
Council Policy

Policy Name **Licence Exemption Request**

Issue Date **January 11, 1996**

Revision Dates **May 5, 2010**
 January 18, 2019
 September 22, 2022

Section 33 of Ontario Regulation 27, as amended, states:

"33. The Council may, where it is of the opinion that the applicant's qualifications, knowledge and experience so merit, grant an exemption from all or part of the academic and experience requirements set out in this Regulation."

Council will respond to all formal and complete requests for exemption.

In addition to Ontario Regulation 27, Council may consider the exceptional nature of the circumstances of the applicant which has prevented the individual from meeting the prescribed licensing requirements.

When making application for exemption, the Registrar will request that applicants provide:

- a written submission;
- details of the specific requirements in the Regulation which they are unable to meet; and
- a response to questions a) and b) below.

a) Why the applicant believes their qualifications, knowledge and experience warrant an exemption from the Regulation?

b) What are the exceptional circumstances that would warrant Council granting an exemption from the present requirements for Licence?

Where a request for exemption is received by the Registrar which includes exemption from all or part of the experience requirements, the Office of the Registrar will forward that portion of the Exemption Request that relates to experience directly to the Experience Requirements Committee (ERC) for consideration. The ERC will provide a written recommendation to Council as to whether the applicant's qualifications, knowledge and experience merit an exemption from the experience requirement(s). However, only Council may make the final determination.

Any Councillor who sits on the ERC should not participate at the Council meeting in the Exemption Request discussion and decision in order to eliminate any perceived conflict of interest or bias.

The following are the details of the licensing requirements as set out in Regulation 27 under the *Architects Act*.

ACADEMIC

1. Education

All individuals must hold certification of their academic qualifications from the Canadian Architectural Certification Board (CACB), or demonstrate to the satisfaction of Council that acquisition of such a certificate has not been possible, by providing documented evidence of the CACB rejection and the grounds for that rejection; and further, by demonstrating to the satisfaction of Council that the applicant's qualifications, knowledge and experience merit an exemption from this education requirement.

2. Admission Course Lectures

All individuals must complete the current Admission Course lectures, or demonstrate to the satisfaction of Council that there are exceptional circumstances that make it impossible, unreasonable or unnecessary to attend the Admission Course Lectures and further, by demonstrating to the satisfaction of Council that the applicant's qualifications, knowledge and experience merit an exemption from participation in the Admissions course.

3. Examination

All individuals must complete the current Examination for Architecture in Canada (ExAC) or the Architect Registration Examination (ARE), or demonstrate to the satisfaction of Council that there are exceptional circumstances that make it impossible, unreasonable or unnecessary to complete this examination; and further, by demonstrating to the satisfaction of Council that the applicant's qualifications, knowledge and experience merit an exemption from the examination requirement.

EXPERIENCE

All individuals must complete the experience requirements as set out in the Canadian Experience Record Book, or demonstrate to the satisfaction of Council that there are exceptional circumstances that make it impossible or unreasonable to meet the experience requirements set out in the Regulation; and further, by demonstrating to the satisfaction of Council that the applicant's qualifications, knowledge and experience merit an exemption from the experience requirement.

GENERAL

The Office of the Registrar will continue to advise individuals requesting an exemption that, if an exemption from the academic, examination and/or experience requirements is granted by Council, the applicant may not necessarily qualify for recognition under the Inter-Recognition Agreement with the United States of America.

