



**Ontario Association of Architects**

## **APPENDIX B:**

### **SPECIFIC ONTARIO REQUIREMENTS**

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## 1. INTRODUCTION

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The purpose of enrolling in the internship program with the OAA is to complete the Internship in Architecture Program (IAP) and become an architect 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process in as timely a manner as possible in order to avoid losing credit for parts of the program that may become outdated and/or being faced with new requirements as they occur.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. EXPERIENCE

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### 2.1. EXPERIENCE ELIGIBILITY

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All Experience must be submitted in the required format on a Canadian Experience Record Book (CERB).

**Credit will only be granted for experience gained while actively enrolled as an Intern Architect in the IAP.** Back-entering of experience prior to becoming an Intern Architect is **not** permitted.

Experience is assessed and eligible experience is combined and identified on a Periodic Assessment Form (PAF) which is sent to each intern with comments. Use this form to help assess where you are in the experience process. For questions about the assessment or experience that has been disallowed contact the IAP Administrators in the Office of the Registrar at [jap@oaa.on.ca](mailto:jap@oaa.on.ca)

RAIC Syllabus students should refer to item 6 and Internationally Trained Professionals to item 3.2.

### 2.2. CURRENCY OF EXPERIENCE IN ONTARIO

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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 gained within 3 years immediately preceding the date of making application for licence.

### 2.3. EXPERIENCE SUBMISSION REQUIREMENTS

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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 (approximately every six (6) months) and must be submitted by the Intern to the OAA **within 8 weeks of the date of the last entry**.

Include all the hours worked on each project. Do not tailor the CERB submission to missing hours in a specific category. Including all the hours helps provide context for the reviewers. In addition, providing all the hours worked can help meet the currency of experience requirement once an application for Licence is submitted.

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.

Your completed CERB may be submitted by mail or e-mail.

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#### 2.4. CANADIAN EXPERIENCE RECORD BOOK (CERB)

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The OAA will accept **only** the IAP sanctioned [CERB](#) available electronically on the OAA Website. Personally developed or amended forms will not be accepted.

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#### 2.5. LATE SUBMISSION OF EXPERIENCE

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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 2.6).

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 2.6). Special review may include requests that the Intern provide additional documentation, such as time sheets or other confirmation from the employer. An interview may also be required.

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#### 2.6. LATE SUBMISSION OF EXPERIENCE CHARGES

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

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#### 2.7. EXEMPTION REQUEST TO COUNCIL

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There are no acceptable alternatives to the legislated requirements for licence (academic, experience, examination, admission course). An Exemption Request to Council may be made where there are demonstrable exceptional circumstances. A formal submission of a request for Exemption to Council is required. This process includes an interview. Information about this process is available by sending an inquiry to [officeoftheregistrar@oaa.on.ca](mailto:officeoftheregistrar@oaa.on.ca).

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### 3. EMPLOYMENT CLARIFICATIONS AND EXPERIENCE TYPES

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

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Experience obtained under the personal supervision and direction of an in-house Architect may be 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 the holders of a Certificate of Practice.

At any point during the course of the project, if the project is given to an outside consultant then all work from that point onward may not be eligible for credit. It is important to submit additional information describing the type of consultant (architects, engineers, interior designers) and the responsibilities of both the intern and the consultant including at what stage the outside consultant became involved in the project.

When submitting experience for review, the Employer (i.e. Supervising Architect) must confirm that the experience was gained in-house while actually performing the services and that the services were not performed by outside consultants. Additional information may be required.

### 3.2. INTERNATIONALLY TRAINED PROFESSIONALS

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Internationally Trained Professionals (ITPs), who are not citizens of Canada or the United States of America (USA) that studied outside Canada or the USA, 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 2.2.

### 3.3. IDP INTERNS TRANSFERRING FROM THE USA

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NCARB Record Holders (formerly IDP Interns) who want to become interns with the OAA should contact [iap@oaa.on.ca](mailto:iap@oaa.on.ca).

### 3.4. EXPERIENCE TRANSFERS FROM ANOTHER PROVINCE OR TERRITORY

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An intern transferring from another Province or Territory must ask their “home” jurisdiction to transfer the CERBs that have been reviewed and approved along with confirmation of their status to [iap@oaa.on.ca](mailto:iap@oaa.on.ca)

### 3.5. OAA INTERNS TRANSFERRING TO A USA JURISDICTION

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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.

### 3.6. OCCUPANCY TYPES

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The IAP requires that an Intern’s architectural experience must include a variety of occupancies (minimum of 2), project types and sizes. Non-compliance with this requirement will be considered by the OAA only in exceptional circumstances. The OAA would like to see a minimum of 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 will 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. Assembly.

### 3.7. OBSERVER OR PARALLEL DOCUMENTS

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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.

## 4. EXPERIENCE REQUIREMENTS COMMITTEE (ERC)

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Interns may be referred to the Experience Requirements Committee (ERC) for Interview. This Committee is comprised entirely of Architects.

An Intern whose experience submission contains architectural experience gained outside of Canada while not enrolled in the Internship in Architecture Program (IAP) and/or an Intern who has not been able to sufficiently broaden his/her experience as recommended by the experience reviewers will be interviewed by the ERC.

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.

## 5. CANADA/USA MUTUAL RECOGNITION AGREEMENT (MRA)

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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](#). Information on eligibility under the MRA is available on the OAA's website on [the Canada/USA Mutual Recognition Agreement page](#).

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

## 6. STUDENTS IN THE ARCHITECTURE CANADA/RAIC SYLLABUS PROGRAM

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Only architectural experience gained while actively enrolled in Part 2 of 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 2.3).

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.

## 7. MENTORS

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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.

If an Intern is unable to find a mentor, the OAA has a Mentor list available. Contact [iap@oaa.on.ca](mailto:iap@oaa.on.ca) for assistance.

## 8. OAA ADMISSION COURSE

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The Admission Course is a series 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.

The Course is delivered in-person at the OAA Conference and an online version will be launched in the spring of 2018.

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

## 9. EXAMINATIONS

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In Ontario, the recognizable examinations for licensure are:

- The Examination for Architects in Canada (ExAC), [www.exac.ca](http://www.exac.ca)
- The Architect Registration Examination (ARE), [www.ncarb.org](http://www.ncarb.org)

## 10. APPLICATION FOR LICENCE

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Once an Intern has completed all of the requirements for licensure in Ontario (i.e. academic requirements, the experience requirements, the examination requirements, and the Admission Course), he/she is eligible to apply for licence in Ontario.

The application and instructions are available on the OAA website, under the tab "The OAA", then "Join the OAA", and "Architect" and is named the [First Application and Guidelines](#).

Being a licensed Architect does not, by itself, allow you to practice architecture in Ontario. In order to offer architectural services to the public in Ontario, an Architect must obtain a Certificate of Practice (CofP). Applications and information about [Certificates of Practice are available on the OAA website](#).