Program Guide to become a Licensed Technologist OAA

Ontario Association for Applied Architectural Sciences (OAAAS)

June 1, 2019

For suitably qualified candidates, this Program Guide is a route to OAA membership as a Licensed Technologist OAA. It is NOT a route to licensure as an architect.

It is the responsibility of the candidate to ensure that the Program Guide to which s|he is referring is the current document, which can be found on OAAAS website. If in doubt, contact the OAAAS.

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PART 1: OVERVIEW

The Ontario Association for Applied Architectural Sciences (**OAAAS**) is a professional association representing technologists in the practice of architecture. Through this program, a qualified individual may achieve licensure by the Ontario Association of Architects (**OAA**) as a Licensed Technologist OAA (**Lic.Tech.OAA**). A Licensed Technologist OAA has the legal right to design larger restaurants, taller houses, low-rise apartment buildings and other buildings which no person, other than a licensed architect, may design.

To be eligible to join the OAA, a candidate must:

1. Be a Canadian citizen or permanent resident of Canada.
2. Be a graduate of an Ontario community college three-year architectural technology program, or equivalent, or greater.
3. Complete the required number and range of work experience hours practicing architecture while working for the appropriate licensed professional.
4. Complete the OAA Admission Course and pass the Licensed Technologist OAA examination.

Once qualified, the Licensed Technologist OAA will receive a Licence with Terms, Conditions and Limitations established by the OAA under the authority of the *Architects Act.* A Licensed Technologist OAA will follow the standards, rules and guidelines set by the OAA. A Licensed Technologist OAA may provide architectural design and general review services to the public within the Terms, Conditions and Limitations established in the OAA Council Policy after obtaining a Certificate of Practice issued by the OAA along with the requisite professional liability insurance as prescribed by legislation or under the supervision of a holder of a Certificate of Practice.

This OAAAS program ensures that individuals maintain the standards and qualifications expected of the architectural profession and the building industry, and thus ensures the public interest is protected.

1.1 **Ontario Association for Applied Architectural Sciences (OAAAS)**
OAAAS is responsible for the administration of the certification program to the Licensed Technologist OAA level.

1.2 **Ontario Association of Architects (OAA)**
OAA is responsible for setting and administering standards for issuing a Licence and a Certificate of Practice, each with Terms, Conditions and Limitations, and for Continuing Education, Complaints and Discipline of the Licensed Technologist OAA.

1.3 Scope of Practice - Licensed Technologist OAA
Extract from the Architects Act and Ontario Building Code

What anyone can do	Source	Licensed Technologist OAA
one or more of: residential, business, personal services, mercantile or industrial occupancies: • max. three (3) storeys; • max. 600 metres in gross area.	*Architects Act* Section 11.(3)(a)(i) and (ii)	Same as anyone.
residential occupancy: • max. three (3) storeys; • one (1) or two (2) attached dwelling units on grade; • any area.	*Architects Act* Section 11.(3)(b)(i)	Same as anyone, **PLUS residential occupancy:** • max. four (4) storeys; • one (1) or two (2) attached units; • any area.
residential occupancy: • max. three (3) storeys; • max. 600 square metres in building area; • three (3) or more attached dwelling units on grade; • no units above one another.	*Architects Act,* Section 11.(3)(b)(ii) (e.g. townhouses separated by firewalls)	Same as anyone **PLUS residential occupancy:** • max. four (4) storeys; • max. 600 square metres in building area; • units may be above one another.
buildings used in mining.	*Architects Act* Section 11.(3)(c)	Same as anyone.
drawings under the personal supervision of an architect licensed by the OAA.	*Architects Act* Section 11.(3)(d)	Same as anyone.
interior design of a building.	*Architects Act* Section 11.(3)(e)(i) thru (vi)	Same as anyone.
certain alterations in a dwelling unit.	*Architects Act* Section11.(3)(f)	Same as anyone.
restaurants: • max. three (3) storeys; • max. 600 square metres in gross area; • max. thirty (30) persons.	OBC Section 3.1.2.6 and *Architects Act* Section11.(3)(a)(i) and(ii)	Same as anyone **PLUS restaurants:** • max. three (3) storeys; • max. 600 square metres in gross area; • max 100 persons

Summary of the Scope of Practice - A Licensed Technologist OAA can provide to the public the following additional design and general review services:

Restaurants - up to 100 persons
Residential buildings - any area, up to four (4) storeys in height, including one (1) unit, or two (2) attached
units
Residential buildings - max. 600 square metres in building area, containing three (3) or more attached dwelling units, and which are up to four (4) storeys in height, including units above another

PART 2:   JOINING THE OAAAS

2.1   Admission Requirements and Application Procedures
While an applicant for membership in the OAA must be a Canadian Citizen or Permanent Resident, anyone legally entitled to work in Ontario and who is in the process of obtaining permanent residency or Canadian citizenship may apply to join the OAAAS.

To be eligible, a candidate must be a graduate of an Ontario community college three-year program in architectural technology and must submit the following information:
- OAAAS Application.
- Appropriate documentation to confirm citizenship/residency/work status.
- Current résumé.
- Application fee.
- Request the relevant post-secondary institution(s) to send an official transcript directly to OAAAS to confirm educational qualification.

2.2   Technologist OAAAS – Use of Title
Once an applicant has been admitted into membership s|he may use the title Technologist OAAAS and may continue to use this title providing membership in OAAAS remains in good standing. A Licensed Technologist OAA may use the title Technologist OAAAS providing membership in OAA remains in good standing.

2.3   Educational Equivalency
OAAAS accepts as an equivalent educational qualification:
- Graduation from a community college architectural technology program recognized by the Canadian Council of Technicians and Technologists (or equivalent and/or successor organization).
- Graduation from a university architectural degree program from an institution recognized by UNESCO. Foreign-educated candidates must provide a notarized (and, if necessary, translated) copy of the official transcript of courses studied and marks received.
- Membership at the Technology Level of a recognized professional association representing technologists in any province, or an equivalent jurisdiction outside Canada.

2.4   Student Membership
Any student enrolled in a three-year architectural technology program who has completed two semesters may join as a Student Member. To apply, the candidate must submit the following:
- Completed OAAAS Student Member Application.
- Appropriate documentation to confirm citizenship/residency/work status.
- Résumé.
- Proof of enrollment in a 3-year Architectural Technology Program (mailed from college directly to OAAA).
- If enrolled in a co-op program and work placements are with a licensed architect or Licensed Technologist OAA, record all hours in the Experience Record Book. Co-op work experience counts at a rate of 50 percent to a maximum of 1000 hours.

2.5   Annual Fees
OAAAS and the OAA establish fees on an annual basis. Such fees will be invoiced and must be paid in order to maintain good standing in the program.

PART 3: WORKING IN ARCHITECTURE

The candidate must document at least 5580 hours working in an appropriate architectural setting under the responsible control and/or under the personal supervision and direction of an architect licensed by the OAA, or a Licensed Technologist OAA. The candidate must work on a variety of tasks and on different building types before the hours are accepted.

To ensure the candidate is fully prepared for the architectural career, the candidate must also have a mentor during this process.

3.1   Supervising Professional and Mentor

The architectural profession has a responsibility to help candidates prepare themselves for architectural practice and this is fulfilled by the supervising professional and the mentor. The supervising professional and the mentor have responsibilities to the candidate within their respective roles. OAAAS will provide documentation for the supervising professional and mentor so they can understand their role.

A candidate may have architects as both the supervising professional and the mentor. Alternatively, the candidate may have a Licensed Technologist OAA as either the supervisor or the mentor.

3.2   Supervising Professional

The supervising professional plays a crucial role in the candidate's career, not only by providing encouragement, direction and constructive advice, but also by facilitating the transition between education and practice, and by providing the practical architectural experience required for licensure.

The supervising professional is the architect or the Licensed Technologist OAA within the architectural practice or place of employment who personally supervises and directs the candidate on a daily basis. This architect or Licensed Technologist OAA must be licensed by the OAA. He|she must be able to assess the quality of work performed and regularly certify the documented architectural experience prior to submission of each section of the Experience Record Book (ERB) to the OAAAS.

The supervisor must be familiar with the program's objectives and experience requirements, and its documentation processes.

3.3   Mentor

Working with a mentor is an integral part of the process. The mentor is an architect or Licensed Technologist OAA (either active or retired) who is not employed at the candidate's place of employment, and who acts as an independent guide/advocate for the candidate. The candidate and mentor meet regularly to discuss experience progress, career objectives and broader issues related to the profession.

At an absolute minimum, the mentor must meet with the candidate prior to the submission of each section of the Experience Record Book, when the candidate has accumulated 900-1000 hours (approximately six months) of architectural experience, or at each change of employment. But, regular contact between submissions will offer the greatest opportunity for the mentor to assist the candidate and exert a positive influence on her|his development as a future Licensed Technologist OAA.

3.4   Selecting a Mentor

Candidates should select a mentor who is willing to commit to their professional growth and who understands the architectural profession's historic mentoring system. Mentors are expected to be knowledgeable about the program's objectives and work experience requirements.

The Candidate may select a mentor by asking the following for a recommendation:
- A personal acquaintance.
- An employer, previous employer, or fellow candidate.
- The OAA or OAAAS.

3.5   Changing a Mentor
A mentor must be maintained throughout the program; however, during the course of the architectural experience period, there may be a need to find a new mentor. If there is a change, the following procedures apply:
- Identify the new mentor to the OAAAS.
- Have the new mentor provide a Letter of Confirmation to the OAAAS.

3.6   Changing Employment
During the experience period, circumstances can result in changes of employment. The candidate must promptly notify OAAAS of the new place of employment, and
- Identify the new supervising professional.
- Have the new supervising professional provide a Letter of Confirmation to OAAAS.
- Complete the ERB section to be certified by the previous supervising professional and submit to OAAAS.
- Meet with the mentor and have s|he review and sign the ERB.
- Begin a new ERB section with the new place of employment.

3.7   Multiple, Concurrent or Part-Time Employment
If engaged as an independent contractor, or employed on a part-time basis by one or more than one employer during the same period, the candidate will be considered an employee in each of these circumstances (solely for purposes of this program) and thus may have several supervisors. A separate ERB section must be completed for each employment situation.

PART 4: WORK EXPERIENCE REQUIREMENTS

The fundamental purpose of the work experience requirements process is to ensure that the candidate acquires sufficient "hands-on" architectural experience to meet the standards of practical skill and level of competence required to engage in the practice of architecture as a Licensed Technologist OAA. It is the responsibility of the candidate, before accepting architectural employment, to ascertain that the employment will provide the required scope of architectural experience. See also Articles 4.3 and 4.4.

4.1   Documentation
The candidate must maintain a record of architectural experience while enrolled in the program. All experience must be recorded in the Experience Record Book (ERB). The experience will be reviewed and evaluated by OAAAS at the end of each 900-1000 hours of architectural experience or at a change of employment. Each candidate will be provided with a record of the OAAAS review at the end of each. N.B. *Credit will be granted only for experience gained while enrolled as a candidate, except as provided below.*

4.2   Work Experience Categories and Minimum Requirements
A candidate must acquire 5580 hours to satisfy the program's architectural experience requirements. The following chart lists the required architectural experience categories and the minimum required hours for each.

Category A: Design and Construction Documents	
1. Programming	80
2. Site Analysis	80
3. Schematic Design	120
4. Engineering Systems Coordination*	120
5. Building Cost Analysis*	80
6. Code Research*	120
7. Design Development	320
8. Construction Documents	1080
9. Specifications and Materials Research*	120
10. Document Checking and Coordination*	80
Any Category A experience area	600
Minimum Category A Hours	**2800**
Category B Construction Administration	
11. Bidding and Contract Negotiation	80
12. Construction Phase – Office	120
13. Construction Phase – Site	120
Any Category B experience area	240
Minimum Category B Hours	**560**
Category C: Management	
14. Project Management	120
15. Office Management	80
Any Category C Hours	80
Minimum Category C Hours	**280**
Total Minimum Hours Category A, B and C	**3640**
Additional Hours in Any Experience Area	**1940**
Total Hours to Complete Program	**5580**

* may occur in multiple phases of a project

N.B. *The experience area descriptions and the required activities are described in detail in Appendix A.*

4.3   Demonstrating Competence

The candidate must demonstrate competence in each category, not merely documentation of time spent working in each area. The candidate's experience must include a variety of occupancies (minimum of three), project types, complexities and sizes. The candidate's experience must also include work on interior design. Non-compliance with the requirement to gain experience on a variety of projects will be considered by OAAAS only in exceptional circumstances.

4.4   Fulfillment of the Requirements

Upon completion of 5580 hours of documented and accepted architectural experience within the required categories and experience areas, the candidate will be advised in writing whether the architectural experience requirement has been fulfilled.

Once the required architectural experience in an area of practice is accepted, it will not have to be repeated.

4.5   Ontario Knowledge/Currency of Experience

OAA requires the candidate to demonstrate knowledge of the contemporary conditions of practice in Ontario as a requirement for licensure. The candidate must demonstrate this knowledge by completing a minimum of 940 hours (of the 5580 total hours) working on Ontario projects, under the personal supervision and direction of an OAA licensed architect or a Licensed Technologist OAA, within the three consecutive years immediately prior to submitting an application to become a Licensed Technologist OAA.

4.6   Experienced Gained Outside Ontario

A candidate may receive credit for experience gained outside Ontario under these conditions:
  a) Anywhere in the world, providing it is certified by an OAA licensed architect.
  b) Within Canada or the United States, providing it is certified by an architect licensed in the jurisdiction.
  c) For experience gained outside Canada or the United States prior to joining OAAAS, a candidate must first complete a Work Experience Record Form. The following conditions apply:
    i) Where the candidate was a principal engaged in the practice of architecture, s|he must certify the work.
    ii) Where the candidate was an employee of an architectural firm, the experience must be certified by an architect who was the directly responsible supervisor and a principal/shareholder or employee of the architectural firm.
    iii) Where registration/licensing of architects is not a requirement in the jurisdiction, this may be reviewed on a case-by-case basis by OAAAS.
    iv) In all cases, the candidate will be subject to an interview to confirm the work experience and the number of hours credit the candidate will receive. The submission is not subject to the limitations provided on Art. 4.7.

4.7   Retroactive Submission of Work Experience

A candidate may submit retroactive work experience hours subject to the following conditions:
  a) The maximum number of work experience hours that may be submitted retroactively is 1940 hours.
  b) The submission must be filed with OAAAS within three months of the date of joining.
  c) The submission must be on the Experience Record Book and signed by the Supervising Professional, and must have been worked within the seven years immediately prior to the date of joining.
  d) The appropriate late submission fee shall be paid according to Art. 4.13.

4.8   Minimum Work Experience Years
While work experience is documented in hours, the candidate must have a minimum of three years of architectural work before the work experience component of the program can be completed. Most candidates must document more than 5580 hours of work experience to comply with the requirements of Articles 4.3.

4.9   Observer or Parallel Documents
It is recognized that the candidate may not always be able to complete directly certain aspects of the architectural experience. For example, it may be impractical for the candidate to represent the office at a site meeting and subsequently to write the follow-up report. However, if the candidate accompanies a qualified person often enough to know what would be expected and to prepare a sample follow-up report for review by the supervisor, this is an acceptable alternative. The supervisor must indicate in the ERB comment section if the candidate has participated as an observer.

4.10   Eligible Architectural Employment Situations
The following situations are acceptable for documenting work experience hours.
1. In the employ of an architectural practice in Canada or the United States and certified by a Registered or Licensed Architect (or Licensed Technologist OAA) in the jurisdiction where the experience is gained. The architect must be employed by the same entity and must be the person who supervised and directed the architectural experience.
2. In the employ of a government agency, crown corporation, institution, bank, engineering office, developer or corporation having a department or office that deals primarily with architectural design and construction as an "owner," and is certified by an architect (or Licensed Technologist OAA) who is employed in the same entity and who personally supervised and directed the architectural experience.

4.11   Experience Record Book
The ERB provides the candidate with a tool to record the architectural experience, and to enable OAAAS to verify and assess the nature and breadth of this experience. The candidate is responsible for maintaining a record of architectural experience in the ERB.

The record has several functions. For the candidate, it identifies areas where architectural experience is being gained and areas where deficiencies exist. The candidate can also use the ERB as a tool in discussions with the supervisor and the mentor to ensure s|he is getting suitable work experience in each of the required categories, and in interior design. For the supervisor, it is an assessment and personnel management tool.

4.12   ERB Submissions
All architectural experience must be recorded in the ERB and signed by the supervisor and mentor. The candidate must submit the ERB to OAAAS for review upon completion of 900-1000 hours of architectural experience and/or at a change of employment.

4.13   Late Submission
The Experience Record Book must be submitted within eight weeks of the date of the last entry to avoid late submission penalty. Late submission charges will apply for experience submitted for review with a completion date of more than eight weeks prior to receipt by OAAAS, or more than 1000 hours. The charges are $100 (+HST) for each 1000 hours or portion thereof, to a maximum of $500 (+HST).

4.14   OAAAS Review
OAAAS will provide a summary of the total hours approved to date on a Periodic Assessment Form and may make comments or suggestions it believes will benefit the candidate and ensure s|he obtains the range of experience required to complete the program. These comments should serve to reinforce the advice already given to the candidate by the Supervisor and Mentor.

PART 5: FINAL PROVISIONS

To qualify to apply for certification as a Licensed Technologist OAA, the candidate must complete the OAA Admission Course and pass the OAAAS Licensed Technologist OAA examination.

5.1 Ontario Association of Architects – Admission Course
The purpose of the Admission Course is to ensure that a candidate understands the regulatory, legal and practice issues which govern all OAA members. It is designed to supplement the candidate's formal professional education and work experience. Attendance at each lecture or completion of each section is mandatory, whether the course is completed in person and/or online. There is no examination conducted at the Course.

5.2 Eligibility to Attend Admission Course
To be eligible to enroll in the Admission Course, an applicant must be registered in the OAAAS program for a minimum of 12 months and must have completed at least 2790 hours of work experience. In addition, the candidate must:
- Have paid, in full, all current OAAAS fees.
- Complete the Admission Course application form.
- Pay the applicable Admission Course fee.

5.3 Further Information about the Admission Course
Complete information about the course, including the schedule, application, cancellation provisions, course outline and study materials can be found on the OAA website. The OAA controls and is responsible for the Admission Course.

5.4 OAAAS – Licensed Technologist OAA Examination
The Licensed Technologist OAA examination is under the control and responsibility of the OAAAS. To be eligible to write the examination, a candidate must have completed the OAA Admission Course. The examination is conducted in June and November each year.

5.5 Examination Topics

Section	Topic
	PART 1
1	Professional Conduct and Ethics
2	Scope of Services
3	Authorities
4	Risk Management
5	Construction Contracts
6	Cost Planning
7	Building Design
9	Construction Procurement
10	Contract Administration
11	Construction Lien Act
	PART 2
8	Construction Documents
12	Building Technology

5.6 Examination Details
There are two parts to the examination, which is held on one day. Part 1 is conducted in the morning, Part 2 in the afternoon. A candidate may write the examination at the OAA office (or other central

location as determined by OAAAS) or with an OAA-member proctor if the candidate is located outside a radius of more than 50 kilometres from the central location. There is a diversity of question types, with multiple choice options. The examination questions have a clearly stated purpose and require candidates to demonstrate a high standard of competency.

5.7   Passing Mark
To pass the examination, a candidate must achieve at least 70 percent on each part of the examination. Each candidate will be advised only if they have passed or not, the final mark will not be revealed.

5.8   Further Information about the Examination
Appendix D provides further information about the examination, including the resource materials of which a candidate must have extensive knowledge in order to achieve a passing grade. Candidates are strongly advised to prepare for the examination as they are moving through the work experience process.

5.9   Role of OAA
*   Reviews applications for licensure.
*   Admnisters the Admission Course.
*   Issues the Licensed Technologist OAA licence.
*   Establishes the rules and regulations which apply to the Licensed Technologist OAA.

5.10   Role of OAAAS
*   Admits qualified individuals to membership.
*   Provides advice to candidates on registration/licensing procedures.
*   Reviews the Experience Record Book (ERB) every 900-1000 hours, for acceptance, and provides candidates with comments and constructive advice to ensure they have the full range of necessary work experience.
*   Conducts the Licensed Technologist OAA examination.
*   Transmits examination results to candidates.
*   Prepares and transmits a package of relevant material to OAA when the candidate applies for licensure.