OAA Technology Program

Program Guide to become a Licensed Technologist OAA

July 1, 2022

For suitably qualified Intern Technologists, the OAA Technology Program 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 Intern Technologist to ensure that the Program Guide to which they are referring is the current document, which can be found on the OAA Website. If in doubt, contact the OAA Technology Program.

Table of Contents

Part 1: Overview

1.1 The OAA Technology Program is a program through which 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 is a member of the OAA with rights and responsibilities, including the legal right to design larger restaurants, taller houses, low-rise apartment buildings, and other buildings that no person, other than an Architect, may design.

The OAA confirms the eligibility and competence of its Licensed Technologist OAA members through a rigorous process that includes:

- being a Canadian citizen or permanent resident of Canada;
- meeting the educational requirement;
- completing the OAA Technology Program experience requirements;
- completing the OAA Admission Course;
- passing the Licensed Technologist OAA examination; and
- being a person of good character.

Upon issuance, the Licensed Technologist OAA will receive a licence with Terms, Conditions, and Limitations (TCLs) established by OAA Council Policy. A Licensed Technologist OAA will follow the standards, rules, and guidelines set by the OAA. A Licensed Technologist OAA may provide architectural services to the public under the supervision of a holder of a Certificate of Practice. The Licensed Technologist OAA may also provide architectural services to the public after obtaining a Certificate of Practice with TCLs and the requisite professional liability insurance as prescribed by legislation.

1.2 As a self-regulated professional organization, the OAA is authorized by the Government of Ontario, under Provincial statute to establish, monitor, and enforce standards of practice and performance for its members and practices. The OAA Technology Program certification process and OAA membership require individuals to achieve and maintain the high standards and qualifications expected of all architectural professionals. This ensures the public interest is served and protected.

3.1 Scope of Practice – Licensed Technologist OAA

Project Scope	Area and Height	Source
One or More of: Residential, Business, Personal Services, Mercantile, Industrial, or a restaurant designed to accommodate not more than 100 persons consuming food or drink	Every building that does not exceed 600m² in *gross area* and is not more than 3 storeys as constructed, enlarged or altered.	*Architects Act* Section 11.(3)(a)(i) and (ii) Council Policy for Licensed Technologist OAA
Residential Occupancy Specific to Dwelling Units	Every building that is not more than 4 storeys and contains one *dwelling unit* or two attached *dwelling units*. A *dwelling unit* may be constructed above the other *dwelling unit*.	Council Policy for Licensed Technologist OAA
	Every building that does not exceed 600m² in *building area* and is not more than 4 storeys as constructed, enlarged or altered and contains three or more attached *dwelling units*. *Dwelling units* may be constructed above one another.	Council Policy for Licensed Technologist OAA
Interior Design	Every building within parameters set out in the *Architects Act* & Council Policy for Licensed Technologist OAA	*Architects Act* Section 11.(3) Council Policy for Licensed Technologist OAA
Alterations	Every building within parameters set out in the *Architects Act* & Council Policy for Licensed Technologist OAA	*Architects Act* Section 11.(3) Council Policy for Licensed Technologist OAA
Buildings Used in Extraction & Processing of Ore From a Mine	Every building	*Architects Act*

Definitions sourced from the *Architects Act* R.S.O. 1990, c. A.26:

"Gross area" means the total area of all floors above grade measured between the outside surfaces of exterior walls or, where no access or building service penetrates a firewall, between the outside surfaces of exterior walls and the centre line of firewalls. In a residential occupancy where access or a building service penetrates a firewall, the measurement may be taken to the centre line of the firewall ("surface hors-tout").

"Building area" means the greatest horizontal area of a building within the outside surface of exterior walls or, where a firewall is to be constructed, within the outside surface of exterior walls and the centre line of firewalls ("aire de bâtiment").

"Dwelling unit" means a room or suite of rooms used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities.

Part 2: Joining the OAA Technology Program

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 the OAA Technology Program.

To be eligible to enrol in the OAA Technology Program, an individual must be a graduate of an Ontario community college three-year program in architectural technology and must submit the following information:

- completed application;
- appropriate documentation to confirm citizenship/residency/work status;
- current resumé; and
- official transcript, sent by the post-secondary institution(s) directly to the OAA to confirm educational qualification.

2.2 Professional Title

Once an applicant has been admitted into the OAA Technology Program, they may use the title Intern Technologist, and may continue to use this title providing their status with the OAA remains active. The Intern Technologist may not use "OAA" in their title, or in any other way; please refer to the OAA Council Policy, Use of Designation OAA, for more information.

2.3 Educational Equivalency

The OAA Technology Program accepts as an equivalent educational qualification:

- graduation from a college architectural technology program accredited by Technology Accreditation Canada (TAC), or equivalent and/or successor organization;
- graduation from a university architectural degree program from an institution recognized by UNESCO—internationally educated applicants must provide a notarized (and, if necessary, translated) copy of the official transcript of courses studied and marks received; or
- membership at the Technology Level of a recognized professional association representing technologists in any province, or an equivalent jurisdiction outside Canada.

2.4 OAA Technology Program Student Status

Any student enrolled in a three-year architectural technology program who has successfully completed two semesters may apply to be a Student Technologist with the OAA Technology Program. The applicant must submit the following:

- completed application;
- appropriate documentation to confirm citizenship/residency/work status;
- current resumé; and
- proof of enrolment in a three-year architectural technology program.

If enrolled in a co-op program and work placements are with an OAA Architect or Licensed Technologist OAA, record all hours in the Experience Record Book. Co-op work experience counts at a rate of 50 per cent to a maximum of 1,000 hours.

2.5 Annual Fees

The OAA Council establishes fees on an annual basis. The Intern Technologist fee is due on January 2 of each calendar year. Failure to renew will result in lapsing of status. All fees are available for review in Schedule A of the OAA Bylaws, which are posted on the OAA Website.

Part 3: Working In Architecture

Intern Technologists must document at least 5,580 hours working in an appropriate architectural setting under the personal supervision and direction of an Architect licensed by the OAA or a Licensed Technologist OAA. Intern Technologists must work on a variety of tasks and on at least three different building occupancy types.

To ensure they are fully prepared for an architectural career, Intern Technologists are required to have a supervising professional and mentor throughout the duration of the OAA Technology Program.

3.1 Supervising Professional and Mentor

The architectural profession has a responsibility to help Intern Technologists 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 Intern Technologist within their respective roles. The OAA Technology Program will provide documentation for the supervising professional and mentor so they can understand their role.

An Intern Technologist may have Architects as both the supervising professional and the mentor. Alternatively, they may have a Licensed Technologist OAA as either the supervising professional or the mentor.

3.2 Supervising Professional

The supervising professional plays a crucial role in the Intern Technologist'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 Intern Technologist on a daily basis. This Architect or Licensed Technologist OAA must be licensed by the OAA. They 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 OAA.

The supervising professional 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 OAA Technology Program. The mentor is an Architect or Licensed Technologist OAA (either practising or retired) who is not employed at the Intern Technologist's place of employment, and who acts as an independent guide/advocate. The Intern Technologist 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 Intern Technologist prior to the submission of each section of the Experience Record Book, when 900 to 1,000 hours (approximately six months) of architectural experience has been accumulated, or at each change of employment. However, regular contact between submissions will offer the greatest opportunity for the mentor to assist the Intern Technologist and exert a positive influence on their development as a future Licensed Technologist OAA.

3.4 Selecting a Mentor

Intern Technologists should select a mentor 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 Intern Technologist may select a mentor by asking the following for a recommendation:

- a personal acquaintance;
- an employer, previous employer, or fellow Intern Technologist;
- the OAA Mentor Directory; or
- the OAA Office of the Registrar.

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:

- advise the OAA of the new mentor; and
- have the new mentor provide a Letter of Confirmation to the OAA.

3.6 Changing Employment

During the experience period, circumstances can result in changes of employment. The Intern Technologist must promptly notify the OAA of the new place of employment, and:

- identify the new supervising professional;
- have the new supervising professional provide a Letter of Confirmation to the OAA;
- complete the ERB section to be certified by the previous supervising professional and submit to the OAA;
- meet with the mentor and have them review and sign the ERB; and
- 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 Intern Technologist will be considered an employee in each of these circumstances (solely for purposes of this program) and thus may have several supervising professionals. A separate ERB section must be completed for each employment situation.

For clarity, Intern Technologists must be employees of the practice or eligible employment situation where they are gaining experience. For the purpose of the OAA Technology Program, the OAA defines “employment” in accordance with its plain language definition, and does not include situations where the practice or business’s clients have their primary relationship with the Intern Technologist rather than the supervising professional or other Architect or Licensed Technologist OAA at the practice or business, and/or where the Intern Technologist provides any form of remuneration to the supervising professional, architectural practice, or business. Further, the OAA is not a party to the employment relationship created by the program. The employment relationship is between the Intern Technologist and the architectural practice or eligible employment situation.

Part 4: Work Experience Requirements

The fundamental purpose of the work experience requirement process is to ensure the Intern Technologist acquires sufficient hands-on architectural experience to meet the standards of practical skill and level of competency required to engage in the practice of architecture as a Licensed Technologist OAA. It is the responsibility of the Intern Technologist, before accepting employment, to ascertain that the employment will provide the required scope of architectural experience.

4.1 Documentation

The Intern Technologist must maintain a record of architectural experience while enrolled in the Program. All experience must be recorded in the Experience Record Book. The experience will be reviewed and evaluated by the OAA at the end of each 900 to 1,000 hours of architectural experience or at a change of employment. Each Intern Technologist will be provided with a record of the review at the end of each period. Except as provided in 4.6 and 4.7, credit will be granted only for experience gained while actively enrolled in the Program.

4.2 Work Experience Categories and Minimum Requirements

An Intern Technologist must acquire 5,580 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
	** May occur in multiple phases of a project*	
Minimum Category A Hours		**2,800**
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		**3,640**
Additional Hours in Any Experience Area		**1,940**
Total Hours to Complete Program		**5,580**

The experience area descriptions and the required activities are described in detail in Appendix 2.

The experience review process may take up to eight weeks from date of submission to the OAA. The OAA can accept, refuse, limit, or relocate experience if it does not comply with the program requirements. 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.

4.3 Demonstrating Competency

Intern Technologists must demonstrate competency in each category, not merely documentation of time spent working in each area. The experience must include a variety of occupancies (minimum of three), project types, complexities, and sizes. The Intern Technologist'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 the OAA only in exceptional circumstances.

4.4 Fulfilment of the Requirements

Upon completion of 5,580 hours of documented and accepted architectural experience within the required categories and experience areas, the Intern Technologist will be advised in writing whether the architectural experience requirement has been fulfilled.

4.5 Ontario Knowledge/Currency of Experience

The OAA requires the Intern Technologist to demonstrate knowledge of local conditions and laws of practice in Ontario. The Intern Technologist must demonstrate this knowledge by completing a minimum of 940 hours (of the 5,580 total hours) working on projects located in Ontario, under the personal supervision and direction of an OAA Architect or a Licensed Technologist OAA within the three years immediately preceding the date of application for licence .

4.6 Experienced Gained Outside Ontario

An Intern Technologist may receive credit for experience gained outside Ontario under these conditions:

a) Anywhere in the world, providing it is certified by an OAA Architect;
b) Within Canada or the United States, providing it is certified by an Architect licensed in the jurisdiction where the experience was gained;
c) For experience gained outside Canada or the United States prior to joining the OAA Technology Program, an Intern Technologist must first record their experience in the Experience Record Book for assessment. The following conditions apply:
    i) where the Intern Technologist was the principal engaged in the practice of architecture, they must certify the work;
    ii) where the Intern Technologist was an employee of an architectural firm, the experience must be certified by the Architect who was the directly responsible supervisor and/or a principal/shareholder of the 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 the OAA; and
    iv) in all cases, the Intern Technologist will be subject to an interview to confirm the work experience and the number of hours credit the Intern Technologist will receive. The submission is not subject to the limitations provided on Art. 4.7.

4.7 Retroactive Submission of Work Experience

An Intern Technologist 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 1,940 hours;
b) the submission must be filed with the OAA within three months of the date of being accepted into the Program;
c) the submission must be on the ERB and signed by the supervising professional;

d) the experience must have been gained within the seven years immediately preceding the date of being accepted in the Program; and
e) 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 Intern Technologist must have a minimum of three years of architectural work before the work experience component of the Program is completed. Most Intern Technologists may need to document more than 5,580 hours of work experience to be able to comply with the requirements of Article 4.3.

4.9 Observer or Parallel Experience

It is recognized that Intern Technologists may not always be able to directly complete certain aspects of the required architectural experience. For example, it may be impractical for the Intern Technologist to represent the office at a site meeting and prepare the follow-up report. However, if the Intern Technologist 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 Intern Technologist 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 supervising professional must be employed by the same entity and must be the person who supervises and directs the Intern Technologist.
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 supervises and directs the Intern Technologist.

4.11 Experience Record Book

The ERB provides the Intern Technologist and Student Technologist with a tool to record the architectural experience, and to enable the OAA to verify and assess this experience. The Intern Technologist or Student Technologist is responsible for maintaining a record of architectural experience in the ERB.

The record has several functions. For the Intern Technologist or Student Technologist, it identifies areas where architectural experience is being gained and areas where deficiencies exist. They can also use the ERB as a tool in discussions with the supervising professional and the mentor to ensure they are getting suitable work experience in each of the required categories, including interior design. For the supervising professional, it can be used as an assessment and personnel management tool.

4.12 ERB Submissions

All architectural experience must be recorded in the ERB and signed by the supervising professional and mentor. The Intern Technologist must submit the ERB to the OAA for review upon completion of every 900 to 1,000 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 the OAA, or more than 1,000 hours. The charges are $100 (+HST) for each 1,000 hours or portion thereof, to a maximum of $500 (+HST).

4.14 Review by OAA

The OAA will provide a summary of the total hours approved to date on a Periodic Assessment Form, and may make comments related to the individual's progress in the program and to identify deficiencies that will need to be addressed before the completion. These comments should serve to reinforce the advice already given to the Intern Technologist by the supervising professional or the mentor.

Part 5: Final Provisions

To qualify for certification and apply for licence as a Licensed Technologist OAA, the Intern Technologist must also complete the OAA Admission Course and pass the Licensed Technologist OAA examination.

5.1 Ontario Association of Architects – Admission Course

The purpose of the Admission Course is to ensure an Intern Technologist understands the regulatory, legal and practice issues which govern all OAA members. It is designed to supplement the Intern Technologist'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.

5.2 Eligibility to Attend Admission Course

To be eligible to enrol in the Admission Course, an Intern Technologist must be enrolled in the OAA Technology Program for a minimum of 12 months and must have completed at least 2,790 approved hours of ERB work experience. In addition, the Intern Technologist must:

- have paid, in full, all current OAA fees;
- complete the Admission Course application form; and
- 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.

5.4 Licensed Technologist OAA Examination

The Licensed Technologist OAA examination is under the control and responsibility of the OAA. To be eligible to write the examination, an Intern Technologist must have completed the OAA Admission Course. The examination is conducted in June and December each year.

5.5 Examination Topics

Section	Topic
1	Professional Conduct and Ethics
2	Scope of Services
3	Authorities
4	Risk Management
5	Construction Contracts
6	Cost Planning
7	Building Design | Sustainability | Interior Design
9	Construction Procurement
8	Construction Documents
10	Contract Administration
11	*Construction Act*
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, and Part 2 in the afternoon. An Intern Technologist must write the examination at the OAA Headquarters, and/or other central location as determined by the OAA. If the Intern Technologist is located outside a radius of more than 50

kilometres from the central location, the Intern Technologist may write the examination under the supervision of an invigilator, subject to agreement of the OAA. There is a diversity of question types, with multiple-choice options. The examination questions have a clearly stated purpose and require Intern Technologists to demonstrate a high standard of competency.

5.7 Passing Mark

To pass the examination, an Intern Technologist must achieve at least 70 per cent on each part of the examination. Each Intern Technologist will be advised only if they have passed or not; the final mark will not be released. If the Intern Technologist fails one part of the examination, they do not have to re-write the part that they have passed.

5.8 Further Information about the Examination

Appendix 4 provides further information about the examination, including the resource materials of which an Intern Technologist must have extensive knowledge in order to achieve a passing grade. Intern Technologists are strongly advised to prepare for the examination as they are moving through the work experience process.

5.9 Application for Licence

After completion of all the requirements of the OAA Technology Program (i.e. education, experience, examination, and Admission Course), the next step is to receive certification to apply for licence as a Licensed Technologist OAA.

Receipt of an application for licence triggers a full and comprehensive review of the Intern Technologist's OAA 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 a Licensed Technologist OAA does not, by itself, allow an individual to practise architecture in Ontario. In order to offer or provide architectural services to the public in Ontario, a Licensed Technologist OAA must obtain a Certificate of Practice 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.

Appendix 1

Ontario Association of Architects

Policy Name **Policy of the Council with respect to the Licensed Technologist OAA**

Issue Date **January 2010**

Revision Date: **December 4, 2020**

Section 13(1)[1] of the *Architects Act* sets out the requirements for the issuance of a licence by the OAA. Every applicant must comply with the academic and experience requirements stipulated in Section 31[2] of the Regulations, and must pass examinations and courses of study the Council may set or approve, unless the Council has exempted the applicant.

Where an applicant for a licence is the holder of a Certificate of Qualification to be a Licensed Technologist OAA issued by the OAAAS, the applicant shall be exempted from these requirements, subject to the Terms, Conditions, and Limitations set out in this Policy, which shall be incorporated into and form part of the licence issued by the Registrar.

Terms, Conditions and Limitations of Licence

1. The Licensed Technologist OAA may provide, and personally supervise and direct, architectural services for a building that:
    a) as constructed, enlarged, or altered, is not more than three storeys in height and not more than 600 square metres in gross area and is used or intended for one or more of the following occupancies:
        i. Residential;
        ii. Business;
        iii. Personal services;
        iv. Mercantile;
        v. Industrial; or
        vi. a restaurant designed to accommodate not more than 100 persons consuming food or drink;
    b) is used or intended for residential occupancy, and contains one dwelling unit or two attached dwelling units, and, as constructed, enlarged, or altered, is not more than four storeys in height;
    c) is used or intended for residential occupancy, that contains three or more attached dwelling units and, as constructed, enlarged, or altered, is not more than four storeys in height and not more than 600 square metres in building area;
    d) is excepted by the *Architects Act*, S.11 (3).[3]

2. The Licensed Technologist OAA shall use the designation “Licensed Technologist OAA,” or “Lic.Tech.OAA” in every aspect of the practice of architecture. The Licensed Technologist OAA may not use the title “Architect” in any form.

[1] *Architects Act,* R.S.O. 1990, c. A.26, s. 13 (1); 2010, c. 16, Sched. 2, s. 1 (6).
[2] *Architects Act,* O. Reg. 430/97, s. 1; O. Reg. 337/08, s. 1; O. Reg. 150/11, s. 1.
[3] *Architects Act*, R.S.O. 1990, c. A.26, s. 11 (3).

3. The Licensed Technologist OAA may act as the prime consultant for the construction, enlargement, or alteration of any building. However, where the Lic.Tech.OAA has agreed to arrange for the provision of architectural services to a member of the public beyond those permitted by Paragraph 1, they must engage a holder of a Certificate of Practice not subject to these Terms, Conditions, and Limitations.

4. The Licensed Technologist OAA is bound by the same standards of practice and rules of conduct as an Architect; the *Architects Act* and Regulation 27 apply equally to the Architect and the Licensed Technologist OAA. The OAA's regulatory notices and other information also apply equally to the Lic.Tech.OAA such that where the word "Architect" appears, the title Licensed Technologist OAA can be interchanged.[4]

5. The Licensed Technologist OAA may stand for office and vote at an election of members of OAA Council for the Lic.Tech.OAA representative for the Province of Ontario. A Lic.Tech.OAA may vote at the annual or other general meetings of the members of the Association.

6. The Licensed Technologist OAA may act as a Supervising Professional[5] under the Internship in Architecture Program (IAP) for architectural services permitted by Paragraph 1, but may not act as a Mentor.

7. At least one Licensed Technologist OAA shall sit on any OAA Statutory Committee convened for the purpose of assessing or making decisions on a matter where the member in question is a Licensed Technologist OAA.

Terms, Conditions and Limitations of Certificate of Practice

The Certificate of Practice shall be subject to the same Terms, Conditions, and Limitations as the licence.

8. The Licensed Technologist OAA may provide architectural services to the public as a sole proprietor, in a partnership, or through a corporation, providing that the proprietor, partnership, or corporation holds a Certificate of Practice. The Certificate of Practice shall be subject to the limitations of Paragraph 1.

9. The Licensed Technologist OAA shall not directly or indirectly own or control more than 49% of the voting shares and value of all the shares of a corporation, or directly or indirectly hold more than 49% of the voting and financial interest of a partnership, to which a Certificate of Practice not subject to the Terms, Limitations, and Conditions of this policy has been issued under Section 14[6] or 15[7] of the *Architects Act*.

[4] OAA Regulatory Notice 11, R11 Licensed Technologist OAA, v.2.0
[5] Internship in Architecture Program Manual - Reference Supervising Architect.
[6] *Architects Act*, R.S.O. 1990, c. A.26, s. 14 (1); 2010, c. 16, Sched. 2, s. 1 (7, 8).
[7] *Architects Act*, R.S.O. 1990, c. A.26, s. 14 (2); 2010, c. 16, Sched. 2, s. 1 (9, 10).

Appendix 2

Work Experience: Categories, Descriptions, and Required Activities

Candidates must acquire 5,580 hours of experience in specific categories to satisfy the OAA Technology Program requirements. Review the detailed list of experience categories and required hours for each.

Category A: Design and Construction Documents

1. Programming

Programming is the process of setting forth in writing the client's requirements for a given project. Steps in this process include establishing goals, considering a budget, collecting, organizing and analyzing data, identifying and developing concepts, and determining general needs.

The Client-OAA Member agreements often presume that the client will furnish the program. Involvement of the OAA member in writing the program will be a service not covered in the traditional agreement for Design and Contract Administration. However, many clients employ the OAA member to assist in preparing a functional program. The project may also be affected by the mortgage lender; public officials involved in health, welfare, and safety; future tenants; and, increasingly, the people who will work in the built environment. Their input at the programming stage could be essential to maintain an orderly design process.

Intern Technologist required activities include:

- Participate in conferences with clients regarding programming, periodic reviews and formal presentations and assist in preparing minutes or reports for future reference.
- Assist with presentations at zoning and variance hearings, and at meetings with the clients and consultants of these projects.
- Assist in preparing the summary and evaluation of data and requirements obtained from all sources.
- Research current literature pertaining to architectural programming.

2. Site and Environmental Analysis

Site analysis includes land planning, urban design, and aspects of environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic and social impact of proposed land use on the environment, ecology, traffic and population patterns.

Governmental agencies frequently require documentation prepared by specialist consultants on the results that construction will have on surrounding lands (i.e. environmental impact studies). Decisions relating to site analysis must involve the selection, organization, and evaluation of pertinent data that will lead to a resolution of the owner's program while conforming to legal requirements.

Intern Technologist required activities include:

- Assist in analyzing several sites to assess the feasibility of their use for a proposed project.
- Help analyze the feasibility of using a specific site for a project.
- Assist in the analysis of specific land use and location for a project.
- Assist in the formulation of the most appropriate land use strategy to achieve a desired environmental impact.
- Research site restrictions such as zoning, easements, utilities, etc.
- Participate in public hearings about land use issues and prepare reports for future reference.

3. Schematic Design

From the client-approved program, the OAA member practice develops alternative solutions to satisfy the technical and aesthetic requirements. Preferred schemes are presented until the owner and OAA member can agree on one.

Intern Technologist required activities include:

- Participate in the development and preparation of preliminary design concepts to determine the spatial relationships that best satisfy the client's program.
- Participate in the development and coordination of program requirements with the consultants.
- Assist in the preparation of presentation drawings and models.
- Assist in the analysis and selection of engineering systems.
- Participate in design review and approval meetings with the clients, user groups, etc.

4. Engineering Systems Coordination

The OAA member practice is usually responsible for the selection, design, and coordination of all building systems, including the engineering systems. The emphasis of this experience requirement is to develop an understanding, under the direct supervision and control of the Supervising Professional, of the engineered systems normally designed by consultants and provided by product suppliers. These traditionally have included structural, mechanical, and electrical subsystems as well as newer technical innovations and special requirements, such as security, telecommunications, and computer applications.

OAA members must know how engineering systems work, including system benefits and limitations, availability, initial and operating costs, and space requirements necessary to provide the basis for system design, selection and integration. This knowledge also provides the vital communication links necessary for appropriate interaction with engineering consultants and product suppliers.

Intern Technologist required activities include:

- Become familiar with construction methods and performance of different engineering systems.
- Understand safety requirements and the selection process for engineering systems.
- Assist in research, analysis, and selection of engineering systems during the schematic design and development phases.
- Help coordinate engineering systems documents provided by consultants into the construction documents produced by the OAA member practice.
- Review consultants' drawings for conceptual understanding of systems, space requirements, and possible conflicts or interference of structure, ductwork, plumbing lines, electrical fixtures, etc.
- Assist in checking shop drawings, evaluating samples, and maintaining records.
- Visit job site and observe installation and integration of engineering systems, construction details, and space requirements.
- Attend systems start up, operation and maintenance meetings required for acceptance and use by the client.
- Obtain and study manufacturers' literature for engineering systems and components.
- Become familiar with relevant codes and regulatory standards applicable to various engineering systems.
- Check maintenance manuals and warranties submitted by contractors for conformance with contract documents.

5. Building Cost Analysis

An important responsibility of the OAA member practice is to evaluate the estimated project construction cost. Accurate estimates are crucial to the client. They influence decisions involving basic design, selection of building products and systems and construction scheduling. Long-term maintenance, as well as tax impact of material and system section (value engineering), are additional factors that bear on development of the project.

For their own preliminary analysis, most OAA members use computations based on area and/or volume. Estimates of cost provided later in the design process are frequently made on the basis of labour and material requirements (quantity surveys), a method that requires a more specialized knowledge of construction costs.

Intern Technologist required activities include:

- Calculate the area and volumes of a project.
- Make a simplified quantity takeoff of selected materials and prepare comparative cost analyses.
- Assist in the preparation of cost estimates of each stage of a project.
- Review various references and texts utilized in cost estimating.
- Assist in the preparation of cost analyses for current projects, using a variety of indices.
- Conduct a survey of current costs per square foot or square metre of various types of projects, using local cost data.

6. Code Research

Building inspectors, as well as officials in zoning, environmental and other agencies relating to the health, welfare, and safety of the public, oversee the enforcement of federal, provincial, and local regulations related to building construction. The codes promulgated by these various agencies have a direct bearing on the total design process and thorough knowledge of all requirements is essential to the satisfactory completion of any project.

Intern Technologist required activities include:

- Assist in searching and documenting codes, regulations, etc. for one or more specific projects.
- Study procedures necessary to obtain relief or variances from particular requirements as they relate to a project.
- Calculate certain variables (i.e. numbers and size of exits, stair dimension, public toilet rooms, and ramps) in satisfaction of code requirements.
- Determine a project's allowable land coverage as well as maximum areas in compliance with zoning and any other related ordinances.

7. Design Development

Based on the client-approved schematic design, the OAA member fixes and details, for the client's further approval, the size and character of the entire project, including selection of material and engineering systems.

Intern Technologist required activities include:

- Participate in the preparation of detailed design development drawings from schematic design documents.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures, construction time and construction cost.
- Help coordinate engineering systems proposed for the project.
- Participate in design review and approval meetings with clients, user groups, etc.

8. Construction Documents

The working drawings phase of construction documents preparation constitutes the major activity on a project in an OAA member's practice. Construction documents describe in graphic form all of the essentials of the work to be done: location, size, arrangement, and details of the project. Since the successful and timely execution of these documents can be equated closely with an office's financial success, OAA members constantly search for more efficient ways to produce construction documents.

Regardless of the method of preparation, it is extremely important that the documents be accurate, consistent, complete, and understandable. This requires thorough quality control including constant review and crosschecking of

all documents. In addition, effective coordination of consultants' drawings is essential to avoid conflicts between the various trades during construction.

Intern Technologist required activities include:

- Work in the preparation of detail drawings, developing technical skills in drafting accuracy, completeness, and clarity.
- Assist in the coordination of all documents produced by the OAA member practice and the consultants.
- Develop knowledge of professional responsibilities and liabilities arising from the issuance of construction documents.
- Participate in the mechanics of assembling the finished construction documents.
- Assist the job captain (or equivalent) in routine administrative/ control tasks.

9. Specifications and Materials Research

Well-grounded knowledge of specification-writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts, and construction procedures cannot be communicated successfully. A fundamental principle of specification writing requires that the OAA member understand the relationship between drawings and specifications, and be able to communicate in a logical, orderly sequence, the requirements of the construction process.

Many factors must be considered in the selection and evaluation of material or products to be used in a project: appropriateness, durability, aesthetic quality, initial cost, maintenance, etc. To avoid future problems, it is extremely important that OAA members recognize the function of each item to be specified. OAA members must carefully assess new materials as well as new or unusual applications of familiar items, regardless of manufacturer representations; to be certain no hidden deficiencies exist that might create problems for the client and expose the OAA practice to liability.

Intern Technologist required activities include:

- Review construction specifications' organization, purpose, and format, and assist in writing specifications. Review and analyze bidding forms, insurance and bonding requirements, liens, supplementary and special conditions.
- Research and evaluate data for products to be specified, including information regarding availability, cost, code acceptability, and manufacturers' reliability. Attend sales presentations in connection with this research.
- Research industry standards and guidelines for specific classes of products (e.g. curtain walls, aluminum windows) as they affect various manufacturers' items being considered for acceptability on a project. Research construction techniques and systems and understand workmanship standards such as poured-in-place concrete, masonry construction, etc.
- Evaluate the potential for using master specifications in a project specification, including procedures needed to adapt individual sections for this use.

10. Document Checking and Coordination

Close coordination between drawings and specifications is required when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the architectural drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings must be checked and crosschecked for accuracy and compatibility.

Intern Technologist required activities include:

- Assist in crosschecking products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the working drawings.
- Check drawings prepared by others for accuracy of dimensions, notes, abbreviations, and indications.
- Assist in developing a schedule of lead-time required for proper coordination with other disciplines.

- Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts and interference of plumbing lines, ductwork, electrical fixtures, etc.
- Assist in the final project review for compliance with applicable codes, regulations, etc.

Category B: Construction Administration

11. Bidding and Contract Negotiations

The OAA member practice assists in establishing and administering bidding procedures, issuing addenda, evaluating proposed substitutions, reviewing the qualifications of bidders, analyzing bids or negotiated proposals and making recommendations for the selection of the contractor(s). The construction contract and related documents are the formal instruments that bind the major parties together in the construction phase. They detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services.

Intern Technologist required activities include:
- Carefully review the bidding/award stages of previous projects. Develop an understanding of problems encountered and how they were resolved.
- Assist in the pre-qualification of bidders.
- Assist in the receipt, analysis, and evaluation of bids, including any alternative, separate, or unit prices.
- Learn what information and submittals are required prior to issuance of notice to proceed.
- Assist in evaluating equal product considerations in preparing addenda.
- Meet with contractors and material suppliers to better understand problems they encounter with bid packages and construction contract documents.
- Assist in the process of receipt and evaluation of bids.
- Assist in the preparation and negotiation of construction contracts and become familiar with the conditions of the contract for construction in order to identify the roles of the OAA member, contractor, client, bonding company and insurer in the administration of the construction phase.

12. Construction Phase – Office

During the construction phase, there are many related tasks that do not directly involve field observations: processing contractors' applications for payment, preparing change orders, checking shop drawings and samples, adjudicating disputes, etc. The OAA member's handling of these matters will usually have a direct impact on the smooth functioning of the work in the field. For example, prompt processing of the contractor's application for payment, including review of any substantiating data that may be required by the contract documents, helps the contractor maintain an even flow of funds.

Items such as shop drawings, samples, and test reports submitted for the OAA member's review must be acted upon promptly to expedite the construction process. Changes in the work that may affect the time of construction or modify the cost are accomplished by change orders. Interpretations necessary for the proper execution of work must be given promptly in writing even when no change order is required.

Intern Technologist required activities include:
- Assist in processing applications for payment and preparing certificates for payment.
- Assist in checking shop drawings, evaluating samples submitted, and maintaining records.
- Assist in evaluating requests for changes interpreting documents and preparing change orders.
- Participate in resolution of disputes and interpretation of conflicts relating to the contract documents.
- Participate in the assembly of evidence and preparation of testimony to be used before an arbitration panel or in court.
- Become familiar with the legal responsibilities of the client, contractor, and OAA member practice.

- Participate in the preparation of record documents at project completion.

13. Construction Phase – Site

In administering the construction contract, the OAA member's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of material and workmanship, the OAA member must be thoroughly familiar with all of the provisions of the construction contract.

Periodic reports on the stage of completion of scheduled activities are collected and compared to the overall project schedule at job site meetings. These meetings facilitate communication between the contract parties and produce a detailed progress record. The OAA member must determine through observation the date of substantial completion and receive all data, warranties and releases required by the contract documents prior to final inspection and final payment.

In addition to these construction-related responsibilities, the OAA member interprets contract documents when disagreements occur and makes findings in regard to the dispute impartially, even when the client is involved. Dissatisfaction with the OAA member's decision can lead to arbitration or litigation.

Intern Technologist required activities include:

- Visit the job site and participate in general review of the work in place and materials stored, and prepare field reports of such routine reviews.
- Review and analyze construction time schedules. Understand the various network methods (e.g. critical path method) potentially available to the contractor. Compare work performed and the anticipated schedule.
- By reviewing contract documents and participating in professional development programs, develop an awareness of the contractual obligations related to the general review during construction.
- Attend periodic–job-site construction meetings and assist in recording and documenting all actions taken and agreed to at such meetings.
- Participate in the substantial performance review and assist in the deficiency list verification.
- Participate in the final acceptance review with the client and other involved parties.

Category C: Management

14. Project Management

The economic and professional health of a practice depends on an orderly, trackable method of project execution. A clearly defined project work plan, the key to efficient management of project tasks, requires participation and input from team members, consultants, client representatives and other key decision-makers (financial experts, developers, lawyers and contractors). The project manager defines consensus goals, and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with particular attention to decisions that influence the work of multiple team members.

A project file initiated and maintained by the project manager is the comprehensive record to the project's life and a useful resource for future endeavours. The work plan must be congruent with all project-related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress against the work plan 'yardstick', assess all discrepancies and take the corrective action necessary to maintain project control.

The project manager also maintains design quality during bidding, contract negotiation, and construction phases through administration of the project file, oversees the practice's construction representative, and monitors scheduled

on-site quality reviews. Finally, the project manager closes out project records and agreements and sets up future post-occupancy evaluation procedures.

Intern Technologist required activities include:

- Review the practice's project management manual or all relevant forms, checklists and other practice aids if a manual does not exist.
- Understand the procedure for assignment of project management responsibilities and the project manager's role in the acquisition process.
- Participate in the development of a project work plan, including identifying goals, client requirements, responsibilities, a first-cut schedule, and the project record.
- Review a work plan against all project-related contractual agreements.
- Become familiar with team management including role assignments, team communication methods and frequency, and maintaining the project file.
- Review design documentation standards and understand expected levels of documentation at each phase of the project.
- Attend quality reviews at project development milestones identified in the work plan.
- Assist in preparing project status assessments including schedule and scope variances and actions required to maintain project budget control.
- Review the project management file for close-out activities such as contractual fulfillments, final fee for services, invoicing and modifications (e.g. change orders).
- Attend post-occupancy evaluation trips to the completed project site.

15. Office Management

Although architecture is a creative profession, current techniques of practice require that the OAA member practice operate in a similar manner to other commercial enterprises. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of this information. Profitable use of office personnel requires budgeting time and adhering to schedules.

The OAA member's relationship to the client is established by contractual agreement. A contract establishes the duties and obligations of the parties. In order for a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for lawful purpose and accomplishable within an estimated time frame.

Effective public relations play an essential role in the creation of the OAA practice's image. This is important for bringing new clients and work into the practice as well as in attracting superior people for the professional staff. The OAA member must participate in marketing activities if the practice is to succeed. On the other hand, the practice's marketing activities (unlike those of merchants, manufacturers and others in commerce) are subject to certain professional constraints. The OAA member must learn marketing techniques that are effective while remaining within legitimate rules of professional conduct.

Intern Technologist required activities include:

- Review the process of internal accounting and cost control systems for operation of the architectural practice.
- Participate in allocation of time to all elements involved in a total project from preliminary design through construction.
- Review professional service contracts for their structure, content, determination of responsibility and enforcement procedures.
- Review the compensation structure as related to types of services rendered by the architectural practice.
- Review current contractual relationships with consultants.

- Research legal obligations, limitations, and liabilities of professional service contracts.
- Review the architectural practice's professional liability insurance policy and develop an awareness of potential practices and procedures that are not covered by the policy.
- Assist in developing programs to publicize the architectural practice's professional services and its expertise.
- Participate in the architectural practice's program for securing commissions for professional services through assisting in market research, prospect list preparation, and information-gathering activities.
- Assist in developing the architectural practice's brochures and advertising as elements of promotion.
- Assist or accompany principals or marketing staff carrying out business development.
- Participate in presentation to prospective clients and formal selection interviews.
- Participate in the architectural practice's internal budgeting (profit planning) process.

Ontario Association of Architects

OAA Technology Program Experience Record Book (ERB) Appendix 3

Submit ERB for each 1000 hours worked and for each change of employer. **Retroactive submissions can include up to 1940 hours. See Program Guide for details.**	**Steps to Follow – Carefully read all instructions.** **- Complete this form either by printing neatly in ink or electronically.** **- Ensure that Supervising Professional initials all pages of the form and each change or correction, including each additional page added to this report.** **- Ensure that all Declarations are signed and dated.** **- Submit a hard copy of the form bearing original signatures to the OAA office for review.** **- Retain a copy of this report for your records.** **- Experience Record Book forms that have been <u>altered in any way</u> will not be accepted.**

IDENTIFICATION

OAA No. _____

Last Name *	First Name	Middle Name(s)
No. and Street *		Suite No.
City *	Province/State/Territory	Country
Postal/Zip Code *	Tel.	
E-mail		

EMPLOYER IDENTIFICATION

Name of Practice or Employer *		
Street *		Suite No.
City *	Province/State	Country
Postal/Zip Code *	Tel.	
Nature of Practice or Employer Activities *		
Name of Supervising Professional *		Position
Professional Affiliation *		OAA Licence No.
E-mail		

MENTOR IDENTIFICATION

Last Name *	First Name	Bus. Tel.
Name of Practice or Employer	Email	

Association Use Only

Received by: _____
Date: _____

Reviewed by: _____
Date: _____

Experience Period

(Dates must be filled in)

	DD	MM	YYYY
From			
To			

Supervising Professional's Initials

Summary of Experience **Record the total hours carried out on projects described on page 3**

		1	2	3	4	5	6	7	8	TOTAL
A	**Design/Contract Documents**									
1	Programming									
2	Site and Environmental Analysis									
3	Schematic Design									
4	Engineering Systems Coordination									
5	Building Cost Analysis									
6	Code Research									
7	Design Development									
8	Construction Documents									
9	Specifications and Materials Research									
10	Document Checking and Coordination									
									Subtotal	
B	**Construction Administration**									
11	Bidding and Contract Negotiation									
12	Construction Phase – Office									
13	Construction Phase – Site									
									Subtotal	
C	**Management**									
14	Project Management									
15	Office Management									
									Subtotal	
	Total Hours Each Project									
									TOTAL HOURS	

Declaration: **I declare that the enclosed information is an accurate record of my experience.**

Name *(please print)* Signature Date

Supervising Professional's Initials

Summary of Projects **List the 8 most significant projects in this period**

1

Project Name | *Location* | *Project Type*

Occupancy | *Gross Floor Area*

Role of Intern Technologist / Student Technologist | *Budget* | *No. of Storeys*

2

Project Name | *Location* | *Project Type*

Occupancy | *Gross Floor Area*

Role of Intern Technologist / Student Technologist | *Budget* | *No. of Storeys*

3

Project Name | *Location* | *Project Type*

Occupancy | *Gross Floor Area*

Role of Intern Technologist / Student Technologist | *Budget* | *No. of Storeys*

4

Project Name | *Location* | *Project Type*

Occupancy | Gross Floor Area

Role of Intern Technologist / Student Technologist | *Budget* | *No. of Storeys*

5

Project Name | *Location* | *Project Type*

Occupancy | *Gross Floor Area*

Role of Intern Technologist / Student Technologist | *Budget* | *No. of Storeys*

6

Project Name | *Location* | *Project Type*

Occupancy | *Gross Floor Area*

Role of Intern Technologist / Student Technologist | *Budget* | *No. of Storeys*

7

Project Name | *Location* | *Project Type*

Occupancy | *Gross Floor Area*

Role of Intern Technologist / Student Technologist | *Budget* | *No. of Storeys*

8

Project Name | *Location* | *Project Type*

Occupancy | *Gross Floor Area*

Role of Intern Technologist / Student Technologist | *Budget* | *No. of Storeys*

Project Type: new work, additions, renovation, interior design, master planning, etc.
Occupancy Type: assembly, institutional, residential, commercial, etc.

Supervising Professional's Initials

1 Comment on the level of responsibility and involvement requested of the Intern Technologist / Student Technologist.

2 Comment on the overall attitude/philosophy/professional goals of the Intern Technologist / Student Technologist as you perceive them.

3 Your recommendations for the next (6) months experience. **Not applicable for Retroactive Submissions.**

4 Comment on the extent to which the Intern Technologist / Student Technologist has been exposed to the activities as outlined for each of the categories in which experience has been obtained.

Supervising Professional's Declaration: **I declare that the preceding information is an accurate summary of the work experience.**

Supervisor Name *(please print)*	Supervisor's Signature	Date

Mentor Declaration: **I declare that I have met with the Intern Technologist in accordance with the OAA Technology Program.**

Mentor Name *(please print)*	Mentor's Signature	Date

Appendix 4

OAA Technology Program

Study Reference Material for Licensed Technologist OAA Examination

(Updated April 14, 2022)

1. Mastering the Business of Architecture
https://www.oaa.on.ca/knowledge-and-resources/documents-and-publications/documents-andpublications/Mastering-The-Business-of-Architecture (member login required)

2. OAA Admission Course Lecture Information
(Provided to you prior to the course)

3. Architects Act and Regulation 27 under the Architects Act
By-laws:
https://oaa.on.ca/protecting-the-public/the-architects-act-and-oaabylaws#:~:text=To%20establish%2C%20maintain%2C%20and%20develop%20standards%20of%20professional%20ethics%20among,the%20allied%20arts%20and%20sciences.

4. Guideline for Delivering Effective Air Barrier Systems, OAA & CMHC
https://eppdscrmssa01.blob.core.windows.net/cmhcprodcontainer/sf/project/archive/publications/o51_02g72.pdf

5. Ontario Building Code and Building Code Act: See Examination Guidelines for Open Book Policy.

6. Canadian Handbook of Practice for Architects - There is only one CHOP for Architects.
https://oaa.on.ca/knowledge-and-resources/documents-and-publications/documents-andpublications/Canadian-Handbook-of-Practice (member login required)

7. Occupational Health and Safety Act and Regulations for Construction Projects
https://www.oaa.on.ca/knowledge-and-resources/practice-advisory-knowledge-base/practiceadvisory-knowledge-base-detail/Site-Safety-Training-Requirements

Also see: https://www.ontario.ca/laws/statute/90o01?_ga=2.35273513.927046041.1621623462-161840359.1603168268
April 2022

8. Planning Act
https://www.ontario.ca/laws/statute/90p13

9. Construction Act - Formerly known as the Construction Lien Act
https://www.ontario.ca/laws/statute/90c30
October 2019 Amendments: https://www.attorneygeneral.jus.gov.on.ca/english/construction_law_in_ontario.php

10. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers - (Standard that refers to building design "ASHRAE 90.1") works https://www.ashrae.org/

11. OAA Practice Tips and Regulatory Notices https://oaa.on.ca/knowledge-and-resources/practice-advisory-knowledge-base?subcat=9e0149fc-3331-41c5-bb0d-16e5ee5d9d26&subcat=&subcat=&subcat=&subcat=&subCatsCount=0

12. OAA Technical Document: *Rain Penetration Control Practice Guide*. (see attachments 1-4) and see OAA Website: https://oaa.on.ca/Assets/Common/Shared_Documents/OAAAS/05/Rain%20Penetration%20Guide%20Complete_reduced.pdf

13. OAA By-Laws: See OAA website https://oaa.on.ca/protecting-the-public/the-architects-act-and-oaa-bylaws