
Self-Assessment Information for Intern Architects

Updated October 03, 2024

Intern Architects are responsible for:

- Providing work experience details to address each key competency that will allow the Supervising Architects to have a clear understanding of the Intern Architect's fulfilment of the targeted competency;
- Providing the required details of the submissions (e.g. experience period timeframe, employment details, and project details); and
- Confirming the minimum required competency level for each experience competency has been met.

| Step | Action |
|----------------|--|
| Step 1 | <ul style="list-style-type: none">▪ Log in to your OAA account.▪ Place cursor over "Self-Assessment."▪ Click on "KOPC Dashboard."▪ Select the relevant Key Competency (click on pencil icon). |
| Step 2 | Select Supervising Architect from the drop-down list. (If the respective Supervising Architect is not listed, submit a request to add a new Supervising Architect via the online CERB portal. Once approved, they will appear.) |
| Step 3 | Enter current email address of Supervising Architect. |
| Step 4 | Enter Employer name. |
| Step 5 | Select project type (new construction, renovation, addition, etc.). |
| Step 6 | Enter location of project (city and country). |
| Step 7 | Enter project description. |
| Step 8 | Enter experience time frame (from mm/dd/yyyy to mm/dd/yyyy). |
| Step 9 | Enter experience activity example. |
| Step 10 | Enter outcome. |
| Step 11 | Select checkbox to confirm "I have met the minimum required competency level for this key competency". |
| Step 12 | Select Save or Submit to Supervising Architect. |