helps the OFC to successfully undertake the education and compliance activities which include monitoring, applying a risk-informed compliance framework, assessing performance, and sharing best practices.
- Determines whether the regulator is complying with recently enacted legislative and regulatory provisions designed to reduce barriers for domestic labour mobility and internationally trained applicants; and
- Identifies trends across regulated professions and regulated health colleges.

Section 2 - Organizational Information

Organization name	Ontario Association of Architects

For questions about this report, please contact:

Name	Kristi Doyle
Job Title	Executive Director
Name	Christie Mills
Job Title	Registrar
Name	Camelia Bostan
Job Title	Administrator, Licence and Registration

Section 3 - Registration Requirements

Applicants to the regulated professions and compulsory trades must fulfil registration requirements to practise their profession or use a professional title. This section summarizes registration requirements for each profession or trade regulated by Ontario Association of Architects.

Licensing requirements (brief description for each requirement listed):

Profession/ Trade Name	**Architect**
Academic requirement	Section 31(1): The person must hold a degree in architecture from a post-secondary institution or must have successfully completed the Royal Architectural Institute of Canada (RAIC) Syllabus.
	Section 31(2): The person must hold a Certificate of Certification issued by the Canadian Architectural Certification Board (CACB).
Experience requirement	Section 31(5): The person must have completed a total of 3,720 hours of experience, under the personal supervision and direction of a person authorized to practise architecture in the jurisdiction in which the experience is obtained, that meets the

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	requirements of the Internship in Architecture Program (IAP) published by the Association. At least 940 hours of the experience must have been completed within the three years before the date on which the person applies for the licence.
	Section 31(6): If fewer than 940 of the total hours of experience required by Paragraph 5 were completed in Canada, the person must have successfully completed the Council approved courses specified in the Internship in Architecture Program published by the Association.
Language requirement	None prescribed by the regulations under the *Architects Act*.
Additional information on licensing requirements (may include links to appropriate page on regulator website):	Section 31(3): The person must have completed the Admission Course offered by the Association. Section 31(4): The person must have successfully completed one of the following: - the Examination for Architects in Canada (ExAC) published by the Association; - the Architect Registration Examination (ARE) of the National Council of Architectural Registration Boards (NCARB); or - any combination of the components of the ExAC and of the ARE that, considered as a whole, is equivalent to one of those examinations, as approved by the Council. Section 31(7): The person must have completed an experience assessment provided by the Association.

Section 4 – Third-Party Assessments

Third-party organizations that assess qualifications on behalf of the regulator.

Organization name	Function
Committee for the Examinations for Architects in Canada (CExAc)	Knowledge-based exam
National Council of Architectural Registration Boards (United States)	Knowledge-based exam
Canadian Architectural Certification Board	Competency-based assessment
Canadian Architectural Certification Board	Academic credential evaluation

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Fair access legislation requires regulators to take reasonable measures to ensure that any third parties undertake assessment of qualifications in a way that is transparent, objective, impartial, and fair.

The Ontario Association of Architects takes the following measure(s) to ensure fair and timely assessments:

1. The Canadian Architectural Certification Board was established in 1976 by an agreement of the Regulatory Organizations of Architecture in Canada (ROAC) (the regulators), who grant it the authority to act on their behalf in assessing the educational qualifications of individuals holding a professional degree or diploma in architecture. The CACB procedures for certification, and the education standards against which qualifications are measured, have been developed in accordance with both the core principles of the UNESCO/UIA Charter for Architectural Education and the relevant sections of the UIA Accord on Recommended International Standards on Professionalism in Architectural Practice.

   There are currently two members of the OAA on CACB's Board. The CACB must report to the OAA on all matters relating to accreditation. Minutes of each Board meeting will be provided to the OAA timely manner. Bylaws of the CACB include several requirements to ensure the CACB's purposes are undertaken with fair, transparent, objective, and impartial processes.

2. The Committee for the Examination of Architects in Canada (CExAC) oversees and maintains the ExAC on behalf of ROAC as a standing committee that operates under the supervision of the ROAC Board. The mandate, authority, powers, and composition of the committee is set out in the terms of reference approved by the ROAC Board. The mandate of the CExAC is to ensure the proper administration of the ExAC throughout Canada as well as the updating of the examination. All matters from CExAC are regularly reported and reviewed; they require approval by all Canadian jurisdictions. The CExAC has established quality-control procedures to ensure the uniformity and fairness of the tests administered across Canada, as well as the validity and reliability of the data produced. The ExAC Administration Guide describes in detail the procedures for administering the exam, which must be followed by ExAC administrators and supervisors to ensure consistency and fairness in test administration for all interns in Canada.

Section 5 - Accomplishments, Risks, and Mitigations

Key accomplishments and risks pertaining to fair registration practices during the reporting period are summarized below.

A. Accomplishments

1. Amendments to the *Architects Act* and regulations that establish the authority to issue limited licences. Extensive operational and resource preparation for relaunch of internship program for limited licences and associated registration processes.

2. Amendments to regulations to provide alternative to Canadian experience requirement. Development of corresponding resources and website information.

3. Continued progress to modernize the Canada/United States mutual recognition agreement (MRA), with expected implementation in late 2025.

4. Continued progress on the new Canada/United Kingdom MRA, with a formal signing ceremony scheduled for April 2025.

5. Continued progress on the new Canada/European Union (EU) MRA, with expected final approvals by the Canadian and EU governments in mid-2025.

B. Risks and Mitigations

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Risk	Mitigation Measure
Risk identification and mitigation are essential aspects of the OAA's risk management framework. Like all organizations, the OAA faces evolving IT security threats, including phishing and ransomware attacks, malware, and denial of service threats. These threats are increasing not only in frequency, but also in sophistication and potential impact.	To mitigate these risks, the OAA employs a multi-layered security approach, including regular vulnerability assessments, robust backup and disaster recovery planning, and compliance with industry best practices. Additionally, the Association enhances staff awareness through cybersecurity training and enforces strict access controls to minimize exposure to threats. By proactively managing risks, the OAA ensures the integrity, availability, and security of its critical systems, supporting the organization's overall operational effectiveness.
There are anticipated risks associated with Artificial Intelligence (AI). The integrity of registration procedures could be disrupted where there is risk of • AI-generated experience records; • falsified academic credentials and references; • exam cheating where direct human proctoring is limited; • impersonation in remote assessments (e.g. deep-fake technology); and • fraudulent work samples & competency demonstrations (e.g. AI-generated technical drawings or reports).	The OAA is committed to learning and understanding the implications of AI as it relates to professional regulation and registration practices. Although there may be many benefits that could be harnessed operationally, regulators must remain vigilant to understand how AI could pose a risk to the validation or confirmation of the qualifications for licence or limited licence. At this stage, the OAA is in an information-gathering and educational phase to understand how to mitigate risks.

Section 6 - Changes to Registration Practices

During the January 1 to December 31, 2024 reporting period, the Ontario Association of Architects has introduced the following changes impacting its registration processes. Changes, anticipated impacts, and risk mitigation are summarized below.

A. Registration Requirements and Practices

Registration process	Changes Made	Description
Registration requirements either through regulation, bylaw, or policy	Yes	February 2, 2024: Regulation 27 established the Canadian Experience alternative—specifically, the Practice of Architecture in Canada online course offered by the Regulatory Organization of Architecture of Canada (ROAC). The course is made available on demand and at a reduced cost for interns. February 2, 2024: Regulation 27 established the requirement for an experience assessment—specifically, the Ontario Practice Competency self-assessment. The OAA provided a transition period through 2024 to minimize disruption to

		Intern Architects who were close to completing their IAP requirements. Self-assessment is available online or in PDF format.
		December 13, 2024: Regulations were filed that established fee remission for registrants wishing to declare non-practising status. Non-practising registrants are now able to hold this status indefinitely, with reduced fees and continuing education requirements.
New or consolidated class of certificates or licenses.	Yes	December 13, 2024: Regulations were filed that establish the limited licence class of Licensed Technologist. This followed the March 2024 amendments to the *Architects Act* that established authority to issue limited licences. The OAA provided several helpful initiatives, including the waiving of some administrative fees for applicants, extensive communication and website resources, and development of new online portal for participants in the internship program for limited licence.
Assessment of qualifications, including competency-based assessments and examinations	Yes	The Ontario Practice Competency self-assessment noted above was implemented via an integrated, accessible, online portal with supporting resources.
Documentation requirements for registration	No	
Timelines for registration, decisions, and/or responses	No	
Registration and/or assessment fees	Yes	OAA fees were increased by 4% for 2024. The OAA maintains a Financial Hardship Policy available to any class of persons required to pay a fee to the Association to maintain their status.
Changes to internal review or appeal process	No	
Access by applicants to their records	No	The new online CERB portal for Intern Architects and Student Associates now provides ability to upload certain forms via the portal, access the status of previous/current experience submissions, view graphic displays for experience submissions, view currency of experience calculator, and track other CERB items.
Other	No	

B. Training, Policy and Applicant Supports

Registration process	Changes Made	Description

Training and resources for staff who deal with registration issues	Yes	Staff training was provided on the new licensure requirements that were implemented in February 2024; there was also extensive staff testing and refinement prior to implementation. Regular staff peer-to-peer learning. Staff regularly attend conferences or learning opportunities to stay up to date of developments in the regulatory environment, including the Council on Licensure, Enforcement and Regulation (CLEAR), the Canadian Network of Agencies of Regulation (CNAR), and other regulatory resources such as webinars provided by SMEs.
Resources or training to support applicants to move through the licensing process	Yes	Developed, tested, and launched Ontario Practice Competency self-assessment online portal, PDF version, Instructional Guide, FAQs. Updated OAA website (IAP pages) with the new licensing requirements information. There was also scheduled communications to the OAA membership, as well as Intern Architects and Student Associates, via email newsletters and bulletins. Updated OAA database for integrated tracking of new licence requirements. Released an updated OAA Mentorship Guide in May 2024. Updated the Student Associate, Intern Architect, and IAP pages of the OAA Website and associated resources. Attended and presented for audiences related to the international bridging programs of the JVS and the Toronto Society of Architects (TSA), as well as provided information to respective participants during Q&A.
Anti-racism and inclusion-based policies and practices	Yes	The OAA's five-year strategic plan (to 2027) includes the Association's commitment to address environmental and social governance themes over the next five years: Climate Action and Equity, Diversity, and Inclusion. These will act as lenses through which the OAA's work and policies will be viewed to ensure it positively aligns with the principles. Work in this space is evergreen; this includes ensuring the architecture profession of today and tomorrow reflects the diversity of the Ontarians it serves. To this end, it is critical both the path to licensure and the environments in which architects practise are equitable and inclusive and include a diversity of voices and perspectives to strengthen the capacity for architecture and the allied arts to create spaces for the public. More information can be found on the OAA dedicated website pages: Equity, Diversity & Inclusion Indigenous Architecture Climate Action Strategic Planning Final 2024

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C. System Partners

Registration process	Changes Made	Description
Steps to increase accountability of third-party service provider(s)	No	
Accreditation of educational programs	Yes	For those immigrating to Canada with architecture as their primary occupation, using Immigration Refugees and Citizenship Canada's (IRCC's) Express Entry for the Federal Skilled Worker Program (FSWP) requires submissions of an Educational Credential Assessment (ECA) Report. The Canadian Architectural Certification Board (CACB) has been designated by IRCC as the sole organization to provide such ECA Reports for holders of profession degrees in architecture acquired outside of Canada. This means CACB is responsible for assessing the architectural degree's authenticity and equivalency.
Mutual recognition agreements (MRAs)	Yes	There has been work throughout 2024 on two new mutual recognition agreements (MRAs) with expected implementation in 2025—one between Canada and the United Kingdom and another between Canada and the European Union. There has also been work throughout 2024 on the modernization of the Canada/United States MRA, with implementation expected in late 2025.

D. Responsiveness to Changes in the Regulatory Environment

Registration process	Changes Made	Description
Emergency registration plans	Yes	Emergency Registration Plan (ERP) submitted to OFC June 2024.
Technological or digital improvements	No	
Steps to address labour shortages in the profession or trade	Yes	The OAA Council maintains ongoing discussions with the profession's professional liability insurer, including on matters such as labour shortages. Additionally, the Ministry of the Attorney General and the OAA are coordinating a meeting to address labour shortages relative to Ontario architecture practices and related services. Any meaningful discussion on labour shortages in the architectural profession must consider the types of buildings that require the services of an OAA member, as well as the structure and delivery of professional services to the public. A large percentage of the design and construction demands in Ontario may not require the services of an OAA member, that is, an Architect or Licensed Technologist. The *Architects Act* provides exceptions to the requirement for an OAA practice in Section 11(3). These exceptions include single- and multi-unit dwellings, as well as small non-residential buildings.

		According to Statistics Canada, the value of Ontario building permits in 2024 was approximately $59.5 million. Of that total, 21% were specific to single-dwelling buildings (which do not require an OAA member) and 37% were specific to multi-dwelling buildings (which *may* not require an OAA member depending on the size of the project). Within this context, both the numbers of individuals licensed and the number of OAA practices in Ontario are steadily increasing.
		In Ontario, the provision of architectural services is distinct. Professional services are not provided by individual OAA members but through entities holding an OAA certificate of practice (CoP). Within these practices, Architects and Licensed Technologists oversee and take professional responsibility for the work, supervising teams that may include unlicensed individuals contributing to projects. This model enables firms—both large and small—to assemble teams of professionals and subject matter experts, tailoring services to project needs under the direct supervision of qualified professional(s). This structure ensures public access to architectural expertise while maintaining regulatory compliance and professional accountability. These combined observations support the position there is not a labour shortage in Ontario of OAA registrants.

Section 7 - Membership and Application Data

The Office of the Fairness Commissioner collects membership and application data from regulators through annual Fair Registration Practices Reports, which are also made available to the public. Information is collected for the purpose of discerning statistical changes and trends related to a regulator's membership, application volumes, licensure/certification results, and appeals year over year.

A. Race-based data collected

	Race-based Data Collected? (Yes or No)
Members	Yes
Applicants	No
Additional Description:	
In 2020, the OAA Council agreed to implement a long-term data collection strategy through an annual demographics survey of its members and others with Association status. (The survey has since become biennial in frequency.) This survey gathers race-based and other equity-relevant data to provide a baseline for measuring progress as the Association works to better ensure equity, diversity, and inclusion (EDI) in the architecture profession, as well as to develop relevant programs and initiatives. To learn more about the survey, and see results from its first few years, visit the OAA Website. As the OAA continues its focus on equity, inclusion, and diversity under a five-year Strategic Plan, this data will continue to be an important piece of information in the further development of programs and policies (see previous notes on Roundtables and training provided in the fall of 2023).	

B. Other identity-based or demographic data collected

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	Other identity-based or demographic data collected? (Yes or No)
Members	Yes
Applicants	Yes
Additional Description:	
In addition to the OAA Demographic surveys noted in question 2, licence applications request applicants to identify as "Woman," "Man," "Non Binary," or "Prefer not to Answer.	

C. Languages of service provision

The Ontario Association of Architects makes application materials and information available to applicants in the following languages.

Language	Yes or No
English	Yes
French	Yes
Other (please specify)	The Internship in Architecture Program documents are available in English and French. For any live statutory committee assessments or hearings, translators are available upon request.

D. Membership Profile

Profession Name	Total Number of Members	
Architect	5053	
Class of Licence	Total Number of Members	Total Number of Internationally Educated Members
Full / General/ Independent Practice	5053	1123
Gender		Number of Members
Male		3292
Female		1755
X (includes trans, non-binary, and two-spirit people)		2
Other/not collected		4
Jurisdiction of Initial Training		Number of Members

Ontario	2346
Other provinces and territories	907
United States	635
Other International	1123
Other/not collected	42
Country of Initial Training (Academic Origin)	**Number of Members**
Albania	2
Algeria	3
Argentina	10
Armenia	3
Australia	4
Bahrain	1
Bangladesh	9
Belarus	2
Belgium	2
Bolivia	1
Bosnia and Herzegovina	6
Brazil	15
Bulgaria	14
Chile	3
China	61
Colombia	25
Croatia	1
Cuba	4
Cyprus	1
Czech Republic	5
Denmark	1
Ecuador	3

Egypt	81
El Salvador	2
Ethiopia	3
France	19
Germany	13
Greece	1
Hong Kong	8
Hungary	1
India	108
Indonesia	1
Iran	212
Iraq	33
Ireland	8
Israel	9
Italy	9
Jamaica	1
Japan	3
Jordan	23
Kenya	3
South Korea	5
Lebanon	27
Macedonia	5
Malaysia	1
Mexico	11
Morocco	1
Nepal	1
Netherlands	7
New Zealand	3
Nicaragua	2

Nigeria	7
Pakistan	20
Palestinian State	1
Peru	2
Philippines	30
Poland	40
Portugal	4
Romania	29
Russia	16
Serbia	2
Serbia and Montenegro	11
Slovakia	2
South Africa	13
Spain	7
Sri Lanka	8
Sudan	5
Sweden	2
Switzerland	2
Syria	21
Taiwan, Province of China	2
Tunisia	1
Turkiye	7
Ukraine	14
United Arab Emirates	10
United Kingdom	68
Venezuela	8
Vietnam	3
Slovenia	11
United States of America	635

Canada	3253
Other Countries	42
Official Language Preference	**Number of Members**
English*	5053
Racial Identity (optional)	**Number of Members**
Not collected	5053

E. Data Notes (N/A)

F. Applicant Profile

Profession Name	Total Number of Applicants (2023)
Architect	412
Gender	**Number of Applicants**
Male	249
Female	161
Other/not collected	2

Jurisdiction of Initial Training	Applications received in 2023	Applications with decisions pending
Ontario	159	
Other provinces and territories	61	
United States	68	
Other International	124	

Country of Initial Training	Number of Applicants
Bangladesh	1
Brazil	2
Chile	1
China	5
Columbia	1

Denmark	1
Ecuador	1
Egypt	7
France	5
Hong Kong	2
India	20
Iran	25
Iraq	2
Ireland	1
Israel	2
Italy	1
Jordan	1
Lebanon	3
Mexico	2
Nigeria	4
Pakistan	3
Philippines	3
Poland	2
Portugal	2
Romania	1
Russia	1
South Africa	3
Spain	1
Sri Lanka	3
Syria	4
Turkiye	3
United Arab Emirates	4
United Kingdom	5
Venezuela	2

United States of America	68
Canada	220
Official Language Preference	**Number of Members**
English*	412
Racial Identity (optional)	**Number of Members**
Not collected	412

G. Data Notes

*Preferred language data not collected.

H. Applicant Decisions

The table below summarizes the outcome of registration decisions finalized in 2023. Some applications may have been received in the previous year.

Jurisdiction of initial training	Successful	Unsuccessful	Withdrawn
Ontario	126		
Other provinces and territories	44		12
United States	45		15
Other International	103		

I. New Registrants

During the 2023 reporting year, Ontario Association of ARCHITECTS registered a total of 292 new registrants. The breakdown of new registrants by class of registration is provided below.

Class of registration	Total new registrants by class	Number of internationally educated registrants
Full / General/ Independent Practice	307	101
Licence subject to terms, conditions, and limitations	10	

J. Data Notes

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B.7 - Applications are typically withdrawn if the applicant was not successful in securing an architectural project in Ontario. For example, if a practice in Alberta or Michigan was competing for a project in Ontario, but was not chosen by the Owner, they forego proceeding with the application for licence.

K. Reviews and Appeals

Applicants for registration may appeal a registration decision. An internal review or appeal involves formal reconsideration of a registration decision further to an application and submissions by the applicant.

Jurisdiction of initial training	Number of internal reviews and appeals processed	Number of decisions changed following internal review or appeal
Ontario	9	8

An external review or appeal involves review of a registration decision by an external appeal tribunal or court, such as the Health Professions Review and Appeal Board or Divisional Court.

Jurisdiction of initial training	Number of applicants who sought external review or appeal	Number of decisions changed following external review or appeal
Ontario	0	0

Issues raised in reviews and appeals can point to challenges in the registration process. The table below summarizes top issues or reasons that applicants raised during these appeal proceedings.

Issue or reason raised	Number of appeals
Qualifications, knowledge, and experience merited a licence or a licence subject to terms, conditions, and limitations.	6
Qualifications, knowledge, and experience merited a licence.	3

Internationally trained applicants face additional challenges in the registration process. The table below summarizes top reasons for not registering internationally trained individuals.

Reason for not registering	Number of internationally trained applicants
The review panel determined the applicant's submissions did not demonstrate that they merited a licence to practise architecture.	1

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L. Data Notes

B.10 - The 2024 reviews/appeals noted were in relation to Registration Committee hearing requests. When an applicant does not meet the requirements for licence, they may request a hearing to demonstrate that their knowledge, qualifications, and experience merit a licence or exemption from certain licence requirements. None of the hearings in 2024 were for internationally trained or educated individuals.

Section 8 – Registration Timelines

i. Domestic Labour Mobility Applicants

9.1 (4) of FARPACTA prescribes that regulators must make a registration decision within 30 business days from the time that they receive a complete application "and everything required by the regulated profession in respect of the application."

The OAA requires the following documentation before beginning to count the 30-day registration period. This would be the starting point of the registration process for the purpose the data summarized below.

- Completed application form;
- Payment of fee;
- Proof of date of birth; and
- a confirmation of registration from their home jurisdiction

For domestic labour mobility applications received between January 1 and November 30, 2024, registration timelines and outcomes are summarized below:

Registration decisions	30 days or fewer	More than 30 days
Full registration granted	54	0
Alternative registration granted	0	0
No registration granted	0	0

ii. Internationally Trained Individuals

Sections 5 and 6 of Ontario Regulation 261/22 made under FARPACTA establish two-time standards for ITIs:

- A six-month time limit for a regulator to make a registration decision following receipt of everything that it requires in respect of an application for registration. (This time limit must be met in 90% of all cases.)
- A 12-month standard for the regulator to report on its ability to register ITIs, who are eligible for registration without condition, from the earlier of the date that:
    a) the regulated profession receives everything it requires in respect of the individual's application for registration, or
    b) any third-party that assesses the individual's qualification on behalf of the regulated profession receives everything it requires for this purpose.

Section 6 of the regulation further stipulates that the regulator's annual Fair Registration Practices Report shall include data on a regulator's compliance with the six-month standard, and its ability to meet the 12-month standard and, where the regulator has been unable to meet this one-year standard, the steps that the regulator is taking to meet this target.

The Ontario Association of Architects requires the following documentation before beginning to count the six-month registration time-period for internationally educated individuals.

- Completed application form;
- Payment of fee; and
- Details and confirmation of the requirements for the applicants relative to the chosen path to licensure.

For applications from internationally trained individuals received between July 1, 2023, and June 30, 2024, please provide the number of applicants who received a registration decision according to the following time frames. (Please note the end date of June 30 is to allow for a 6-month time period for communicating decisions before the end of the calendar year.)

Registration decisions	30 days or fewer	More than 30 days
Full registration granted	93	0
Alternative registration granted	0	0
No registration granted	0	0

Average time in weeks to communicate a registration decision following receipt of everything required in respect of an application for registration.

2 to 4 weeks

For regulators where a third-party service provider is the first point of contact for applicants: Please report on your ability to meet the twelve-month standard, as described above. If your organization provides applicants with a process map outlining the steps in the registration process and the time required to complete each step.

Applications to the OAA

1. Application and instructions are on the OAA Website for licence as an Architect or limited licence as a Licensed Technologist. Further information is available at:

  ➢ https://oaa.on.ca/registration-licensing/becoming-an-architect

  ➢ https://oaa.on.ca/registration-licensing/becoming-a-licensed-technologist

  ➢ https://oaa.on.ca/Assets/Common/Shared_Documents/Intern%20Architect/IAPMay24Detailed.pdf

  ➢ https://www.oaa.on.ca/Assets/Common/Shared_Documents/Registration%20and%20Licensing/Becoming%20A%20Licensed%20Technologist%20via%20the%20OTP.pdf

2. Providing written acknowledgement of receipt of an application for licence within prescribed timeframe.

3. Responding to an applicant's inquiry in respect to their application within prescribed timeframe.

4. Internal assessment of application and any outstanding submissions within prescribed timeframe.

5. Making a registration decision after receiving a complete application (i.e. all required documentation) within the prescribed timeframe (average time of two to four weeks).

6. Communicating a registration decision within prescribed timeframe.

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With respect to candidates under the Broadly Experienced Foreign Architects (BEFA) program making application for licence with the OAA:

1. Once all documents are received from candidate, BEFA sets assessment interview date.

2. Interview and assessment decisions are an average time of 80 to 90 days.

3. Certification decision to candidate within the same 80-to-90-day period cited above.

4. Once BEFA-certified, candidate can immediately make application for licence with the OAA.

5. OAA licence steps are the same as the above - application and instructions can be seen here on the OAA website.

For those making application to the OAA, after receiving everything the OAA requires in respect of the application for registration, there should be no issue meeting a one-year time frame.

For BEFA candidates, once all steps requiring the candidate's input or submissions have been completed, what remains is the CACB's internal administration related to review and certification. For this, the one-year timeframe should be achievable. (This would include post candidate interview CACB assessment and certification, plus the OAA application process.) The only caveat is if a BEFA candidate does not immediately apply for licence with the OAA. There could be instances where an individual achieves BEFA certification but waits to apply for licence for personal reasons outside the OAA's purview.

Glossary of Terms

Applicant: An individual who has applied for membership in a regulated profession or compulsory trade, with the associated rights to practise their profession/trade or use a professional title.

Domestic labour mobility: Applications subject to the Canadian Free Trade Agreement, which stipulates that a certificate issued by one province or territory should be recognized by all others, unless there is an exception due to public health, safety, and security reasons.

Internationally educated / trained: An individual whose initial professional education was not from a Canadian educational institution, or who is applying for trade certification based on experience gained outside Canada. This category includes individuals with education/training in the United States and other countries. It also includes individuals who completed their initial professional education outside Canada and later addressed gaps with courses or a bridging program based in Canada.

Jurisdiction of initial training: For professions, the jurisdiction in which an applicant obtained their initial professional education used in full or partial fulfilment of registration requirements. For trades, the jurisdiction of initial trade experience listed on a Trades Equivalency Assessment (TEA) application.

Member: An individual who has satisfied the conditions for registration in their profession/trade and has been granted the right to practise and/or the right to use a professional designation or title. Members may hold a full licence to engage in independent practice, or they may hold an alternate class of registration.

Racial identity: Voluntary self-report data of racial identity as a social description. Follows categories identified in the Ontario Anti-Racism Directorate Data.

Registration requirements: The entry-to-practice requirements an applicant must meet to be granted full membership in a regulated profession or trade, with the associated right to practice or right to use a professional title.

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- **Academic requirement**: The formal education, or equivalent, that is required for licensing or certification in a particular regulated profession or trade.
- **Experience requirement**: The experiential training or work experience that is required for licensing or certification in a particular regulated profession or trade.
- **Language requirement**: The level of language proficiency that is required for licensing or certification in a particular regulated profession or trade, and the language proficiency tests accepted in fulfilment of this requirement.

Third party service provider: An external organization that assesses applicant qualifications on behalf of the regulator.

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