

Fair Registration Practices Report

Architects (2008)

The answers that you submitted to OFC can be seen below.

Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process

The Registrar conducts an annual review to ensure that all information provided and available is current, accurate and user friendly in each of the following steps.

Individuals may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication or on the OAA's Web site.

Individuals who ARE NOT licensed as an Architect in Canada

The OAA Web site provides access to:

- **Canadian Architectural Certification Board (CACB) which deals with the assessment of their academic qualifications.**
- **Intern Architect Information/Licensing Procedures and Intern Application**
- **Internship in Architecture Manual – the experience component**
- **Admission Course, General Information and application**
- **Examinations:**

- 1. Examination for Architects in Canada (ExAC)**
- 2. Architect Registration Examination (ARE)**

Individuals from outside Canada and the USA

The OAA Web site provides access to:

- **Licensing Information for Applicants from Outside Canada and the USA**
- **Occupational Career Map for Foreign-Trained Architects**

Information sessions provided through the Jewish Vocational Service (JVS)

Individuals who ARE applying for their First Licence or are licensed as an Architect in another jurisdiction in Canada (Reciprocal) Applicants may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication or on the OAA's Web site.

The OAA Web site provides access to:

- First Application for Licence and Guidelines
- Reciprocal Application for Licence and Guidelines

b) requirements for registration

Individuals may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication or on the OAA's Web site, i.e.:

- Individuals who ARE NOT licensed as an Architect in Canada
 - Individuals from outside Canada and the USA
 - Individuals who ARE applying for their First Licence or are licensed as an Architect in another jurisdiction in Canada (Reciprocal)
- Refer to Step 1, item a) above.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

Individuals may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication or on the OAA's Web site. Refer to Step 1, item a) above.

Education:

The CACB is the only body recognized by the architectural profession in Canada for the assessment of academic credentials. It is a third-party provider to the OAA.

There are four ways to satisfy the Canadian Education Standard (CES):

1. Accredited Professional Degree
2. Degree or Diploma not Accredited by the CACB
3. Architects Registered by a Provincial Association
4. The RAIC Syllabus of Studies

The CACB requires the individual to have acquired a professional degree or diploma in architecture. This degree or diploma must be certified by the CACB as meeting the Canadian Education Standard.

- Individuals who ARE NOT licensed as an Architect in Canada (Domestic)
- Individuals from outside Canada and the USA (Foreign)

The CACB Web site is accessible from a link on the OAA Web site.

Experience:

- Individuals who ARE NOT licensed as an Architect in Canada (Domestic)
- or
- Individuals from outside Canada and the USA (Foreign)
- must apply to enrol in the national Internship in Architecture Program (IAP) with one of the provincial/territorial architectural licensing authorities and find a mentor.

Examination:

Examination requirements may be satisfied by successfully completing either the Examination for Architects in Canada (ExAC) or the Architect Registration Examination (ARE) or the approved combination of both.

The OAA Web site provides access to:

- Canadian Examination for Architect Web site
- Architect Registration Examination (ARE) – through the National Council of Architectural Registration Boards (NCARB) Web site

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

Individuals may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication or on the OAA's Web site

Admission Course (lectures):

The OAA Admission Course is one of the requirements for licensure in Ontario as set out in subsection 31.3 of Regulation 27.

Every Intern with the OAA must attend the Admission Course which is offered once a year in Toronto, usually during May or June.

Experience:

As part of the IAP every Intern must include 940 hours (6 months) of experience in Ontario under the personal supervision and direction of an architect licensed to engage in the practice of architecture in Ontario within three years of an Application for Licence.

e) requirements that may be satisfied through acceptable alternatives

Individuals may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication.

There are no acceptable alternatives to the academic or experience requirements set out in subsection 31. of Regulation 27, except where an Intern can demonstrate exceptional circumstances as to why they are unable to complete the academic or experience requirement, Section 33. of Regulation 27 allows for a submission of a request for Exemption to Council.

f) the steps in the assessment process

Individuals may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication.

The OAA verifies that the Individual has:

- Received CACB certification of their academic qualifications.
- Satisfied the experience requirements set out in the IAP.
- Completed required examinations.
- Attended at the OAA Admission Course

Refer to Step 1, item a) above.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

Individuals may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication or on the OAA's Web site. Refer to Step 1, item a) above.

CACB:

The four types of application, each with different submission requirements, accessible from a link on the OAA Web site to the CACB Web site are as follows:

- **Graduates of a professional program in architecture from a Canadian accredited school of architecture**
- **Graduates of a professional program in architecture from an American school of architecture accredited by the National Architectural Accrediting Board**
- **Graduates of Canadian schools of architecture prior to the introduction of accreditation**
- **Graduates from foreign schools of architecture**

The principle differences in requirements for international trained applicants are as follows:

- **Higher fees**
- **Submission of a portfolio of their academic design work**
- **Certified copy of an official translation of the University Calendar describing all programs attended, if original is not in English or French**

All individuals are referred to the CACB Web site for complete details.

Internship in Architecture Program (IAP): (All applicants submit the same documentation and pay the same fees)

- **Application and fees**
- **Consent Form**

Licence: (All applicants submit the same documentation and pay the same fees)

- **Application and fees**
- **Consent Form**
- **Proof of date of birth**
- **Proof of Canadian Citizenship**
- **Submission of a Confirmation of Registration/Licence from the originating Provincial/Territorial jurisdiction**

h) alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

CACB:

Applicants unable to obtain the required documentation for the accreditation of their professional degree must approach the CACB for further instruction.

**Internship in Architecture Program (IAP):
Not applicable**

**Licence:
Not applicable**

i) how applicants can contact your organization

Applicants may access the OAA through

personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication.

j) how, why and how often your organization initiates communication with applicants about their applications

Staff will contact the applicants with respect to incomplete application forms and/or lack of required documentation. Frequency of contact is dependent on completion of these tasks.

k) the process for dealing with documents provided in languages other than English or French

CACB:
• Certified copies of translated documents

Internship in Architecture Program (IAP):
Not applicable

Licence:
Not applicable

l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process

Individuals may access all information through personal contact with OAA staff, i.e. face to face meeting, written/electronic correspondence, telephone communication or on the OAA's Web site. Refer to Step 1, item a) above.

Canadian Architectural Certification Board (CACB):
The CACB is a national body formed by the provincial/territorial architectural licensing authorities that administers a program of accreditation of Canadian schools of architecture in accordance with the Conditions and Procedures for Accreditation. In addition, the CACB assesses and certifies the academic credentials of individuals in accordance with the criteria contained within the Canadian Education Standard approved by the provincial/territorial architectural licensing authorities.

Examination:
National Council of Architectural Registration Board and Thomson Prometric administers the Architect Registration Examination (ARE).
Internationally Trained Individuals:
The OAA has forged a relationship with the Jewish Vocational Services (JVS) that provides new, internationally trained applicants with information on licensure through presentations by the OAA Registrar.

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

Individuals may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication or on the OAA's Web site. Refer to Step 1, item a) above.

CACB:
• If an applicant is granted 'Provisional Status', there is an 18 month timeline to complete any additional requirements for full certification

Internship in Architecture Program (IAP):
An Intern must have completed the Admission Course within the 10 years of submitting an

Application for Licence, failing that, the Intern must retake the Admission Course.

n) the amount of time that the registration process usually takes

Individuals may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication or on the OAA's Web site. Refer to Step 1, item a) above.

There is no set time frame with respect to completing the requirements of the Internship in Architecture Program.

Once the requirements for licence are completed and the candidate makes Application for Licence, the process takes approximately five (5) weeks.

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

Individuals may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication or on the OAA's Web site. Refer to Step 1, item a) above.

2008 CACB Certification for Domestically Trained \$110.00

2008 CACB Certification for Internationally Trained \$1,300.00

2008 Intern Architect Fee \$145.00

2008 Examination for Architects in Canada (ExAC) \$600.00 (\$150 per section)

2008 Appeal Fee for a failed ExAC examination \$300.00

2008 NCARB ARE per Examination \$170.00 US

2008 Admission Course Fee \$375.00

2008 Experience Requirements Committee Interview (if required) \$250.00

2008 Exemption to Council (if required) \$450.00

2008 Application Fee for Licence \$250.00

2008 Licence Fee \$760.00

Please note, each fee was subject to 5% GST.

p) accommodation of applicants with special needs, such as visual impairment

Individuals may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication or on the OAA's Web site. Refer to Step 1, item a) above.

Accommodation can be made for applicants with special needs, such as visual impairment.

Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

CACB does require an increased fee to process the application and documentation for internationally trained applicants to assess their education.

There is no differentiation of fees for domestic applicants versus the internationally trained applicants regarding the Registration Process

Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions

- CACB Certification for Domestically Trained – 1 week
- CACB Certification for Internationally Trained – 2 to 3 months
- Intern Architect Experience Review – up to 3 months
- Experience Requirements Committee (ERC) Interview – oral determination made at interview
- Registration Committee – may be an oral decision made at the hearing

b) What are your timelines for responding to applicants in writing

The timelines for responding to applicants in writing are incorporated in timelines for making registration decisions as set out in Step 3, item a) above.
Application for Intern Architect status – up to 2 weeks
Application for Licence – up to 5 weeks

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions

The timeline for written responses to candidates involving registration decisions such as internal reviews is generally within 2 weeks after the decision is made.
ERC written response – 2 weeks
Registration Committee Decision – 1 to 2 weeks

Registration Committee – ‘Reasons’ can take 2 – 4 weeks subject to the complexity of the hearing and the volume of evidence.

d) Explain how your organization ensures that it adheres to these timelines.

Dedicated staff; ongoing supervision and monitoring of process by the OAA Registrar.

Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

Interns have access to their own records related to their applications for registration in compliance with the Fair Access to Regulated Professions Act Section 12(1).

b) Explain why access to applicants’ own records would be limited or refused.

Intern’s access to own records would be limited or refused in compliance with the Fair Access to Regulated Professions Act Section 12(2) Limitations.

c) State how and when you give applicants estimates of the fees for making records available.

No applicable fees.

d) List the fees for making records available.

No applicable fees.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

No applicable fees.

Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

- Information and link to CACB certification information and application
- Intern information and application – this document includes licensing procedures
- Internship in Architecture Program Manual – sets out all the experience requirements
- Internship in Architecture Program Manual – Appendix B – Specific Provincial Association Requirements regarding experience
- Intern Experience Summary Forms
- Guide to Occupancy Types regarding experience
- Admission Course, General Information and application – Syllabus of lectures
- Link to the Examination for Architects in Canada (ExAC) Web site which includes: General Information, Program Guide and Application, Examples of Questions, General and Specific Objectives, References and Resources, Table of Equivalencies, Resource downloads
- The Toronto Society of Architects: Facilitates training workshops annually to assist Interns in preparing for the graphic and structural examinations for the Architect Registration Examination (ARE)
- The Ottawa Regional Society of Architects has training materials available for loan, free of charge, to Interns in preparing for their Architect Registration Examination (ARE)
- Resource links to NCARB regarding the Architect Registration Examination (ARE)
- Occupational Career Map for Internationally Trained Professionals – step by step procedure regarding licensing requirements in the Province of Ontario on OAA Web site
- Occupational Career Map hosted by Global Experience Ontario
- Application and Guidelines for Licence

b) Describe how your organization provides information to applicants about these resources.

Individuals may access all information through personal contact with staff, i.e. face to face meeting, written/electronic correspondence, telephone communication or on the OAA's Web site.

Internal Review or Appeal Processes (6 / 13)

This section refers to initial internal reviews or appeals.

a) List your timelines for completing internal reviews or appeals of registration decisions.

Experience Requirements Committee (ERC) – 2 to 3 months
Registration Committee – no Registration Committee hearings in 2008
Refer to Step 6, item (e) below.

i. State the number of internal reviews or appeals

None

<p>of registration decisions that exceeded your timelines.</p>	
<p>ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.</p>	<p>None</p>
<p>b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.</p>	<p>Experience Requirements Committee (ERC): Each applicant is given a detailed list and description of any required materials as well as all topics that may be part of the interview questioning. Interviews are scheduled so the applicant has a minimum of 6 weeks to prepare and submit their documentation.</p> <p>Registration Committee Hearing: There is no limit to the material an applicant can provide; it is an oral hearing.</p>
<p>c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.</p>	<p>Experience Requirements Committee (ERC): Applicants are informed in writing. Applicants are encouraged to speak with staff either via telephone, in person or by electronic means, if they have any further questions.</p> <p>Registration Committee Hearing: Applicants are informed in writing via Notice of Proposal to Refuse the Issuance of a Licence to which they must respond in writing within 30 days.</p>
<p>d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.</p>	<p>Experience Requirements Committee (ERC): (Statutory) The decision-maker in a registration decision is ineligible to be part of an internal review. The Registrar cannot sit on the Experience Requirements Committee. The Committee makes the decision that is binding on both the Registrar and applicant.</p> <p>Registration Committee Hearing: (Statutory) The decision-maker in a registration decision is ineligible to be part of an internal review. The Registrar cannot sit on the Registration Statutory Committee. A Tribunal of the Committee makes the decision. If the Tribunal's decision supports the Registrar's proposal, the applicant can appeal the decision to the Divisional Court in Ontario.</p>
<p>e) Describe your internal review or appeal process.</p>	<p>Experience Requirements Committee (ERC)</p> <ul style="list-style-type: none"> • Intern is informed in writing if they have been referred to or if they have requested an interview with the Experience Requirements Committee (ERC) • The Committee is provided with the name of the Intern and must confirm if they have any conflict of interest with the applicant • Intern is provided with list of Committee members and requested to indicate whether they have a conflict of interest with any individuals participating on the Committee

- Intern receives written confirmation of scheduled interview with appended list and description of any required materials as well as all topics that may be part of the interview questioning
- An interview is scheduled giving the Intern 6 weeks for forwarding required documentation
- Any of the Intern's correspondence is distributed to the Committee prior to the interview; large format materials, i.e. drawings, specifications, are available prior to the interview for Committee to review
- Intern attends interview
- Intern receives Determination 'in person' after the Committee's deliberation. The Committee's written Determination is sent within 2 weeks of the interview.
- Determinations are either: recommending to the Registrar that the Intern has met the experience requirements for Licence or requesting the Intern complete further experience in specified area(s) and/or specific course(s), examination(s). If the Committee requests further experience, courses and/or examination, a subsequent interview may be scheduled upon completion.
- Intern also receives the Committee's Determination, in writing, within 2 weeks following the interview

Registration Committee

- The Registrar issues a Notice of Proposal to refuse a Licence or to issue a Licence with Terms, Conditions or Limitations to which the applicant must respond in writing within 30 days
- Failure to respond, the Registrar carries out the proposal to deny or impose Terms, Conditions or Limitations
- If the applicant requests a hearing, a Notice of Hearing is issued establishing a date wherein the applicant would present their case to a Tribunal of architects
- At the hearing the OAA presents the rationale for denial or imposition of Terms, Conditions or Limitations
- At the hearing the applicant presents their position as to why the Registrar's proposal is not justified
- The applicant or OAA may be represented by Legal Counsel
- The Tribunal would have an independent Legal Counsel to provide it with guidance with respect to points of law and procedures
- The Tribunal retires to review material and make its Decision which it may report orally, but generally issues the written Decision and Order within one week
- The Tribunal prepares the Reasons for its Decision and Order - sent to the applicant
- A Decision not in favour of the applicant may be appealed to Divisional Court in Ontario

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

In compliance with the Architects Act, R.R.O. 1990, Regulation 27

The Experience Requirements Committee shall be composed as follows:

“19. (1) The Experience Requirements Committee is continued. R.R.O. 1990, Reg. 27, s. 19 (1).

(2) The Experience Requirements Committee shall be composed of,

(a) at least one elected member of the Council appointed at pleasure to the Committee by the Council; and

(b) at least three members of the Association who are not members of the Council and who are appointed at pleasure to the Committee by the Council. R.R.O. 1990, Reg. 27, s. 19 (2).

(3) A majority of the members of the experience Requirements Committee constitutes a quorum. R.R.O. 1990, Reg. 27, s. 19 (3).

(5) The Council shall appoint one member of the Experience Requirements Committee to be the chair of the Committee. R.R.O. 1990, Reg. 27, s. 19 (5).

(6) The chair or, in the absence of the chair, a member of the Experience Requirements Committee designated by the chair shall preside at all meetings of the Committee. R.R.O. 1990, Reg. 27, s. 19 (6).”

Note: Fifty per cent of the Experience Requirements Committee members consisted of Internationally Trained Professionals.

The Registration Committee shall be composed as follows:

“20. (1) The Registration Committee is continued. R.R.O. 1990, Reg. 27, s. 20 (1).

(2) The Registration Committee shall be composed of,

(a) at least two elected members of the Council appointed at pleasure to the Committee by the Council; and

(b) at least two members of the Association who are not members of the Council and who are appointed at pleasure to the Committee by the Council. R.R.O. 1990, Reg. 27, s. 20 (2).

(3) Three members of the Registration Committee, one of whom is an elected member of the Council, constitute a quorum. R.R.O. 1990, Reg. 27, s. 20 (3).

(5) The Council shall appoint one member of the Registration Committee, who is an elected member of the Council, to be the chair of the Committee. R.R.O. 1990, Reg. 27, s. 20 (5).

(6) The chair or, in the absence of the chair, a member of the Registration Committee designated by the chair shall preside at all meetings and hearings of the Committee. R.R.O. 1990, Reg. 27, s. 20 (6).”

Note: Twenty-five per cent of the Registration Committee members consisted of Internationally Trained Professionals.

Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

Experience Requirements Committee (ERC):
In compliance with the Architects Act, Section: 13. (4); A determination by a committee under subsection (3) is final and is binding on the Registrar and on the applicant. R.S.O. 1990, c. A.26, s. 13 (4).”

The Intern is advised of the Committee’s Determination ‘in person’ which is followed by the Committee’s Determination in writing within 2 weeks following the interview.

Registration Committee:
In compliance with the Architects Act, Section: 36. (1); A party to proceedings before the Registration Committee or the Discipline Committee may appeal to the Divisional Court, in accordance with the rules of court, from the decision or order of the committee. R.S.O. 1990, c. A.26, s. 36 (1).

The applicant may be advised ‘in person’ but is advised in writing of the Committee’s Decision and Order within one to two weeks including their right to appeal. The written Reasons for the Decision and Order follows.

Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant’s qualifications to satisfy the entry-to-practice requirements for your profession.

The following requirements must be satisfied in compliance with the Architects Act: 13.(1);The Registrar shall issue a licence to a natural person who applies therefor in accordance with the regulations and,
(a) is of good character;
(b) is not less than eighteen years of age;
(c) is a citizen of Canada or has the status of a permanent resident of Canada or is a member of an organization of architects that is recognized by the Council and that has objects, standards of practice and requirements for membership similar to those of the Association;

(d) has complied with the academic and experience requirements specified in the regulations for the issuance of the licence or is exempted therefrom by the Council; and
(e) has passed such examinations and completed such courses of study as the Council may set or approve in accordance with the regulations or is exempted therefrom by the Council. R.S.O. 1990, c. A.26, s. 13 (1).

The following requirements must be satisfied in compliance with Regulation 27:

31. For the purposes of clause 13 (1) (d) of the Act, the following are the academic and experience requirements for the issuance of a licence to a person:

1. The person must hold a degree in architecture from a post-secondary institution or must have successfully completed the Royal Architectural Institute of Canada Syllabus.

2. The person must hold a Certificate of Certification issued by the Canadian Architectural Certification Board.

3. The person must have completed the admission course offered by the Association.

4. The person must have successfully completed one of the following:

i. The Examination for Architects in Canada published by the Association.

ii. The Architect Registration Examination of the National Council of Architectural Registration Boards.

iii. Any combination of the components of the Examination for Architects in Canada published by the Association and of the Architect Registration Examination of the National Council of Architectural Registration Boards that, considered as a whole, is equivalent to one of those examinations, as approved by the Council.

5. The person must have completed a total of 5,600 hours of experience that meets the requirements of the Intern Architect Program published by the Association. The experience must include,

i. at least 940 hours of experience in Ontario under the personal supervision and direction of a person licensed to engage in the practice of architecture in Ontario, which must be completed within the three years before the date on which the person applies for the licence, and

ii. at least 2,780 additional hours of experience under the personal supervision and direction of a person authorized to engage in the practice of architecture. O. Reg. 430/97, s. 1; O. Reg. 337/08, s. 1.

Note: Fifty per cent of the Experience Requirements Committee members consisted of Internationally Trained Professionals.

Applicants (Architects) for Licence via Reciprocity must meet the requirements as set out in the Canadian Reciprocity Agreement.

Language Requirements:

The OAA does not require that applicants, for whom English is a second language, pass a language proficiency examination. However, the licensing process may involve interviews and examinations that require excellent oral and written English language skills. In addition, the Examination for Architects in Canada is available in English or French.

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

The CACB Assessment Committee reviews the following documents and determines whether the education is equivalent to the Canadian Education Standard. In some cases, applicants may be requested to attend an interview with the Assessment Committee. Additionally, the CACB may decide that an applicant's academic credentials do not meet the Canadian Education Standard and will ask for an upgrade of academic qualifications:

- a completed application;
- an official Transcript of Record, or notarized copy thereof, of all studies relevant to the architecture degree (and certified copies of translated transcripts, if the original is not in French or English);
- notarized copies of degrees or diplomas in the original language (and a notarized copy of translation of the degree or diploma, if the original is not in French or English);
- course descriptions of the program in architecture (or a translation of course descriptions, if the original is not in French or English);
- an academic portfolio of studio work (graduates from outside Canada and the United States (USA)) is optional.

c) Explain how work experience in the profession is assessed.

All experience must be documented in the Canadian Experience Record Book. Experience will be reviewed and evaluated by the Office of the Registrar at the end of each 900 – 1000 hours of experience. Each Intern will be provided with a record of the review at the end of each review period.

For recording experience, the components of experience have been summarized in hours. A cumulative total of 5600 hours (3 years) is required.

The minimum/maximum number of hours to be obtained in each of the two component areas is:

- mandatory = 3720 hours minimum
- discretionary = 1880 hours maximum

To recognize overtime work experience, the 5600 hours can be completed in a minimum of two and one-half calendar years. No maximum time has been set, however, it is recommended that Interns contact their provincial association to identify specific requirements for currency of experience.

Mandatory Component

An Intern is required to obtain a minimum of 3720 hours of experience under the personal supervision and direction of an architect in either an architectural firm

or other acceptable architectural employment situation.

The mandatory component of the Intern's experience must satisfy the minimum hours stated under categories A, B and C, which constitute the core areas of practice. It is strongly recommended that an Intern's experience include a variety of project types, size and occupancies.

Category A – Design and Construction 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

Category B – Construction Administration

11. Bidding and Contract Negotiations
12. Construction Phase - Office
13. Construction Phase - Site

Category C – Management

14. Project Management
15. Office Management

Category D – Related Activities

16. Professional and Community Service
- Once the minimum mandatory experience requirement in core areas of practice is accepted, it will not have to be repeated, subject to the individual provincial requirements noted in Appendix B.

Note: For the expanded descriptions of experience areas 1 – 15, refer to Step 1, item a), the Internship in Architecture Program Manual

Discretionary Component

Discretionary experience may be earned up to a maximum of 1880 hours of the required minimum cumulative total of 5600 hours.

The discretionary component of an Intern's experience may include areas such as employment under the direct supervision of a professional engineer or other recognized professional, post-graduate study or research, undergraduate work experience and/or work experience while enrolled in the RAIC Syllabus Program. It is recommended that the employment situation be accepted by the provincial association before commencement of recording.

Such experience must be submitted for review and assessment, and the Intern may be subject to an interview to demonstrate its relevance.

Category E – Discretionary Experience

- 17. Related Disciplines
- 18. Post Graduate Study/Teaching/Research
- 19. Undergraduate Experience
- 20. RAIC Syllabus

Experience Gained in Recognized Jurisdictions

Recognized jurisdictions consist of any province or territory in Canada and any state or territory of the United States.

An Intern enrolled in the Intern Development Program (IDP) in a state or territory of the United States where IDP is mandatory may apply to have the experience credited.

Architectural employment in a recognized jurisdiction is acceptable if it is gained:

- a) In the employ of an architectural firm in the recognized jurisdiction. Such experience must be certified by an architect who is a principal/shareholder or employee of an architectural firm and in a directly responsible supervisory role.**
- b) In the employ of a government agency, crown corporation, or institution, having a department or office that deals primarily with de**

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

Any assessment with respect to educational systems and credentials of applicants is undertaken by the Canadian Architectural Certification Board.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

Any assessment with respect to credentials of applicants is undertaken by the Canadian Architectural Certification Board.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

Any assessment with respect to credentials of applicants is undertaken by the Canadian Architectural Certification Board.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

Accommodation can be made for applicants with special needs, such as visual impairment. Applicant must contact the Association to discuss their special needs so accommodation by the Association can be conducted on a 'case by case' basis.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

The average length of time to complete the requirements for licensure in Ontario following CACB certification is 3-5 years, subject to personal and/or marketplace circumstances. There is no time limit.

i. State whether the average time differs for internationally trained individuals.

No, the average time does not differ for internationally trained individuals.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

Not applicable.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

Not applicable as the OAA does not assess credentials.

ii. Describe the criteria that are applied to determine equivalency.

Not applicable as the OAA does not assess credentials.

iii. Explain how work experience is taken into account.

Not applicable as the OAA does not assess credentials.

j) If your organization conducts competency assessments:

i. Describe the methodology used to evaluate competency.

**The OAA does not conduct competency assessments.
Not applicable.**

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

Not applicable.

iii. Explain how work experience is used in the assessment of competency.

Not applicable.

k) If your organization conducts prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

**The OAA does not conduct prior learning assessments.
Not applicable.**

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

Not applicable.

iii. Explain how work experience is used in the assessment of prior learning.

Not applicable.

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

**The OAA administers the national Examination for Architects in Canada (ExAC) for those Interns who wish to write it in the Province of Ontario.
In addition, the OAA facilitates the Architect Registration Examination (ARE) by making Interns eligible to sit these examinations that are administered by the National Council of Architectural Registration Boards (NCARB).**

**Format:
The sections of the ExAC are composed of the following item types:
– Multiple Choice**

- True/False
- True/False with references
- Pairing/Matching of components
- Placing steps/statements in order – sometimes combined with multiple choice
- Sentence Completion/Fill in the Blank
- Short Answer
- Extended Answer

Scoring Method:

The examination results will be mailed to the Interns by mid February 2009 in the form of an ExAC Transcript issued by their Licensing Authority. The results for each section of the ExAC will be identified as pass or fail.

For additional information refer to the ExAC Web site at www.cexac.ca.

Note: a cut score is used to identify pass/fail results and is determined by the Examination Consultants after the administration of the examination. The consultants employ various statistical models, designs and analyses for the determination of cut scores.

Number of Re-writes:

An Intern who does not successfully complete all the sections of the examination must rewrite all the failed section(s) at the next session of the ExAC. If they fail to succeed at this first retaking, they will be offered a final attempt to complete all the remaining failed section(s) at the next session of the ExAC. If the Intern fails at this final attempt, they will be considered as a new candidate for the examination and will therefore have to rewrite all the sections of the examination.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

Development and validation teams of Canadian architects guided by the Examination Consultants:

- developed the general and specific objectives
- wrote items based on the specific objectives
- validated and reviewed the items to ensure appropriateness of content for all Canadian jurisdictions, and
 - overall quality in terms of clarity
 - levels of difficulty
 - adherence to specific objectives and to standards of practice in the writing of examination items.

In addition, each section was pilot tested by Canadian architects who were licensed for a minimum of 3 years with the results evaluated. Data was collected to determine the quality of the questions and a standard setting procedure.

iii. State how often exam questions are updated and the process for doing so.

To date, there has been only one (first) administration of this examination in November 2008. The questions are updated following each administration. A cross section of nationwide architects meet to evaluate and formulate new

Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

- **Canadian Architectural Certification Board (CACB) certifies education**
- **National Council of Architectural Registration Boards (USA) administers the Architect Registration Examination (ARE)**

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

CACB:

The OAA Registrar ensures its third party organizations provide transparent assessment practices through consistent monitoring of its Web site and documentation.

ARE:

Transcripts for every Intern provide 'pass/fail' and commentary on weaknesses with respect to failures.

ii. utilizes current and accurate information about qualifications from outside Canada

CACB:

All Applicants must append their transcripts and course descriptions from the University course calendar from the year the course was taken, ensuring the Assessment Committee uses the appropriate documentation to undertake the assessment of academic credentials.

ARE:

Not applicable.

iii. provides timely decisions, responses and reasons to applicants

CACB:

The CACB acknowledges via e-mail receipt of every application. If documentation is complete, the applicant receives their Certificate with letter of Confirmation via mail within 3 months. If further study is required, the applicant will be granted a 'Provisional Status' with 18 months to complete the additional requirements. The CACB will follow up with the applicant who is granted the 'Provisional Status' regarding their progress.

ARE:

If there is an undue delay with the provision of timely decisions, responses and reasons to applicants, the OAA staff will contact the third party in an endeavour to expedite or understand the reasons or outstanding requirements, so as to communicate with the applicants.

iv. provides training to individuals assessing qualifications

CACB:

The CACB Assessment Committee is comprised of long standing architectural Practitioners and Educators.

ARE:

Not applicable.

v. provides access to records related to the assessment to applicants

CACB:

The CACB allows applicants to view anything on file, upon request, with no applicable fee. As part of their application, the applicant signs a declaration which acknowledges that original documentation will not be returned. If the applicant makes a request for the return of their documentation, the CACB will send it back, but the process is at a standstill until the documentation is returned to the CACB.

ARE:

Transcripts for every Intern provide 'pass/fail' and commentary on weaknesses with respect to failures.

vi. accommodates applicants with special needs, such as visual impairment

CACB:

The CACB is able to make accommodations for applicants with special needs. The applicant must contact the CACB.

ARE:

The Federal Americans with Disabilities Act (ADA) states that providers of examinations must "offer such examinations or courses in a place and manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals." Under these provisions, NCARB is required to provide auxiliary aids and services that are necessary to ensure equal access to the exam for candidates with visual impairments. Under the ADA, NCARB currently provides larger monitors and extra test time to some legally blind testing candidates.

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

CACB:

The content of the applicant's education is measured against the Canadian Education Standard (CES).

ii. Describe the criteria that are applied to determine equivalency.

The CACB Assessment Committee will review submitted documentation and determine education equivalencies by measuring course descriptions and length of courses against the Canadian Education Standard (CES).

iii. Explain how work experience is taken into account.

Work experience is not part of the review process for the assessment of education.

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

Neither the OAA nor a third party organization is used to conduct competency assessments as licensure is based on completing the requirements set out in Regulation 27 Section 31. Refer to Step 8, section a).
Not applicable.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.	Not applicable.
iii. Explain how work experience is used in the assessment of competency.	Not applicable.
e) If your organization relies on a third party to conduct prior learning assessments:	
i. Describe the methodology used to evaluate prior learning.	The OAA does not use third party organizations to conduct prior learning assessments.
ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.	Not applicable.
iii. Explain how work experience is used in the assessment of prior learning.	Not applicable.
f) If your organization relies on a third party to administer examinations:	
i. Describe the exam format, scoring method and number of rewrites permitted.	National Council of Architectural Registration Boards (NCARB) in association with Thomson Prometric (both in the USA), administers the Architect Registration Examination (ARE). The ARE consists of 7 independent examinations which are computer based in multiple choice and graphic vignette formats. Examination re-writes are unlimited, although the Intern must wait a minimum of 6 months to re-write a failed examination.
ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.	Committees of architects(USA/Canadian) develop the raw questions which are refined and pilot tested by Thomson Prometric to ensure suitability for each examination.
iii. State how often exam questions are updated and the process for doing so.	The ARE has such a large bank of questions that 2 people in the same test centre writing the same examination will not have the same questions. New questions are added annually.

Training (10 / 13)

a) Describe the training that your organization provides to:	
i. individuals who assess qualifications	The OAA does not assess qualifications.
ii. individuals who make registration decisions	The OAA Registrar makes registration decisions. The OAA provides the Registrar with the opportunity to interface with other Registrars, attend courses and have open communication and frequent meetings with other provincial/territorial licensing authorities.
iii. individuals who make internal review or appeal decisions	Experience Requirements Committee (ERC): • Orientation sessions

Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

- Reciprocity Agreement (across Canada)
- Inter-Recognition Agreement (Canada and the USA)

b) Explain the impact of these agreements on the registration process or on applicants for registration.

These Agreements only apply to applicants who are currently licensed, coming from a signatory jurisdiction. Applicants need only comply with the terms in either the Reciprocity Agreement or Inter-Recognition Agreement.

Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials are available.

Language	Yes/No
English	Yes
French	No
Other (please specify)	No

Paid staff employed by your organization

b) State the number of paid staff employed by your organization in the following categories.

Category	Staff
Total staff employed by the regulatory body	7
Staff involved in appeals process	2
Staff involved in registration process	4

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Countries where internationally educated applicants were initially trained

c) List the countries where your internationally educated applicants* were initially trained in the profession, and the number of applicants trained in each country.

Applicants	Country of training (Canada excluded)	Number of applicants**

Largest number	Iran	11
Second-largest number	India	5
Third-largest number	Iraq	4
Fourth-largest number	Lebanon	3
Fifth-largest number	0	0

* Persons who have applied to start the process for entry to the profession.

**Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members* were initially trained in the profession (use only numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					Total
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	
Total Members	1331	544	346	363	27	2611
Non-practising members	11	2	2	0	0	15

* Persons who are currently able to use the protected title or professional designation of your profession.

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

Applications your organization processed in the past year

e) State the number of applications your organization processed in the past year (use only numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					Total
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	
New applications received	41	22	37	15	0	115
Applicants actively pursuing licensing						

(applicants who had some contact with your organization in the reporting year)	716	151	124	424	0	1415
Inactive applicants (applicants who had no contact with your organization in the reporting year)	n/a	n/a	n/a	n/a	n/a	0
Applicants who met all requirements and were authorized to become members but did not become members	n/a	n/a	n/a	n/a	n/a	0
Applicants who became members	41	22	37	15	0	115
Applicants who were authorized to receive an alternative class of license* but were not issued a license	n/a	n/a	n/a	n/a	n/a	0
Applicants who were issued an alternative class of license*	n/a	n/a	n/a	n/a	n/a	0

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

The Licensed Technologist OAA is a separate category of membership for technologists which does not lead to full licensure as an architect. Their designation is Licensed Technologist OAA. In 2008 the OAA had 13 individuals in this category.

* An alternative class of license enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licensed. Please list and describe below the alternative classes of license that your organization grants, such as student, intern, associate, provisional or temporary.

	Class of License	Description
a)	n/a	n/a
b)	n/a	n/a
c)	n/a	n/a

Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the past year (use only numbers, do not enter commas or decimals).

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected
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Jan. 1 to Dec. 31	title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	3	0	1	0	0	4
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	n/a	n/a	n/a	n/a	n/a	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, the data provided above were with respect to the Experience Requirements Committee (ERC). The Registration Committee had no hearings in 2008.

Certification (13 / 13)

I hereby certify that:

- - I have reviewed the information submitted in this Fair Registration Practices Report (the "Report")
- - all information required to be provided in the Report is included; and
- - the information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization:

Hillel Roebuck

Title:

Registrar

Date:

February 26, 2009