
Intern Architect Self-Assessment Information for Supervising Architects

Updated October 03, 2024

Supervising Architects are responsible for:

- Confirming the respective experience competency has been met by the Intern Architect;
- Validating the Intern Architect’s competency submission; and
- Providing comments (optional) about the Intern Architect’s competency submission.

Step	Action
Step 1	<ul style="list-style-type: none">• On receipt of email notification, log in to your OAA account.• Place cursor over “Self-Assessment.”• Click on “KOPC Reviewer Portal.”• Under Key Competencies Ready for Review, select the relevant Intern Architect and associated submission (click on pencil icon).
Step 2	Review the self-assessment completed by the Intern Architect.
Step 3	Enter jurisdiction of licensure (e.g. Ontario).
Step 4	Select checkbox to confirm the submission experience is an accurate summary of the Intern Architect’s activities and outcomes(s).
Step 5	Select checkbox to confirm you agree with the Intern Architect’s self-assessment of the competency.
Step 6	Enter comments (optional).
Step 7	Enter your signature.
Step 8	Select “Save” or “Return for Edits” or “Submit to OAA.”