Ontario Practice Competencies
Self-Assessment Guide and Portal Instructions
Internship in Architecture Program – Ontario Specific Requirements

ONTARIO ASSOCIATION OF ARCHITECTS (OAA)

Background

It is the OAA's position that local Ontario practice knowledge is critical to public health and safety and the provision of competent architectural services in Ontario. To have confidence in the capability and effectiveness of new Architects, the public needs to know that Intern Architects possess the applicable project experience serving clients.

All those seeking licence as prescribed by the regulations via the Internship in Architecture Program must demonstrate Ontario practice competency gained within the architectural practice or eligible place of employment under the direct supervision of a Supervising Architect. The practice competencies are demonstrated via outcomes-based experience or activities. Outcomes-based assessments are focused on performance in practice as distinct from what an individual would do in a test or academic situation.

The Ontario Practice Competencies are competencies that have been identified from the existing frameworks of the Canadian Standards of Competency for Architects, the Internship in Architecture Program (IAP), and the Broadly Experienced Foreign Architect Program. These resources describe requisite knowledge of local regulations, environmental obligations, industry standards, safety awareness, contractual responsibilities, and professional accountability.

The Ontario Practice Competencies are specific to the following practice areas:

- Programming;
- Schematic Design;
- Code Research;
- Building Cost Analysis;
- Construction Documents;
- Contract Administration; and
- Professionalism and Practice.

Traditionally, the acquisition of Ontario practice knowledge has been a time-based requirement for licence, typically satisfied by working in an Ontario environment for at least six months and by demonstrating that the appropriate level of local proficiency has been attained regarding applicable architecture laws, practices, standards, codes, conditions, and climate.

Following amendments to the *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA) related to licensure experience requirements, the OAA has created an outcomes-based competency self-assessment to evaluate Ontario practice knowledge in Intern Architects.

The intent of the Ontario Practice Competencies assessment is to:

- Provide clear and transparent evaluation criteria for the determination of satisfactory architectural competency in an Ontario environment or equivalent;
- Align the assessment of the Ontario Practice Competency requirement with the Canadian Standard of Competency for Architects;

- Maintain and uphold high standards for the architecture profession; and

- Reduce reliance on time-based direct work requirements.

This competency assessment is necessary for several reasons:

1. The OAA needs to define the specific standards to which it is holding Architects at the point of admission in order to formulate a defensible licensing system that provides transparency to all stakeholders.

2. Members of the public deserve to know the precise degree of knowledge, skill, conduct, and character they should expect from the Architects they encounter. Public confidence in the architectural profession begins with public understanding of the parameters of minimum competence for those licensed to offer or provide architectural services.

3. Individuals seeking a licence with the OAA ought to know the specific knowledge they need to acquire, the skills they must demonstrate, and the precise attributes they must possess in order to gain entry to the profession. These elements are central to their professional purpose and career, and should be accessible to anyone who wishes to enter the profession.

The benefits of using competency assessments include increased objectivity, consistency, and legitimacy in evaluating an individual's potential for success in a particular role. Competency assessments can also help individuals identify areas for development and improvement, which can be used to guide training and professional development plans.

Self-Assessment Process

Submissions	Prior to making application for licence, Intern Architects[1] who have completed all of their CERB experience while enrolled in the IAP will be required to demonstrate the minimum competency level for each of the targeted Ontario practice competencies.

For each of the 10 Ontario competency sections, an individual is required to select one example from their eligible architectural experience history that best highlights the appropriate practical experience activity. Competencies are defined as observable and measurable knowledge, skills, or abilities required for licence that are demonstrated through the experience activity.

Indicators are defined as specific examples of a) knowledge application; b) actions and skills; and c) traits and behaviours that demonstrate the achievement of a competency. This guide and the self-assessment platform include a list of indicators for each competency to provide guidance to Intern Architects.

Intern Architects may submit examples gained on international projects for the Ontario practice competencies. However, the Intern Architect has the responsibility to establish equivalency. It is possible for an example to take place outside the province and satisfy the Ontario practice competency as long as the information provided is sufficient to establish equivalency and validated by the Supervising Architect. |
| Validation | The Intern Architect's self-assessment will require validation from a Supervising Architect who has direct, personal, and professional knowledge of the Intern Architect and the competency examples they have been asked to validate. The Supervising Architect must be pre-approved with the OAA.

The Supervising Architect is the Architect within the architectural practice or place of employment who personally supervises and directs the Intern Architect on a daily basis. The Supervising Architect must be registered/licensed in the jurisdiction in which the individual is gaining the experience. They must be able to |

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[1] Intern Architects who attend an Experience Requirements Committee (ERC) assessment will not be subject to this requirement unless directed by ERC.

assess the quality of work performed and validate the documented architectural experience.

The Supervising Architect must be familiar with the Internship in Architecture Program objectives and experience requirements as well as the Canadian Standards of Competency for Architects.

Validation by the Supervising Architect of each Ontario competency self-assessment is required prior to submission to the OAA. Should a Supervising Architect not agree with the Intern Architect's self-assessment, the submission should be reviewed with the Intern Architect to address any deficiencies or misalignments. The result of this discussion may be:

- clarification revisions to the existing self-assessment so that it may be validated by Supervising Architect;

- revisions to existing self-assessment using a different experience/activity that better illustrates the competency; or

- requirement for the Intern Architect to gain more experience for this competency before validation.

Review

Once a key Ontario practice competency self-assessment form has been validated by the Supervising Architect, the OAA will receive, review, and confirm receipt. There may be instances where the OAA will require clarification for a submission. Completed submissions for each of the 10 key competencies will be reviewed by the OAA and tracked in the Intern Architect's records. Intern Architects are encouraged to remain mindful of the status of their submissions record. All 10 competencies must be completed prior to application for licence.

In the event an Intern Architect is unable to successfully complete the Ontario Practice Competency requirement prior to application for licence, the Intern Architect may be required to attend an Experience Requirements Committee assessment interview.

Key Ontario Practice Competencies

Standards	Provincial and territorial legislation has given each provincial and territorial professional regulatory association both the authority and the responsibility to establish standards of admission and competence for candidates seeking to become licensed to practise architecture in their respective jurisdictions.

The Regulatory Organizations of Architecture in Canada (ROAC) is a non-governmental body with representatives of each of the provincial and territorial architectural licensing authorities established by statute. ROAC has worked collectively to develop and adopt nationally recognized standards of competence.

These standards are embodied in the *Canadian Standard of Competency for Architects*, which is the primary document that establishes consistent criteria that individuals seeking licence must meet regardless of their chosen path to licensure. These standards must be read in conjunction with the *Definitions of Competencies*, as well as the *Forms of Comprehension*. For more information about licensure, review the Conditions for Licensure of Architects in Canada. |
| Ontario Practice | From the 53 competencies of the Canadian Standard of Competency for Architects, the OAA has identified 10 specific competencies within the practice areas for which proficiency should be verified prior to licensure. These competencies may be gained via work in Ontario, but they may also be gained outside of the province through equivalent or similar experience. The onus is on the Intern Architect to submit information clearly demonstrating competency examples in these areas.

These 10 Ontario practice competencies have been identified to demonstrate knowledge and experience of Ontario regulations, codes, industry standards, environmental obligations, contractual awareness, and professional accountability. |
| Competency Levels | The required competency levels are based on the Bloom's Taxonomy Forms of Comprehension and the cognitive domain, which involves knowledge and the development of intellectual skills.[2] It should be noted that the highest number is not necessarily the appropriate assignment for an area of knowledge or skill. For |

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[2] Conditions for Licensure of Architects in Canada, ROAC, March 2023, page 9.

example, Architects do not "create" building codes, so requiring the number 6 for that component of the competency standard would be inappropriate.

Each competency is assigned a minimum expected comprehension level. To satisfy the Ontario practice competency requirement, Intern Architects are required to achieve the minimum level of comprehension in each of the competencies.

Bloom's Taxonomy - Forms of Comprehension	
1	**Remember**: recalling; retrieving relevant knowledge from long-term memory; remembering facts and information through memorization in approximately the form in which they were learned *(For example, you know and are able to name, cite, describe, define [but only if recall is involved], etc.)*
2	**Understand**: perceiving the intended meaning of; explaining in your own words; interpreting information *(For example, you can explain, summarize, describe/define [if not based solely on recall], interpret, give examples of, etc.)*
3	**Application**: carrying out; implementing a task; using information previously learned in new situations; using data, methods, and principles previously learned to solve a problem or carry out a task *(For example, you can use your knowledge and experience in new situations to solve, calculate, apply rules, laws, and methods, etc.)*
4	**Analyze**: breaking material or concepts into parts, and determining how the parts relate to each other or to an overall structure or purpose; researching elements of a process, problem, organization, or system and the relationships between/among them *(For example, you are able to compare, contrast, explain why, classify, differentiate, select, etc.)*
5	**Evaluate**: appraising, assessing a plan or process based on specific standards and criteria for a given purpose; making judgements based on criteria and standards *(For example, you can judge, recommend, critique, defend, appraise, propose, justify, etc.)*
6	**Create**: putting elements together to form a coherent or functional whole; reorganizing elements into a new pattern or structure *(For example, you are able to create, develop, produce, plan, modify, construct, etc.)*

Table from the *Conditions for Licensure of Architects in Canada*

For each practice area and the associated competencies, there is a list of indicators included to suggest activities that can demonstrate competence. Refer to the *Canadian Standard of Competency for Architects* to appreciate the full scope of expected Architect competencies.

Validator Information

Supervising Architect	Supervising Architects reviewing and validating the Ontario Practice Competencies must review the Intern Architect's experience/activity example to ensure the information provided is sufficient in breadth, depth, and quality to demonstrate competency. This document and the indicators can also provide appropriate guidance. To help contextualize the review, Supervising Architects can refer to the Internship in Architecture Program and the Canadian Standards of Competency for Architects for more on the complete set of competency expectations for Intern Architects.

While Intern Architects may submit international examples for Ontario practice competencies, Supervising Architects should note the Intern Architect has the responsibility to establish equivalency. It is possible for an example to take place outside of Ontario and satisfy the Ontario practice competency, as long as the information provided is sufficient to establish equivalency.

As part of the validation, Supervising Architects will confirm if the experience information is accurate. To validate the experience information, Supervising Architects will confirm whether they agree with the self-assessment provided by the Intern Architect. This document and the submission forms provide guidance on the expected levels and what each means.

There will be the optional opportunity to provide comments related to a specific competency.

If a Supervising Architect feels that the Intern Architect has not satisfied one or more of the Ontario practice competencies via the experience examples provided, they are required to discuss any deficiencies with the Intern Architect and determine if there are different experience examples that better demonstrate the Intern Architect's competency. Alternatively, the Intern Architect may need to gain more experience to satisfy the competency or competencies in question.

In validating an Intern Architect's submission, the Supervising Architect is confirming to the OAA that an Intern Architect has satisfied the Ontario practice competency. Their review, validation, and comments are taken seriously by the Association, with final approval made by the OAA. |

Competency 1: Incorporate principles of sustainable development within an architectural program.

Practice Area: Programming

Minimum Competency Level	**3 - Application** "Application" refers to the ability to use learned material in new and concrete situations. This may include the application of such things as rules, methods, concepts, principles, laws, and theories. Learning outcomes in this area require a higher level of understanding than those of Level 2 (Understand). From the _Conditions for Licensure of Architects in Canada_, "Application" is further defined as carrying out; implementing a task; using information previously learned in new situations; using data, methods, and principles previously learned to solve a problem or carry out a task _For example, you can use your knowledge and experience in new situations to solve, calculate, apply rules, laws, and methods, etc_
Indicators	**_Identify design issues that maximize the benefits of existing environmental conditions._** **_Apply the principles of sustainable and resilient development._**
Programming Practice Area	Programming is the process of understanding and 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 needs. Client-Architect agreements presume that the client will furnish the program. Involvement of the Architect in writing the program will be a service not covered in the traditional agreement for Design and Construction Administration. However, many clients employ the Architect to assist them in preparing a functional program. The project will 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 is essential to maintain an orderly and productive design process.

Competency 2: Analyze design principles and solutions in relation to context.

Practice Area: Schematic Design

Minimum Competency Level	**4 - Analyze**
	"Analyze" refers to the ability to break down material into its constituent parts and determine how the parts relate to one another and/or to an overall structure or purpose. This may include the identification of the parts, analysis of the relationship between parts, and recognition of the organizational principles involved. Learning outcomes here present a higher intellectual level than understanding and application because they require an understanding of both the content and structural form of the material.
	From the _Conditions for Licensure of Architects in Canada_, "Analyze" is further defined as breaking material or concepts into parts; determining how the parts relate to each other or to an overall structure or purpose; researching elements of a process, problem, organization, system and the relationships between/among them _For example, you are able to compare, contrast, explain why, classify, differentiate, select, etc_
Indicators	_**Explain social consequences—positive and negative.**_
	**Explain contextual/environmental/community influences.**
Schematic Design Practice Area	From the client-approved program and budget (mutually accepted), the Architect develops alternative solutions to satisfy the program, massing, site location and orientation, response to environmental factors, regulations, and aesthetic requirements. The preferred scheme is presented to the client for approval.

Competency 3: Consider the principles of energy efficiency and environmental impacts.

Practice Area: Schematic Design

Minimum Competency Level	**5 - Evaluate**
	"Evaluate" refers to the ability to make judgments based on criteria and standards (e.g. detect inconsistencies or fallacies within a process or project, determine whether conclusions follow from observed data, judge which of two methods is the way to solve a given problem, and determine the quality of a solution based on required criteria).
	From the _Conditions for Licensure of Architects in Canada_, "Evaluate" is further defined as appraising, assessing a plan or process based on specific standards and criteria for a given purpose; making judgements based on criteria and standards _For example, you can judge, recommend, critique, defend, appraise, propose, justify, etc._
Indicators	_Evaluate passive and active design solutions._
	Evaluate strategies for compliance with applicable energy and emissions objectives.
	Understand the principles of carbon consumption related to building design/construction process.
Schematic Design Practice Area	From the client-approved program and budget (mutually accepted), the Architect develops alternative solutions to satisfy the program, massing, site location and orientation, response to environmental factors, regulations, and aesthetic requirements. The preferred scheme is presented to the client for approval.

Competency 4: Apply cost estimating methods to a project.
Practice Area: Building Cost Analysis

Minimum Competency Level	**3 - Application**
	"Application" refers to the ability to use learned material in new and concrete situations. This may include the application of such things as rules, methods, concepts, principles, laws, and theories. Learning outcomes in this area require a higher level of understanding than those of Level 2.
	From the *Conditions for Licensure of Architects in Canada*, "Application" is further defined as carrying out; implementing a task; using information previously learned in new situations; using data, methods, and principles previously learned to solve a problem or carry out a task *For example, you can use your knowledge and experience in new situations to solve, calculate, apply rules, laws, and methods, etc*
Indicators	*Organize resources available to prepare a cost estimate.*
	Apply cost estimating methods to different building types and/or delivery models.
	Apply preferred methods of cost estimation (unit price, elemental, divisional, assembly, etc.).
Building Cost Analysis Practice Area	An important responsibility of the Architect is to evaluate the estimated construction cost. Reasonable 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 selection (value engineering), are additional factors bearing on development of the project. For their own preliminary analysis, most Architects use computations based on area and/or volume. Estimates of construction cost provided later in the design process are frequently made based on labour and material requirements (quantity surveys)—a method requiring a more specialized knowledge of construction costs.

Minimum Competency Level	**3 - Application**
	"Application" refers to the ability to use learned material in new and concrete situations. This may include the application of such things as rules, methods, concepts, principles, laws, and theories. Learning outcomes in this area require a higher level of understanding than those of Level 2.
	From the _Conditions for Licensure of Architects in Canada_, "Application" is further defined as carrying out; implementing a task; using information previously learned in new situations; using data, methods, and principles previously learned to solve a problem or carry out a task _For example, you can use your knowledge and experience in new situations to solve, calculate, apply rules, laws, and methods, etc_
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.
Code Research Practice Area	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. Knowledge of the applicable project codes and regulations is an integral part of the design of every project and the overall practice of architecture.

Competency 6: Create a building envelope (design and detailing).
Practice Area: Construction Documents

Minimum Competency Level	**6 - Create** "Create" refers to the ability to put elements together to form a new coherent or functional whole, as well as to reorganize elements into a new pattern or structure (e.g. design a new building envelope, write a thesis, develop an alternative hypothesis based on criteria, invent a product). *For example, you are able to create, develop, produce, plan, modify, construct, etc.*
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.***
Construction Documents Practice Area	Construction documents describe, in graphic form, all 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, Architects 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 cross-checking of all documents. In addition, effective coordination of consultants' drawings is essential to avoid conflicts and interference in the construction of the Architect's designs.

Minimum Competency Level	**5 - Evaluate**
	"Evaluate" refers to the ability to make judgments based on criteria and standards (e.g. detect inconsistencies or fallacies within a process or project, determine whether conclusions follow from observed data, judge which of two methods is the way to solve a given problem, determine the quality of a solution based on required criteria).
	From the _Conditions for Licensure of Architects in Canada_, "Evaluate" is further defined as appraising, assessing a plan or process based on specific standards and criteria for a given purpose; making judgements based on criteria and standards _For example, you can judge, recommend, critique, defend, appraise, propose, justify, etc._
Indicators	**_Clarify the Architect'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.
Procurement Practice Area	There are different routes through which the design and construction of a building can be procured. The selected route should follow a strategy that aligns with the long-term objectives of the client's needs. Depending on the project type, procurement can occur in several different phases of the work. There is a variety of methods for procuring the construction service for a building project. Once the procurement type is established, the associated 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 services to be provided in its construction, as well as the consideration to be paid for the product and services under terms and conditions.

Competency 8: Administer appropriate forms and documents.
Practice Area: Construction Phase - Office

Minimum Competency Level	**5 - Evaluate**
	"Evaluate" refers to the ability to make judgments based on criteria and standards (e.g. detect inconsistencies or fallacies within a process or project, determine whether conclusions follow from observed data, judge which of two methods is the way to solve a given problem, determine the quality of a solution based on required criteria).
	From the *Conditions for Licensure of Architects in Canada*, "Evaluate" is further defined as appraising, assessing a plan or process based on specific standards and criteria for a given purpose; making judgements based on criteria and standards *For example, you can judge, recommend, critique, defend, appraise, propose, justify, etc.*
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).
Construction Phase Practice Area	During the construction phase, there are many related tasks that do not directly involve field observations: processing contractors' applications for payment, preparing change orders, reviewing shop drawings, and evaluating samples, adjudicating disputes, etc. The Architect'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 and Architect maintain an even flow of funds and avoid delays and charges. Items such a shop drawings, samples, and test reports submitted for the Architect'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 of orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

Competency 9: Administer construction phase site tasks.
Practice Area: Construction Phase - Site

Minimum Competency Level	**4 - Analyze**

"Analyze" refers to the ability to break down material into its constituent parts and determine how the parts relate to one another and/or to an overall structure or purpose. This may include the identification of the parts, analysis of the relationship between parts, and recognition of the organizational principles involved. Learning outcomes here present a higher intellectual level than understanding and application because they require an understanding of both the content and structural form of the material.

From the *Conditions for Licensure of Architects in Canada*, "Analyze" is further defined as breaking material or concepts into parts; determining how the parts relate to each other or to an overall structure or purpose; researching elements of a process, problem, organization, system and the relationships between/among them *For example, you are able to compare, contrast, explain why, classify, differentiate, select, etc.*

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.

Coordinate tasks related to hazardous materials.

Understand the responsibilities of the contractor and the Architect relative to site safety.

Understand the responsibilities of the contractor with respect to environmental impacts during construction (waste management, sediment control, etc.)

Construction Phase Practice Area

In administering the construction contract, the Architect'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 Architect must be thoroughly familiar with all the provisions of the construction contract. 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 Architect must determine, through observation, the date of substantial completion and receive all data, warranties, and releases required by the contract documents prior to final review and final payment. In addition to these construction-related responsibilities, the Architect interprets contract documents when disagreements occur and judges the dispute impartially, even when the owner is involved. Dissatisfaction with the Architect's decision can lead to arbitration or litigation.

Competency 10: Understand the role of a self-governing profession in contemporary society.

Practice Area: Professionalism and Practice

Minimum Competency Level	**2 - Understand** "Understand" refers to the ability to grasp the meaning of material. This may be shown by translating material from one form to another, interpreting material (explaining or summarizing), or estimating future trends (predicting consequences or effects). These learning outcomes go one step beyond simple remembering of material, and represent the basic level of understanding. From the _Conditions for Licensure of Architects in Canada_, "Understand" is further defined as perceiving the intended meaning of, explaining in your own words; interpreting information _For example, you can explain, summarize, describe/define (if not based solely on recall), interpret, give examples of, etc._
Indicators	_Understand the relevance of the_ **Architects Act** _and related documents._ _Understand the implications and obligations of a self-governing profession._ _Understand the legal, professional, and ethical obligations of an Architect as a member of a self-governing profession, including competency and conduct requirements._
Professionalism Practice Area	Members of self-governing professions in Canada are granted exclusive rights of title and/or practice in return for commitments to meet professional obligations. These obligations include protection of the public interest first and foremost—above expectation of reward or gain. They also include commitments to maintain one's level of knowledge and learning throughout one's career and to act in accordance with prescribed codes of conduct. Every practitioner is expected to know the requirements of being a member of a self-governing profession and to understand the special obligations that attach to their professional status.

Ontario Practice Competencies Self-Assessment Online Portal Guide

As Intern Architects move through their internship, they are encouraged to review their Canadian Experience Record Book Submissions (CERB) to determine if any activities are applicable to the key Ontario practice competencies submissions.

Intern Architects are encouraged to regularly review their online profile to track the status of their key Ontario practice competencies requirement. All ten submissions must be completed prior to application for licence. In the event an Intern Architect is not able to successfully complete the Ontario Practice Competency requirement prior to application for licence, the Intern Architect may be required to attend an Experience Requirements Committee assessment interview.

Online Submissions – Step by Step Process – Intern Architect

The Ontario Practice Competencies Self-Assessment may be submitted to the OAA through the Online Portal. *Please note that the form does not auto save. Keep saving periodically to avoid any data loss.*

To access the Ontario Practice Competencies Self-Assessment forms:

1. Login to your OAA Account.

2. Hover over the "SELF ASSESSMENT" tab on your member profile to see the list of key Competency Forms or click on the tab to go to the page.

3. Select the appropriate competency form from the drop down menu.

4. The following information sections are **auto filled** based on your OAA profile:

    – Intern Architect Name;

    – Intern Architect ID;

    – Intern Architect Status; and

    – Practice Area.

5. Complete all of the remaining information required for the specific competency:

    – Employer Name;

    – Supervising Architect Name and current email;

    – Project name;

    – Project Type (Choose from the drop down menu);

    – Location (City & Country);

    – Time Frame of experience (choose from the drop down calendar); and

    – Project Description (A description of the Architectural scope of the project. Limited to 20 words).

6. Complete the Experience Activity section. This will be the most important section as it describes the activity undertaken to demonstrate the specific competency. Instructions are as follows:

  − Describe the actions that you took in response to the situation;

  − Include Architectural judgments made or solutions found;

  − Include details about the specific actions that you took that demonstrate completion of the key competency;

  − Be specific about your **individual** work and contributions;

  − Non-Ontario projects may be submitted to meet the Ontario practice competencies as long as the information provided is sufficient to establish equivalency and validated by the Supervising Architect; and

  − This section is typically the longest portion of the example. Point form is permitted. Maximum length is 1000 characters.

7. Complete the Outcomes section. Describe the impact that your actions, solutions or judgements generated. This is a brief section with a maximum length of 400 characters.

8. Complete the Self-Assessment affirmation. By checking the box in this section you are confirming that the experience activity demonstrates the minimum required competency level for this specific Ontario practice competency. *Completion of this section is required in order to submit the form to the Supervising Architect for validation.*

9. Once the above steps are complete, the "Form Status" of the submission needs to be changed. There are two options:

  − "Save as Draft": this will save all information entered in the form. You may go back at any time to complete the form and submit to your Supervising Architect for review; or

  − "Submit to Supervising Architect": this will submit the form to the Supervising Architect for review and validation.

10. If your Supervising Architect does not agree with the self-assessment submitted, the form will be returned to you for discussion and possible revision. The result of this discussion may be:

  − Clarification revisions to the existing self-assessment so that it may be validated by Supervising Architect;

  − Revisions to existing self-assessment using a different experience/activity that better illustrates the competency; or

  − Requirement for the Intern Architect to gain more experience for this competency before validation.

Online Submissions – Step by Step Process – Supervising Architect

Supervising Architects reviewing and validating the Ontario practice competencies must review the Intern Architect's experience/activity example to ensure the information provided is sufficient in breadth, depth, and quality to determine demonstrable competency. An email notification will be sent to you for every Ontario Practice Competency self-assessment form submitted by an Intern Architect under your supervision.

A link is provided in the email notification for you to access the self-assessment submission. This link directs you to the OAA login page. Please note that the form does not auto save. *Keep saving periodically to avoid any data loss*.

Steps to follow are as follows:

1. Login to your account;

2. Select the Ontario Practice Competency Self-Assessment form of the Intern Architect subject to review;

3. Review the self-assessment information submitted by the Intern Architect;

4. Enter the jurisdiction(s) in which you are licensed;

5. If appropriate, confirm that the description provided by the Intern Architect is an accurate summary of the activities and outcomes by checking the box;

6. If appropriate, confirm that you agree with the Intern Architect's self-assessment of the competency by checking the box;

7. Should you have concerns about the information provided by the Intern Architect it is incumbent upon you to discuss these concerns with the Intern Architect. The result of this discussion may be:

    – Clarification revisions to the existing self-assessment so that it may be validated by Supervising Architect;

    – Revisions to existing self-assessment using a different experience/activity that better illustrates the competency; or

    – Requirement for the Intern Architect to gain more experience for this competency before validation.

8. There is a section that provides an opportunity for you to submit comments on the submission however this is optional;

9. Once the review is complete, the validation of the submission is finalized by signing and dating the form. This is a required field.

10. Once the above steps are complete, the "Form Status" of the submission needs to be changed. There are three options:

    - "Save": This will save all information entered in the form. You may go back at any time to complete the review;

    - "Returned by Supervising Architect": This will send the self-assessment form back to the Intern Architect for revision;

    - "Submit to OAA": This will submit the Supervising Architect-validated self-assessment form to the OAA for final review and approval.

PDF Submissions – Step by Step Process – Intern Architect and Supervising Architect

The online portal for the Ontario practice competency is the preferred method for submissions. However, the OAA recognizes there will be circumstances that may require an offline option. The OAA accepts Self Assessment (pdf) submissions validated and signed by the respective Supervising Architect via email to iap@oaa.on.ca. The PDF submissions are substantially to the same as the online process. However, prior to completing the PDFs, Intern Architects must contact the OAA for pre-approval of the Supervising Architect who will be validating the submission(s). Once this is complete please follows the steps below:

1. Access the PDF templates via the OAA website.

2. Select the appropriate competency form(s) from the menu and download.

3. The following information sections should be filled out based on your OAA profile:

    – Intern Architect Name; and

    – Intern Architect ID.

4. Complete all of the remaining information required for the specific experience competency:

    – Employer;

    – Supervising Architect Name;

- Project name;

- Project Type;

- Location (City & Country);

- Time Frame of experience; and

- Project Description (A description of the Architectural scope of the project. Limited to 20 words).

5. Complete the Experience Activity section. This will be the most important section as it describes the activity undertaken to demonstrate the specific competency. Instructions are as follows:

    - Describe the actions that you took in response to the situation;

    - Include Architectural judgments made or solutions found;

    - Include details about the specific actions that you took that demonstrate completion of the key competency;

    - Be specific about your **individual** work and contributions;

    - Non-Ontario projects may be submitted to meet the Ontario practice competencies as long as the information provided is sufficient to establish equivalency and validated by the Supervising Architect; and

    - This section is typically the longest portion of the example. Point form is permitted. Maximum length is 1000 characters.

6. Complete the Outcomes section. Describe the impact that your actions, solutions or judgements generated. This is a brief section with a maximum length of 400 characters.

7. Complete the Self-Assessment declaration. By checking the box in this section you are confirming that the experience activity demonstrates the minimum required competency level for this specific Ontario practice competency. *Completion of this section is required in order to submit the form to the Supervising Architect for validation.*

8. Once the above steps are complete, the form(s) should be shared with the Supervising Architect relevant to the specific experience. Supervising Architects reviewing and validating the Ontario practice competencies must review the Intern Architect's experience/activity example to ensure the information provided is sufficient in breadth, depth, and quality to determine demonstrable competency.

9. If your Supervising Architect does not agree with the self-assessment submitted, the form should be returned to you for discussion and possible revision. The result of this discussion may be:

    - Clarification revisions to the existing self-assessment so that it may be validated by Supervising Architect;

    - Revisions to existing self-assessment using a different experience/activity that better illustrates the competency; or

    - Requirement for the Intern Architect to gain more experience for this competency before validation.

10. If the Supervising Architect agrees with the experience and outcomes description they will confirm that the description provided by the Intern Architect is an accurate summary of the activities and outcomes by checking the box. This is a required field.

11. If the Supervising Architect agrees with the self-assessment will confirm that they agree with the Intern Architect's self-assessment of the competency by checking the box. This is a required field.

12. There is a section that provides an opportunity for Supervising Architects to submit comments on the submission however this is optional.

13. Once the review is complete, the validation of the submission is finalized when the Supervising Architect signs and dates the form. This is a required field.

14. Upon validation, the completed form(s) should be emailed to the Association at iap@oaa.on.ca for processing.

OAA Review of Self-Assessment Submissions

The OAA relies on the Supervising Architect to review and validate the self-assessment submissions. The OAA review of submissions is undertaken to ensure the eligibility of the experience in relation to the Internship in Architecture Program parameters. The OAA may accept or reject an Ontario Practice Competencies Self-Assessment if it does not comply. Each submission is assessed on a case-by-case basis and in accordance with the required competencies as set out in the IAP Manual and the Canadian Standard of Competence for Architects.

Some instances of rejection may include but are limited to:

- The architectural experience was gained while not enrolled in the IAP;

- The Supervising Architect was not licensed during the experience period; or

- The architectural practice was not a registered architectural practice or an ineligible employment situation during the experience period.

If a Self-Assessment is rejected, a new Self-Assessment must be submitted.