



The Ontario Association of Architects (OAA) does not require direct work experience in Ontario as a requirement for limited licence. However, the OAA emphasizes the crucial role of local Ontario practice knowledge in ensuring public health and safety, as well as the delivery of competent architectural services in the province. Individuals seeking a limited licence as a Licensed Technologist must verify that their Experience Record Book (ERB) includes experience with ten key practice competencies.

The OAA Technology Program establishes the competencies required to be a Licensed Technologist that are demonstrated by the successful completion of the required experience activities, examination, and courses. This experience competency framework is designed so that program participants acquire the appropriate level of proficiency regarding applicable architecture laws, practices, standards, codes, conditions, and climate.

This experience assessment is tailored for individuals who completed the OAA Technology Program. Its purpose is to offer a transparent validation of satisfactory architectural competency within an Ontario context or its equivalent, while upholding high standards for the architectural profession and minimizing reliance on time-based direct work requirements.

Instructions

The OAA accepts the completed experience assessment in PDF format, requiring validation and signature prior to submission. These submissions should be sent via email to OAA TechProg@oaa.on.ca. Individuals who successfully completed the OAA Technology Program requirements before May 10, 2023, are authorized to validate their own experience assessment. Individuals who complete the OAA Technology Program after May 10, 2023, must have their Supervising Professional validate the experience assessment.

The Experience Record Book (ERB) Summary section, highlighted in grey, is to be filled out by the OAA. Individuals are directed to review the key Ontario practice competencies section and indicate the completion of relevant experience activities by checking the appropriate boxes. These activities align with the essential practice competencies identified by the OAA for delivering competent architectural services in Ontario. Upon completion of the assessment, the filled-out PDF should be submitted via email to OAA TechProg@oaa.on.ca.

IDENTIFICATION (please print)

Name in Full: Surname First Name Middle Name(s)

Signature Date

# Experience Record Book: PERIODIC ASSESSMENT FORM

Surname

First Name

Middle Name(s)

Experience Period From:

To:

Appointed Intern Technologist

Date:

Appointed Student Technologist

Date:

Completed By: Office of the Registrar, OAA

Date:

## Summary of Reviewed Experience

	Total Hours Required	Hours Reported	Hours Remaining	Additional Hours
<b>A Design and Construction Documents</b>				
1 Programming	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Site Analysis	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Schematic Design	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Engineering Systems Coordination	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Building Cost Analysis	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 Code Research	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 Design Development	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 Construction Documents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 Specifications and Materials Research	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 Document Checking and Coordination	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUBTOTAL</b>	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>
*This subtotal includes the 2200 minimum hours required, plus additional hours that must be earned in any of the experience areas 1-10				
<b>B Construction Administration</b>				
11 Bidding and Contract Negotiation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12 Construction Phase - Office	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13 Construction Phase - Site	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUBTOTAL</b>	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>
*This subtotal includes the 320 minimum hours required, plus additional hours that must be earned in any of the experience areas 11-13				
<b>C Management</b>				
14 Project Management	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15 Office Management	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUBTOTAL</b>	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>
*This subtotal includes the 200 minimum hours required, plus additional hours that must be earned in any of the experience areas 14-15				
<b>TOTAL HOURS REQUIRED</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Total hours include the 3640 minimum hours required plus an additional hours that must be earned in any experience areas 1-15				



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# Key Ontario Practice Knowledge Competencies

To complete this experience self-assessment, carefully evaluate your professional experience against the designated competency criteria. Assess your proficiency in each area thoroughly, reflecting on specific examples from your ERB that demonstrate your skills and knowledge. Check the corresponding box next to each competency in accordance with your review. If required, seek feedback from a Supervising Professional. Once satisfied with your assessment, it must be validated by your Supervising Professional who will complete the assigned questions, sign and date the document, ensuring it accurately reflects your capabilities. More information can be found in the OTP Ontario Practice Competencies Self Assessment Guide .

The intent of this experience assessment is to provide clear criteria that the appropriate level of local proficiency has been attained regarding applicable architecture laws, practices, standards, codes, conditions, and climate while completing the OAA Technology Program.

In the event you are unable to successfully complete this experience assessment requirement prior to application for limited licence, you may be required to attend an [Experience Requirements Committee](#) assessment interview.

## Key Ontario Practice Competencies

	<p><b>Competency 1: Incorporate principles of sustainable development within an architectural program.</b> Practice Area: Programming Indicators:</p> <ul style="list-style-type: none"><li>• <i>Identify design issues that maximize the benefits of existing environmental conditions.</i></li><li>• <i>Apply the principles of sustainable and resilient development.</i></li></ul>
	<p><b>Competency 2: Analyze design principles and solutions in relation to context.</b> Practice Area: Schematic Design Indicators:</p> <ul style="list-style-type: none"><li>• <i>Explain social consequences—positive and negative.</i></li><li>• <i>Explain contextual/environmental/community influences.</i></li></ul>
	<p><b>Competency 3: Consider the principles of energy efficiency and environmental impacts.</b> Practice Area: Schematic Design Indicators:</p> <ul style="list-style-type: none"><li>• <i>Evaluate passive and active design solutions.</i></li><li>• <i>Evaluate strategies for compliance with applicable energy and emissions objectives.</i></li><li>• <i>Understand the principles of carbon consumption related to building design/construction process.</i></li></ul>
	<p><b>Competency 4: Apply cost estimating methods to a project.</b> Practice Area: Building Cost Analysis Indicators:</p> <ul style="list-style-type: none"><li>• <i>Organize resources available to prepare a cost estimate.</i></li></ul>



- *Apply cost estimating methods to different building types and/or delivery models.*
- *Apply preferred methods of cost estimation (unit price, elemental, divisional, assembly, etc.).*

**Competency 5: Apply code requirements to the design process.**

Practice Area: Code Research

Indicators:

- *Apply building classification and construction requirements for a proposed building.*
- *Apply fire safety requirements for a proposed building.*
- *Apply floor area safety requirements for a proposed building.*
- *Apply barrier free requirements for a proposed building.*

**Competency 6: Create a building envelope (design and detailing).**

Practice Area: Construction Documents

Indicators:

- *Select and assemble the components of a building envelope.*
- *Design assemblies in relation to thermal resistance, moisture control, and airtightness.*
- *Design approach to glazing systems.*
- *Apply building code requirements to non-combustible cladding and insulation.*

**Competency 7: Evaluate bids submitted by contractors.**

Practice Area: Procurement and Contract Award

Indicators:

- *Clarify the OAA member's responsibility to the client in making recommendations.*
- *Evaluate submitted tenders for technical compliance.*
- *Explain bid and performance bonds and their role in the tendering process.*
- *Prepare required post-tender addenda and contract award documents.*

**Competency 8: Administer appropriate forms and documents.**

Practice Area: Construction Phase - Office

Indicators:

- *Prepare certificates for payment.*
- *Select and prepare contemplated/proposed changes, change directives, and change orders.*
- *Prepare other relevant forms or reports (field review, final review, etc.).*
- *Evaluate claims of substantial performance/completion.*
- *Appraise professional obligations relating to lien and other related legislation.*
- *Assess professional obligations related to letters of assurance/schedules (if applicable).*

**Competency 9: Administer construction phase site tasks.**

Practice Area: Construction Phase - Site

Indicators:

- *Administer tasks related to the construction phase on site (from initial construction meeting, through construction and close out, until end of the warranty period).*
- *Select procedures for monitoring construction progress.*
- *Administer tasks related to field review.*
- *Administer tasks related to contract closeout, takeover, and occupancy.*



	<ul style="list-style-type: none"> <li>• <i>Coordinate tasks related to hazardous materials.</i></li> <li>• <i>Understand the responsibilities of the contractor and the OAA member relative to site safety.</i></li> <li>• <i>Understand the responsibilities of the contractor with respect to environmental impacts during construction (waste management, sediment control, etc.)</i></li> </ul>
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	<p><b>Competency 10: Understand the role of a self-governing profession in contemporary society.</b> Practice Area: Professionalism and Practice</p> <p>Indicators:</p> <ul style="list-style-type: none"> <li>• <i>Understand the relevance of the Architects Act and related documents.</i></li> <li>• <i>Understand the implications and obligations of a self-governing profession.</i></li> <li>• <i>Understand the legal, professional, and ethical obligations of an OAA member within a self-governing profession, including competency and conduct requirements.</i></li> </ul>
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## Self Assessment & Validation

The Intern Technologist/Applicant must affirm that they have acquired experience in the ten key practice competencies. Subsequently, the experience assessment will require validation from the Supervising Professional who has direct, personal, and professional knowledge of the Intern Technologist/Applicant and the demonstrable competency they have been asked to validate. The Supervising Professional must be familiar with the OAA Technology Program objectives and experience requirements. Validation by the Supervising Professional of the self-assessment is required prior to submission to the OAA.

<b>Completed by Applicant</b>	
I hereby affirm that I have acquired demonstrable competency in each of the ten essential knowledge areas required for practice in Ontario.	

<b>Completed by Supervising Professional</b>		
Does the assessment above accurately reflect the applicant's proficiency in the key competencies?	Yes	
Do you agree with the Intern applicant's self-assessment of their experience with the key competencies?	Yes	
Name		
Signature		
Date		

