Program Guide
OAA Technology Program
Experience Record Book (ERB)

OAA Technology Program | April 4, 2023

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Background

For Intern Technologists, as well as Student Technologists in a co-op program, work experience hours must be recorded in the OAA Technology Program *Experience Record Book (ERB)*, and approved by your Supervising Professional and Mentor. (You can learn more about the OAA Technology Program on the OAA Website.)

Intern Technologists are required to submit the ERB for review upon:

- completion of 900 to 1,000 hours of architectural experience; and/or
- change of employment.

Retroactive experience (i.e. previously worked hours) that forms part of the 5,580 total hours required must be submitted within the first three months of joining.

This short document offers guidance on how to complete the ERB. You can also email OAATechProg@oaa.on.ca for further assistance.

Page One

Complete all the information required by electronically filling in the pdf fields.

Page Two

Under "Role of Intern Technologists," elaborate on the activities performed for each category where hours were logged, for every project included in this submission.

Refer to the *Program Guide to Become a Licensed Technologist OAA*'s Appendix 2 for the description and required activities per category. The architectural experience area descriptions and required activities within the Program Guide are for reference only—you should describe your experience activities in your own words.

Clear and comprehensive information regarding experience gained is required by the reviewers in order that they may determine whether the Intern is satisfying the required scope of requirements of the OAA Technology Program for licensure.

Page Three

Under "Summary of Experience," enter the hours of experience gained in the appropriate columns and rows on page 3. Provide a total for each column and row, and confirm your numbers. ERBs with errors will be returned for revision.

Sign and date the Summary of Experience page.

Page Four

For "Summary of Projects," identify project types as New Work, Addition, Alteration, Interior Design, etc.

Identify occupancy types as Assembly, Institutional, Industrial, Residential, or Commercial. Refer to the *Guide to Occupancies* document found on the OAA Website.

Provide the Gross Floor Area, Budget, and Number of Storeys for each project. (Approximations are accepted.)

Note: If there are more than 10 projects, include additional "Summary of Experience" pages (page 3) and "Summary of Project" pages (page 4).

Page Five

For "Experience Supervisor's Comments," have the Supervising Professional:

- review the submission;
- complete the Comments and Declaration portion; and
- sign and date the ERB.

Have the Mentor:

- review the submission;
- complete the Mentor Declaration portion; and
- sign and date the ERB.

Overall Considerations

Ensure pages 1, 2 and 3—as well as any erasures and changes—are initialled by the Supervising Professional.

Fulfillment of the minimum experience requirement must include a variety of occupancies (at least three), project types, complexities, and sizes.

The ERB must be sent electronically to RiaS@oaa.on.ca or OAATechProg@oaa.on.ca **no later than eight weeks following the end date of the reporting period as seen on page 1.**

The late submission charge for every 1,000 hours or portion thereof is $113, to a maximum of $500. Note: This amount may be changed by the OAA Council at any time.

An applicant for Licence with Terms, Conditions, and Limitations as a Licensed Technologist OAA must have at least **940** hours of work experience gained on Ontario projects, under the personal supervision and direction of an OAA architect or Licensed Technologist OAA in the last three years prior to the application for licence.

For eligible architectural employment situations and other important information on experience requirement, refer to the *Program Guide to Become a Licensed Technologist OAA*.