



A. IDENTIFICATION *(please print)*

Name in Full:	Family Name	Given Name	Middle Name(s)
Residence address:	Street	Unit	
	City	Province/Territory	Country
			Postal code
Contact Information:	Telephone	Email	

B. BACKGROUND INFORMATION

Please complete all that apply; indicate "N/A" otherwise.

ACADEMIC QUALIFICATIONS

Degree/Diploma:	
Institution:	
Country:	
Years attended:	
Was the program accredited in its jurisdiction?	
☐ Yes	☐ No
	☐ Unsure

PROFESSIONAL EXAMINATIONS

Name of examination:	
Jurisdiction:	
Date(s) written:	
Result?	☐ Pass
	☐ Fail
	☐ Awaiting Result
Add additional entries if needed:	

ARCHITECTURAL EXPERIENCE

Total years of architectural experience: _____

Jurisdiction(s) where experience was gained: _____

Dates of Experience: From: _____ To: _____

Where an exemption is sought from the experience requirement, the applicant's experience will be assessed by the OAA's [Experience Requirements Committee](#) (ERC), which makes a recommendation to [Council](#) for its consideration. The process includes the submission of detailed supporting documentation.

PROFESSIONAL REGISTRATION

Regulatory body: _____

Jurisdiction: _____

Status: ☐ Active ☐ Expired ☐ Lapsed ☐ Other _____

Date Held: From: _____ To: _____

Add additional entries if needed:

OTHER RELEVANT CREDENTIALS

Credential or Designation: _____

Issuing Organization: _____

Status: ☐ Active ☐ Expired ☐ Other _____

Date Held: From: _____ To: _____

Add additional entries if needed:



C. EXEMPTIONS REQUESTED

Check all the boxes that require an exemption.

Academic Requirements

- ☐ A [degree in architecture](#) from a post-secondary institution or successful completion of the Royal Architectural Institute of Canada ([RAIC](#)) [Syllabus](#) program;
- ☐ [Certification](#) issued by the Canadian Architectural Certification Board (CACB); and
- ☐ Successful completion of the [OAA Admission Course](#).

Experience Requirements

- ☐ At least 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 requirements of the [Internship in Architecture Program \(IAP\)](#) published by the Association.
- ☐ At least 940 hours of the above experience completed within the three years before the date of application for licence.

Successful completion of the Council-approved courses specified in the IAP published by the Association where fewer than 940 of the total required hours of experience were completed in Canada.
- ☐ Completion of an [experience assessment](#) provided by the Association.

Note: If your request involves exemption from experience requirements, you will be required to attend an [Experience Requirements Committee](#) assessment interview. You will be contacted with further information if this is the case.

Examination Requirements

- ☐ Successful completion one of the following:
 - the [Examination for Architects in Canada \(ExAC\)](#) published by the Association;
 - the Architect Registration Examination (ARE) of the U.S. National Council of Architectural Registration Boards (NCARB); or
 - any combination of the components of the ExAC and the ARE that, considered as a whole, is equivalent to one of those examinations, as approved by the Council.

Prior to submitting an Exemption Request to Council, applicants should contact licence@oaa.on.ca to receive information regarding the statutory framework for exemption requests, the submission guidelines, and procedures.

DECLARATION

I declare the information provided in this request form is complete and accurate to the best of my knowledge. I authorize the OAA to use the documents submitted in support of this exemption request.

Signature

Date

Please retain a copy of this form and all attachments for your records.

