
In-House Experience Submission Form

Items for Pre-Approval

For Intern Architects in the Internship in Architecture Program (IAP), email the completed form to iap@oaa.on.ca.

For Intern Technologists in the OAA Technology Program (OTP), send it to OAATechProg@oaa.on.ca.

Intern Full Name

OAA ID

Employer

Employer Type (e.g. government agency, crown corporation, institution, bank, engineering office, developer)

Is the place of employment a department or office that deals primarily with architectural design and construction as an “owner?”

☐ Yes

☐ No

Name of Department

Please describe the role of the department and its scope of services, including when outside architectural entities are engaged (if applicable)

Supervisor's* Full Name

Is the Supervisor* employed in the same department above?

☐ Yes

☐ No



Ontario Association
of Architects

111 Moatfield Drive
Toronto, ON M3B 3L6
Canada

416-449-6898
oaamail@oaa.on.ca
oaa.on.ca

1.0 Overview of the proposed work experience

2.0 Overview of the Supervisor's* role in service/projects of the employment entity

I understand that if the project is transferred or assigned to an outside architectural entity at any point during a project, all work from that point onward may no longer be eligible for credit.

When an outside architectural entity is assigned to the project, it is important to identify the roles and responsibilities of the parties so the OAA can better understand the experience as submitted and whether the experience is eligible for credit.

Signature of Intern

Date

Supervisor* Confirmation

This confirms the architectural experience _____ (intern's name) will gain through the employment stated above will be gained in-house, on buildings owned by the employer, under my personal and direct supervision, without the involvement of outside architectural consultants.

Signature of Supervisor*

Date

**Supervisor is the Architect, Licensed Technologist, or Architect Subject to Terms, Conditions and Limitations within the place of employment who personally supervises and directs the work of the Intern on a daily basis.*



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