

Internship in Architecture Program

OAA Appendix B – Ontario Specific Guidelines

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INTRODUCTION

The intent of enrolling with the OAA as an Intern Architect or Student Associate is to complete the national Internship in Architecture Program (IAP) and become a licensed architect.

For the purpose of enrollment in Ontario, the following definition of Intern Architect is understood:

An Intern Architect is an individual who has completed a professional degree program in architecture, obtained a certificate (or recognized equivalent) from the [Canadian Architectural Certification Board \(CACB\)](#), and holds status with a provincial or territorial association of architects. An Intern Architect has a supervising architect (if employed) and a mentor, and records in a timely manner work experience using the Canadian Experience Record Book (CERB) as part of the transition from a graduate of a professional degree program to a licensed architect.

For the purpose of enrollment in Ontario, the following definition of Student Associate is understood:

A Student Associate is a student completing a Canadian Architectural Certification Board/National Architectural Accrediting Board (CACB/NAAB) accredited program in architecture or the Royal Architectural Institute of Canada (RAIC) Syllabus program.

The Internship in Architecture Program includes:

- Academic Certification
- Experience
- Examination; and
- the Admission Course.

The [IAP Manual](#) sets out the national requirements and Appendix B includes the Ontario specific requirements and general information about the IAP in Ontario.

As details of licensing requirements change from time to time, Intern Architects/Student Associates are urged to complete the licensing process in a timely manner to avoid losing credit for parts of the program that may become outdated and/or being faced with new requirements.

It is important that you read the IAP Manual and Appendix B in their entirety and in conjunction with one another.

NEW INTERNSHIP IN ARCHITECTURE PROGRAM TRANSITION

As of January 1, 2021, all newly registered Intern Architects and Student Associates will be enrolled in the new Internship in Architecture Program (IAP) and will be required to complete the new program requirements. Previously registered Intern Architects and Student Associates may continue under the old program provided they complete the program requirements by June 30, 2022. Any Intern Architect or Student Associate enrolled in the program on or after July 1, 2022 will be required to complete the new program.

Key Dates

January 1, 2021: Implementation of the new Internship in Architecture Program

January 1, 2021 – June 30, 2022: Transition period to new program.

June 30, 2022: Effective cut-off date for old program.

July 1, 2022 onwards: Intern Architects/Student Associates must complete the new program.

CURRENCY OF EXPERIENCE IN ONTARIO

The OAA requires Intern Architects to demonstrate knowledge of local conditions and laws of practice. Intern Architects must complete at least 940 hours of experience in Ontario, which must be gained within the 3 years immediately preceding the date of application for licence.

The currency of experience must be completed:

- on projects physically located in Ontario.
- under the personal supervision and direction of an OAA member.
- in an eligible architectural employment situation as outlined in the IAP Manual.

EXPERIENCE ELIGIBILITY

The requirements for architectural experience are different for Student Associates and Intern Architects. The different requirements for experience are set out below.

Student Associates Enrolled in a CACB/NAAB Accredited Program in Architecture

Student Associates with the OAA who are enrolled in a CACB/NAAB accredited program in architecture and who have obtained 60 credit hours in an accredited professional degree program may record and submit up to 760 hours of architectural experience gained from July 1, 2019 onwards.

Only experience gained while enrolled as a Student Associate with the OAA and while completing a CACB/NAAB accredited program in architecture will be eligible for review and credit in Ontario.

Student Associates must have their academic institution complete the [Declaration Form](#) to confirm the successful completion of 60 credit hours in courses that contribute to the Student Performance Criteria for accreditation.

Completion and submission of the declaration form is required by the OAA in order to review student experience submissions.

Student Associates Enrolled in the RAIC Syllabus Program

Student Associates with the OAA who are enrolled as students in the RAIC Syllabus program may accumulate all of the required 3720 hours of architectural experience gained after admission to Part 2 of the program.

Only architectural experience gained while holding Student Associate status with the OAA and while enrolled in the RAIC Syllabus Program will be eligible for review and credit toward the IAP in Ontario.

Syllabus Student Associates must be actively enrolled in the RAIC Syllabus program while experience is being gained and must submit their experience record to the OAA as per the experience submission requirements.

Intern Architects

Intern Architects with the OAA may accumulate post-graduate architectural experience gained while actively enrolled as an Intern Architect in the IAP.

Only experience gained while enrolled as an Intern Architect in the IAP will be eligible for credit in Ontario.

EXPERIENCE SUBMISSION REQUIREMENTS

Intern Architects must submit their architectural experience to the OAA for review upon completion of 900 to 1000 hours of experience (approximately every six (6) months) and it must be submitted to the OAA within 8 weeks of the date of the last recorded entry.

If there is a change in the employment and the recorded experience has fewer than 900-1000 hours, such experience must also be submitted to the OAA within the above-noted timeframe. Prior to leaving a place of employment it is recommended to obtain the approval of experience by the Supervising Architect as it can become difficult to get the former Supervising Architect to approve experience when the Intern Architect is no longer employed in the practice.

The OAA recommends recording all experience gained on each project. It is not advisable to tailor the CERB submission to outstanding hours in specific categories only. Inclusion of all the hours helps provide context for review by the OAA.

Canadian Experience Record Book (CERB)

All architectural experience must be recorded in the CERB for review and approval by the OAA. The OAA will only accept the IAP sanctioned CERB forms. Custom developed or amended forms will not be accepted.

Methods of Submission

The CERB may be submitted to the OAA via the online CERB portal. Paper or email submissions will also be accepted. The OAA plans to phase out paper and email submissions with the development of the online CERB to accommodate all categories of individuals enrolled in the IAP.

Late Submission of Experience

Architectural experience received by the OAA more than 8 weeks from the date of the last entry will be subject to late submission charges.

For example:

Experience submission period = January 2, 2020 to June 30, 2020

Late fee will be applied if submission received after August 31, 2020 (i.e. 8 weeks from June 30, 2020)

Late Submission Charges

The late submission charge for every 1000 hours or portion thereof is noted in [OAA Schedule A](#). Note: this amount may be changed by Council at any time.

Experience Review Process

The experience review process may take up to 8 weeks from date of submission to the OAA.

The OAA can accept, refuse, limit, or relocate experience if it does not comply with the IAP requirements as outlined in the IAP Manual. Note, experience is assessed on a case-by-case basis.

Architectural experience must relate directly to the practice of architecture as set out in the *Architects Act* of Ontario.

Periodic Assessment Forms (PAF)

Approved experience is reflected on a Periodic Assessment Form (PAF) which includes feedback from the OAA. Use the PAF to help assess where you are in the experience process.

Intern Architects/Student Associates should discuss comments on the PAF with the Supervising Architect and/or Mentor.

Questions regarding the assessment may be directed to iap@oaa.on.ca.

Demonstrable Competency

Intern Architects must develop demonstrable competency in all the experience categories of the IAP in order to meet the standards of practical skill and level of proficiency required to engage in the practice of architecture in Canada.

Intern Architects may have the opportunity to participate and experience many facets of the profession of architecture, however, not all activities undertaken while an Intern Architect will necessarily be relevant to the IAP program.

Questions regarding the eligibility of experience may be sent to iap@oaa.on.ca.

Description of Experience Activities

The architectural experience area descriptions and required activities within the IAP Manual are guidelines and for reference only. Intern Architects/Student Associates should describe their experience activities in their own words.

The OAA may refuse to accept text that is copied directly from the IAP Manual into the CERB, and return it for revision, and re-approval by the Supervising Architect and Mentor.

Variety of Experience/Diversification

The OAA requires that Intern Architects/Student Associates gain experience across a range of building types, occupancies and complexities. It is recognized that this may not always be possible. However, when the Intern Architect nears the completion of their internship, they must be able to demonstrate knowledge about practice requirements and professional considerations/obligations that would be engaged from simple to more complex buildings and projects.

The OAA will consider experience where the Intern Architect/Student Associate has a good range of diversification within an occupancy type. For example, under Assembly, the Intern Architect/Student Associate works on schools, theatres, libraries, arenas, restaurants, etc. If this is not possible, the OAA strongly encourages Interns to obtain at least 600 hours in at least two occupancies.

Project Delivery Types

Project delivery is a general term describing the comprehensive process used to successfully complete the design and construction of buildings. The term is used to include all the procedures, actions, sequences of events, obligations, interrelations, contractual relations, and various forms of agreement. Not only have options for project delivery multiplied, but more than one option is possible for a project, depending on the client's needs and the project team's ability to deliver.

Given the evolving nature and complexity of project delivery, Intern Architects/Student Associates should thoroughly and clearly define their roles and responsibilities on each project. Furthermore, not all project delivery types address all the experience categories required by the IAP.

Intern Architects/Student Associates should actively seek out opportunities to gain experience in all categories of the IAP; each area plays an important role in the development of demonstrable competency as it relates to the path for licensure and the practice of architecture.

PROGRAM ENROLLMENT

Enrollment Fee

Student Associate status with the OAA is free. Renewal is required by January 2nd of each calendar year. Failure to renew status will result in lapsing of status.

The Intern Architect fee is due on January 2nd of each calendar year. Failure to renew OAA status will result in lapsing of status.

Intern Architect Fee Structure

There is a five-year fee structure whereby the Intern Architect annual fee for those enrolled in the IAP for more than five years (either consecutively or accumulatively) will be increased to equal the annual fee for an Architect licensed by the OAA.

All fees are available for review in [Schedule A of the OAA By-laws](#) which are posted on the OAA website.

LEAVE REQUESTS AND FINANCIAL HARDSHIP

OAA Leave Policy: Intern Architects may apply for relief from the program requirements due to medical, maternity, parental leave, family leave, compassionate circumstances.

OAA Financial Hardship Policy: Intern Architects may apply for relief from payment of OAA fees due to financial hardship reasons.

Information on the OAA policies can be found on the member side of the OAA website under Knowledge and Resources, Documents and Publications, Leave Policy/Financial Hardship.

EMPLOYMENT CLARIFICATION

Eligible Experience

Architectural employment may be acceptable if it is gained and pre-approved by the OAA in the employ of an architectural practice in Canada, USA or in an international location. The experience must be certified by an OAA Architect licensed in the jurisdiction where the experience is being gained and who is employed by the same entity and who personally supervised and directed the architectural experience. For clarity, Intern Architects and Student Associates must be employees of the practice where they are gaining experience.

Experience Gained with Entities Such as Government or Institutions

Experience obtained under the personal supervision and direction of an in-house Architect may be accepted by the OAA, provided it is gained in-house on buildings owned by the employer. In-House Architect means the Architect employed by an entity such as a government agency, hospital, university, bank, etc. and who is not the holder of a certificate of practice. Pre-approval of this employment context is recommended.

If, at any point during the course of a project, the project is transferred or assigned to an outside architectural entity, all work from that point onward may no longer be eligible for credit. It is important to submit additional

information describing the roles and responsibilities of the parties to the project contract so that the OAA can better understand the experience as submitted.

When submitting experience for review, the Supervising Architect must confirm that the experience was gained in-house and distinct from the activities undertaken by outside consultants. Additional information may be required.

OBSERVER OR PARALLEL DOCUMENTS

Architectural experience gained as an observer or by completing parallel documents (as described in section 2.2 of the IAP Manual) will be granted only under exceptional circumstances.

Pre-approval is required to establish if the experience hours will be accepted. Contact the OAA before undertaking work experience as an observer or through parallel documentation to ensure eligibility. An interview may be required.

Note, not all activities can be accomplished as an observer or by completing parallel documents.

INTERNATIONAL EXPERIENCE

An individual may record and submit post-graduate international architectural experience gained outside of Canada while not enrolled as an Intern Architect in the IAP.

This experience must be signed by the Supervising Architect(s) at the respective place(s) of employment and by an Ontario Mentor. The OAA must receive proof of licensure of the Supervising Architect(s) in the respective jurisdiction(s).

The OAA is prepared to assess experience where an individual was engaged as a principal architect in his/her own architectural practice outside of Canada. This experience must be recorded in the CERB. The individual would sign the Employer Declaration in the CERB and this must also be signed by an Ontario Mentor. The OAA must receive evidence of such practice and proof of licensure in the respective jurisdiction(s).

If any international experience gained while not in the IAP forms part of the experience submission at the time of making application for licence, the applicant will be required to attend for interview with the Experience Requirements Committee.

The total experience requirement for licensure in Ontario is 3,720 hours as set out in the IAP Manual. All licence applicants must comply with the Ontario requirements for currency of 940 hours of experience in Ontario.

EXPERIENCE REQUIREMENTS COMMITTEE INTERVIEW

Intern Architects may be referred to the Experience Requirements Committee (ERC) for Interview. This Committee is comprised entirely of Architects.

An Intern Architect whose experience submission contains architectural experience gained outside of Canada while not enrolled in the IAP and/or an Intern Architect who has not illustrated demonstrable competency in all of the required categories of the IAP will be required to attend an interview with the ERC at the time of application for licence.

The interview provides the Intern Architect with a forum to demonstrate that they have acquired the necessary knowledge and skills required for licensure. Applicants for interview will receive detailed information from OAA staff a minimum of 4 weeks in advance of the interview.

There is a fee for the ERC interview, which is set out in the [OAA By-Laws](#).

EXEMPTION REQUEST TO OAA COUNCIL

Where there are demonstrable exceptional circumstances, an Exemption Request to Council may be made and considered by the OAA Council in accordance with Section 31 of the Regulations under the *Architects Act*.

A formal submission of a request for Exemption to Council is required. This process includes an Experience Requirements Committee interview. Questions regarding the Exemption Request process may be directed to officeoftheregistrar@oaa.on.ca.

An exemption Request to Council is not an alternative to meeting the currency of experience requirement.

There is a fee for the Exemption Request to Council, which is set out in the [OAA By-Laws](#).

EXPERIENCE TRANSFERS FROM ANOTHER PROVINCE OR TERRITORY

The OAA strongly encourages Intern Architects/Student Associates to pursue licensure in the jurisdiction of residence and work. Each province is governed by its own building codes and regulatory framework, with specific design and building requirements unique to that jurisdiction. To ensure a high standard of professional competence, having a substantial connection to and architectural experience in the jurisdiction where you practice is essential.

When transferring from another Province or Territory, an Intern Architect/Student Associate must ask their home jurisdiction to transfer the approved experience, the PAFs, the examination results (if any) and confirmation of their status to iap@oaa.on.ca. Please note that if some of the transferred experience does not comply with the OAA's Appendix B the experience will not be acceptable for transfer to the OAA.

The OAA will transfer Intern Architect/Student Associate records to another jurisdiction upon request via email. Transfer of Student Associate experience hours gained between July 1, 2019 and July 1, 2020 with the OAA may not be accepted by all Canadian jurisdictions.

NCARB RECORD HOLDERS

NCARB record holders transferring from the United States may obtain credit for previously approved experience gained while enrolled in the Intern Development Program (IDP). NCARB record holders will need to re-record the post-graduate IDP experience within the CERB, signed by the previous Supervising Architect(s) at the respective place(s) of employment and OAA Mentor. Proof of enrollment in the IDP (i.e. IDP summary reports) will be required.

NCARB record holders transferring from the United States may obtain credit for previously approved experience gained while enrolled in the Architectural Experience Program (AXP). NCARB record holders will need to re-record the post-graduate AXP experience within the CERB, signed by the previous Supervising Architect(s) at the respective place(s) of employment and OAA Mentor. Proof of enrollment in the AXP (i.e. AXP summary reports) will be required. It will be incumbent upon the applicants to ensure that the AXP records are re-recorded into the OAA CERB format and that the distribution of hours accurately reflects the experience requirements as set put in the IAP Manual.

MENTORS

Architects, Retired Members and Life Members of the OAA are all acceptable as Mentors. The Mentor has to be independent of the Intern's workplace. Your Supervising Architect cannot be your Mentor.

[Mentor confirmation](#) form can be found on the OAA website. The OAA has a Mentor list available. Contact iap@oaa.on.ca for assistance.

SUPERVISING ARCHITECTS

The Supervising Architect is the Architect within the architectural practice or place of employment who personally supervises and directs the Intern Architect/Student Associate on a daily basis. The Supervising Architect must be licensed in the jurisdiction wherein the experience is being gained. The Supervising Architect has agreed to be responsible to train the Intern to gain the competencies required to run projects and to understand the complexities faced in practice.

In Ontario, an Intern Architect or Student Associate may be employed by a Licensed Technologist OAA with a Certificate of Practice, and the Licensed Technologist OAA or an Architect employed under that Certificate of Practice may sign the experience record forms as the Supervising Architect. Intern Architects and Student

Associates should note that requirements for licensure may require a broader range of experience than a Licensed Technologist OAA is permitted to provide.

There needs to be clear communication between the Intern Architect or Student Associate and their Supervising Architect. Both parties should understand the extent of their respective obligations and requirements.

When a Supervising Architect signs off on an Intern Architect/Student Associate experience submission to the OAA, they are affirming to their professional regulatory body that the Intern Architect/Student Associate under their guidance is acquiring or has acquired the core competencies required to practice architecture in Ontario and offer services to the public through a Certificate of Practice. The OAA relies on the information received from Supervising Architects as a critical part in evaluating the submissions.

As an Intern Architect or Student Associate gains experience toward their IAP categories, the Supervising Architect provides detailed and frequent direction, supervision, and guidance on the work and learning experience of the Intern Architect or Student Associate. Direction and supervision can occur either through in-person meetings as well as remote communication (e.g. via email, online markups, and videoconferencing), provided the Supervising Architect maintains oversight of the Intern Architect or Student Associate's work, and has sufficient professional knowledge and familiarity with the IAP to determine the competency of their performance.

In-person interaction with the Supervising architect is not required for the acquisition of IAP experience. What *is* required is clear daily communication, meaningful collaboration, and exposure to best practices that build competency toward licensure. What is critical with respect to IAP experience within a remote or in-person context is the ability to gauge if the Intern Architect or Student Associate is gaining a knowledge base and skills that are transferable to other projects and practice circumstances that meets the standards of practical skill and level of competence required of the IAP.

[Supervising architect confirmation](#) form can be found on the OAA website.

OAA ADMISSION COURSE

The OAA Admission Course is a mandatory requirement for licensure in Ontario. The Admission Course is a series of lectures on topics related to the practice of architecture in Ontario. The courses are taught by Architects, lawyers and other professionals with special expertise in the course content. Topics include professionalism, regulatory requirements, the Ontario Building Code, planning and development approvals, contracts and contract administration. The Admission Course is NOT a preparatory course for the Examination for Architects in Canada (ExAC).

The OAA Admission Course hours are approved on a straight time basis for experience credit and the distribution per subject relevant to the CERB categories will be issued to Intern Architects at the time of attendance at the Course.

The Course is typically offered in three (3) different formats: Online, In-house at OAA Headquarters and at OAA Conference. Intern Architects can register for the OAA Admission Course in whichever format they prefer.

Full attendance at all 8 lectures is required to successfully complete the OAA Admission Course.

EXAMINATIONS

The mandatory examination requirements for licensure in Ontario include the Examination for Architects in Canada (ExAC) and/or the Architect Registration Examination (ARE).

Information on ExAC can be found at www.exac.ca. Information on ARE can be found at www.ncarb.org.

APPLICATION FOR LICENCE

After completion of all the requirements for licensure in Ontario (i.e. education, experience, examination, and Admission Course), the next step is to [apply for licence](#).

Receipt of an application for licence triggers a full and comprehensive review of the Intern Architect's entire file.

Ontario has a requirement that every applicant for licence be of good character. To demonstrate good character, each applicant is responsible for sharing truthful and accurate information with the OAA.

The application and instructions are available on the OAA website.

Being an OAA Architect does not, by itself, allow you to practice architecture in Ontario.

In order to offer architectural services to the public in Ontario, an Architect must obtain a [Certificate of Practice \(CofP\)](#) or be employed by a holder of a Certificate of Practice. Applications and information about Certificates of Practice, seals and liability insurance are available on the OAA website.