Program Guide
OAA Technology Program
Experience Record Book (ERB)

OAA Technology Program | January 1, 2025

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Background

For [Intern Technologists](#), as well as [Student Technologists](#) in a co-op program, work experience hours must be submitted via the online portal: **OTP Experience Record Book (Online ERB)**. While **OTP _[Experience Record Book (PDF ERB)](#)_** submissions are also currently accepted, the OAA plans to phase this out in the future.

All architectural experience must be recorded in the ERB and approved by your Supervising Professional   and Mentor.

For eligible architectural employment situations and other important information on experience requirements, refer to the _[Program Guide to Become a Licensed Technologist](#)_.

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

PDF ERB

Page One

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

Page Two

Under "Role of Intern", 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](#)_ Appendix 1 for the description and required activities per category. The architectural   experience area descriptions and required activities within the Program Guide are for reference only— Intern Technologists/Student Technologists should describe their experience activities in their 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.

Include additional pages as required.

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 Construction, Addition, Renovation, 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 (For Intern Technologists Only):

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

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

The ERB must be sent electronically to OAATechProg@oaa.on.ca **no later than eight weeks following the end date of the reporting period as seen on Page 1 of your ERB.**
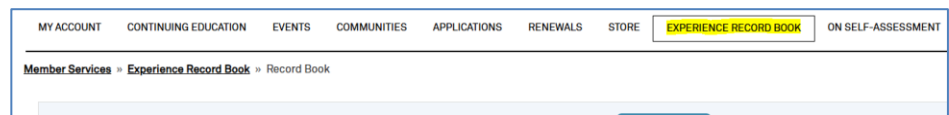
Read the overall considerations at the end of the Guide for important reminders on submitting the record book.

Online ERB

Please note that the form does not auto-save. Keep saving periodically to avoid any data loss.

To access the OTP Experience Record Book (Online ERB):

1. Log in to your OAA Account.
2. Select the "EXPERIENCE RECORD BOOK" tab.

3. For first-time users, submit a request to add your approvers in the system by adding your Place of Employment, Supervising Professional, and Mentor. Attach the signed OTP Employment Confirmation Form and OTP Mentor Confirmation Form.

Ensure email addresses, as well as practice addresses, are correct and complete to avoid delays in approval.

For any change of Employment, Supervising Professional, or Mentor, a new request has to be submitted. This request has to be approved by the OAA before you can add them to the record book.

Adding a New Employer and/or Supervising Professional

Employer	Mentor	My Experience Record Book	Documents						
ADD NEW EMPLOYER →									
Employer(s)									
Supervising Professional Name	SP ID	Practice Name	Address	Province	Postal Code	Country	Email		Status

Adding a New Mentor

Employer	Mentor	My Experience Record Book	Documents			
ADD NEW MENTOR →						
Mentor(s)						
Mentor Name		Mentor ID	Practice	Phone	Email	Status

Students are required to submit a signed Student Technologist Declaration Form to start logging student experience.

4. You may start recording architectural experience once the New Employer and New Mentor requests have been approved by the OAA.

Select "My Experience Record Book" > "START A RECORD BOOK"

Employer	Mentor	My Experience Record Book	Documents			
ADD NEW MENTOR →						
Mentor(s)						
Mentor Name		Mentor ID	Practice	Phone	Email	Status

START A RECORD BOOK →			
Employer	Mentor	My Experience Record Book	Documents

Currency

`0%`

5. Complete all Record Book details.

For Intern Technologists submitting retroactive experience, do not forget to check the Retroactive Hours box. Please check the OAA Technology Program Guide for eligible retroactive experience hours as well as submission timeline.

6. Complete Project Details.

7. Select the appropriate Employer and Supervising Professional for the experience being recorded, from the list of approved Employers.

Select your Mentor from the list of approved Mentors.

8. Add hours under the categories where experience was gained.

Under "Role Description," elaborate on the specific activities performed for each category where hours were logged.

Select **ADD PROJECT →** for additional projects you want to include in this submission. Select **DELETE PROJECT** to delete a project in the record book. You may add a project or delete a project while the record book is in Draft status.

9. Once all projects have been inputted, go to the Summary tab and submit your record book for review and approval by your Supervising Professional.

Experience Type

Start Date

End Date

Employment

Supervising Professional

Mentor

ADD PROJECT →

Summary 1 2

Projects List

1. Diaz Residence

2. Beach Road

An email notification will be sent to your Supervising Professional to advise them of the submission for review. Upon review, the Supervising Professional may approve or return your record book for revision.

A record book that has been approved by the Supervising Professional is then sent to the Mentor for review. The Mentor may approve or return your record book for revision.

The record book is sent to the OAA for review upon approval of both the Supervising Professional and Mentor.

An email notification will be sent to you at each stage of the review process, informing you of the status of your submission.

Overall Considerations

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

The Experience Record Book must be submitted within eight weeks of the date of the last entry to avoid a 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 late submission charge is noted in OAA Schedule A.

An applicant for Licence with Terms, Conditions, and Limitations as a Licensed Technologist must have at least **940** hours of work experience within the three years directly preceding the date of application for limited licence.