



APPENDIX B:

SPECIFIC ONTARIO REQUIREMENTS

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1. INTRODUCTION

The purpose of enrolling in the internship program with the OAA is to complete the Intern Architect Program (IAP) and become an architect licensed in Ontario. As specific licensing requirements do change from time to time, Interns are urged to complete the licensing process in as timely a manner as possible in order to avoid losing credit for parts of the program that may become outdated and/or being faced with new requirements as they occur.

2. CURRENCY OF EXPERIENCE IN ONTARIO

One of the requirements to be eligible for licensure in Ontario is the completion of 940 hours of experience in Ontario which must be gained within the 3 years immediately preceding the date of application for licence. This experience must be completed in Ontario under the personal supervision and direction of a person licensed to engage in the practice of architecture in Ontario.

In order to fulfill the above-noted 940 hours of experience:

- i. The project must be physically located in Ontario;
- ii. The work performed by the Intern must be carried out in the office, located anywhere, of an OAA holder of a Certificate of Practice or in an eligible architectural employment situation as outlined in the IAP Manual;
- iii. All work must be carried out under the personal supervision and direction of an Architect licensed in Ontario; and
- iv. The experience must be completed within 3 years immediately preceding the date of making application for licence.

3. EXPERIENCE

3.1. EXPERIENCE ELIGIBILITY

Credit will be granted only for postgraduate experience gained while actively enrolled as an Intern Architect in the IAP, or actively enrolled in the Intern Development Program (IDP) in a State or Territory of the United States of America (USA) where IDP is mandatory.

Back-entering of experience prior to becoming an Intern Architect is not permitted.

RAIC Syllabus students should refer to item 8.0 and Internationally Trained Professionals to item 4.2.

3.2. EXPERIENCE SUBMISSION REQUIREMENTS

The record of architectural work experience is required to be submitted to the OAA for review upon completion of 900 to 1000 hours of architectural experience and **must** be submitted by the Intern to the OAA **within 8 weeks of the date of the last entry**.

If there is a change in the employment situation and the Intern has recorded less than 900-1000 hours, such experience must also be submitted to the OAA within the above-noted timeframe.

3.3. LATE SUBMISSION OF EXPERIENCE

Architectural experience received by the OAA more than 8 weeks from the date of the last entry, and within 12 months after the date of the last entry, will be subject to late submission charges (refer to item 3.4).

Architectural experience submitted more than 12 months after the date of the last entry will be subject to special review and late submission charges will apply (refer to item 3.4). Special review may include the Intern being requested to submit extra documentation, such as time sheets and testamentary documents signed by the Intern and signed and submitted by the Architect(s) who supervised the work at the time. Interview may also be required.

3.4. LATE SUBMISSION OF EXPERIENCE CHARGES

The charges are \$100 for every 1000 hours or portion thereof.

3.5. EXEMPTION REQUEST TO COUNCIL

There are no acceptable alternatives to the academic or experience requirements except where an individual can demonstrate exceptional circumstances as to why they are unable to complete these requirements. A submission of a request for Exemption to Council is required. This information may be accessed through personal contact with staff (in-person, telephone or written communication).

4. EMPLOYMENT CLARIFICATIONS AND EXPERIENCE TYPES

4.1. EXPERIENCE GAINED WITH ENTITIES SUCH AS GOVERNMENT DEPARTMENTS, INSTITUTIONS, ETC.

Experience obtained under the personal supervision and direction of an in-house Architect is valid provided it is gained in-house on buildings owned by the entity while actually performing the services under the category

items. In-House Architect means the Architect on the staff of an entity such as government, institutions, corporations, etc. which are not an architectural practice.

At any point during the course of the project, if the project is given to an outside architectural consultant, then all work from that point onward is not eligible for credit. The building(s) must be owned by the entity for experience to be eligible for credit.

When submitting such experience for review, the OAA must receive confirmation from the Employer (i.e. Supervising Architect) that the experience was gained in-house while actually performing the services under the recorded category items.

4.2. INTERNATIONALLY TRAINED PROFESSIONALS

Internationally Trained Professionals (ITPs), who are not Canadian or US Citizens that studied abroad, and who have become Intern Architects with the OAA may submit for review their postgraduate international architectural experience recorded in the CERB. This experience must be signed by the Supervising Architect(s) at the respective place(s) of employment and by an Ontario 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 ITP was engaged as a principal in his/her own architectural practice outside of Canada or the USA, this experience must be recorded in the CERB. The ITP would sign the Employer Declaration in the CERB and this must also be signed by an Ontario 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 ITP will be required to attend for interview with the Experience Requirements Committee.

The total experience requirement for licensure in Ontario is **3,720 hours** as set out in the IAP Manual. ITPs must also comply with the Ontario requirements for **currency of 940 hours** of experience in Ontario as set out in item 2.0.

4.3. IDP INTERNS TRANSFERRING FROM THE USA

IDP Interns transferring from the USA will be required to re-record their experience in the Canadian Experience Record Book (CERB), have this signed by the Supervising Architect(s) at the respective place(s) of employment and by an Ontario Mentor. The CERB requires the categorical breakdown of occupancies, project types and sizes as this forms part of the experience review.

Interns should include proof of enrolment in the IDP, i.e. IDP summary reports.

4.4. EXPERIENCE TRANSFERS FROM ANOTHER CANADIAN ARCHITECTURAL LICENSING AUTHORITIES (CALA) JURISDICTION OR USA JURISDICTION

Credit for Undergraduate architectural experience which has been accepted by another CALA jurisdiction or USA jurisdiction **prior to January 1, 2012**, is limited to 940 hours in the Mandatory components A, B and C.

Credit for Undergraduate architectural experience which has been accepted by another CALA jurisdiction or USA jurisdiction **after January 1, 2012 will not be accepted by the OAA.**

4.5. OAA INTERNS TRANSFERRING TO A USA JURISDICTION

Interns who wish to obtain their first licence in a USA jurisdiction (who are not licensed anywhere in Canada) are subject to the licensure requirements of the specific USA jurisdiction.

4.6. OCCUPANCY TYPES

The IAP requires that an Intern's architectural experience must include a variety of occupancies (minimum of 2), project types and sizes, and that non-compliance with this requirement will be considered by the OAA only in exceptional circumstances. Ideally within the occupancy types, the OAA would like to see at least 600 hours in each of the 2 occupancies.

The OAA is prepared to assess experience where the Intern has a good range of diversification within an occupancy type, e.g. under Assembly the Intern works on schools, theatres, libraries, arenas, restaurants, etc.

The OAA is also prepared to assess experience where the Intern works on occupancies that are **mixed-use**. Where the Intern has been involved in diversification on a project comprised of components of different classifications, it is recommended that the Intern re-state the project on the Experience Summary Form by occupancy and record the hours in the various categories accordingly. For example on an 'Institutional' project:

Project 1	The H Building	Laboratories	Industrial
Project 2	The H Building	Lecture Halls	Assembly
Project 3	The H Building	Medical/Administrative Offices	Commercial

Please note that if the multiple occupancy project is in reality a single occupancy with relatively minor components of a different occupancy, enter only the single occupancy, i.e. Institutional.

4.7. OBSERVER OR PARALLEL DOCUMENTS

Architectural experience gained as an observer or by completing parallel documents will be granted only under exceptional circumstances. Note that **not all activities** can be accomplished as an observer or by completing parallel documents, e.g. Schematic Design, Engineering Systems Co-ordination, Code Research, Design Development, Construction Documents, Document Checking and Co-ordination. (Refer to IAP Manual item 2.2 Observer or Parallel Documents.)

Contact the OAA **PRIOR** to starting such experience to ascertain whether such experience is acceptable for recording.

5. CANADIAN EXPERIENCE RECORD BOOK (CERB)

The OAA will accept **only** the IAP sanctioned CERB available electronically on the OAA Website at www.oaa.on.ca under the tab "The OAA", then "Join the OAA", and "Intern Architect". **Interns personally developed forms will not be accepted.** The forms must bear the original signatures of the Supervising Architect and the Mentor.

6. EXPERIENCE REQUIREMENTS COMMITTEE (ERC)

Interns may be referred to the ERC for Interview. This Committee is comprised entirely of Architects. The ERC assesses the architectural experience of an Intern whose experience submission contains architectural experience gained outside of Canada and the USA while not enrolled in the Internship in Architecture Program (IAP) or the USA Intern Development Program (IDP).

It is also the mechanism used when an Intern has accumulated the minimum 3720 hours of architectural experience and has not been able to sufficiently broaden his/her experience as recommended by the experience reviewers.

The interview provides the Intern with a forum to demonstrate that he/she has acquired the necessary knowledge and skills required prerequisite to licensure. Applicants for interview will receive detailed information from staff a minimum of 4 (four) weeks in advance of the interview.

There is a fee for the ERC interview, which is set out in the OAA By-Laws.

7. CANADA/USA MUTUAL RECOGNITION AGREEMENT (MRA)

The Mutual Recognition Agreement (MRA) between the Canadian Architectural Licensing Authorities (CALA) and the National Council of Architectural Registration Boards (NCARB) applies **only** to Architects. While there are many requirements, the general conditions are:

- One year (2,000 cumulative hours) post-licensure experience;
- Citizenship or permanent residency in either Canada or the USA;
- Principal place of practice must be in a signatory jurisdiction; and
- NCARB Certification.

Information on licensure in USA jurisdictions is available on the NCARB Website at www.ncarb.org under the tab "Certification & Reciprocity."

Note: Not all USA jurisdictions have signed the Mutual Recognition Agreement.

8. STUDENTS IN THE ARCHITECTURE CANADA/RAIC SYLLABUS PROGRAM

Only architectural experience gained while actively enrolled in the Syllabus and actively enrolled as an OAA Student Associate will be eligible for credit in Ontario.

Students in the Syllabus program may accumulate all of the required 3720 hours architectural experience gained after enrolment in Part 2 of the program.

Students must be actively enrolled in the Syllabus program while experience is being gained and must submit their experience record to the OAA as per the experience submission requirements (refer to item 3.0).

Syllabus students are advised that while full credit for experience gained during the Syllabus program may be granted by the OAA, they may not qualify for recognition under the Inter-Recognition Agreement with the USA.

9. 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.

10. OAA ADMISSION COURSE

The Admission Course is an intensive 3 day program of lectures on topics related to the practice of architecture in Ontario. The courses are 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 mandatory 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 Interns at the time of attendance at the Course.

Full attendance at all lectures is required to successfully complete the Admission Course.