



Ontario Association of Architects

## Licensing Procedures

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*As specific licensing requirements do change from time to time, Interns are urged to visit the OAA website at [www.oaa.on.ca](http://www.oaa.on.ca) under the tab “The OAA”, then “Join the OAA”, and “Intern Architect” on a regular basis to stay apprised of current developments or new requirements as they occur.*

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# Licensing Procedures

## The Profession of Architecture in Ontario

Under the *Architects Act*, R.S.O. 1990, c. A. 26 and its Regulations, R.R.O. 1990, Reg. 27, the principal object of the Ontario Association of Architects (OAA) is to regulate the practice of architecture and to govern its members, holders of certificates of practice and holders of temporary licence in order that the public interest may be served and protected.

### 1. REQUIREMENTS FOR LICENCE

- 1.1. The person must hold a degree in architecture from a post-secondary institution or must have successfully completed the Architecture Canada/Royal Architectural Institute of Canada (RAIC) Syllabus.
- 1.2. Prior to appointment as an Intern Architect, applicants are required to have their academic qualifications assessed and certified by the Canadian Architectural Certification Board (CACB). (*Refer to Item 9 for contact information.*)
- 1.3. The person must have completed the admission course offered by the OAA.
- 1.4. The person must have successfully completed one of the following:
  - i) The Examination for Architects in Canada (ExAC) published by the OAA.
  - ii) The Architect Registration Examination (ARE) of the National Council of Architectural Registration Boards (NCARB)
  - iii) Any combination of the components of the ExAC published by the OAA and of the ARE of the NCARB that, considered as a whole, is equivalent to one of those examinations, as approved by the Council.
- 1.5. The person must have completed a total of 3720 hours of architectural experience that meets the requirements of the Intern Architect Program (IAP) published by the OAA. The experience must include,
  - i) at least 940 hours of experience in Ontario, as set out in the OAA's Appendix B to the IAP Manual, 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 2780 additional hours of experience under the personal supervision and direction of a person authorized to engage in the practice of architecture.

For further information on experience please refer to Appendix B of the IAP Manual.

- 1.6. The person must be of Good Character. "Good character" is a registration requirement for Licence. Applicants are required to provide a disclosure regarding criminal and other offences on the Licence Application Form. If the applicant for Licence, in section D of the application form makes a positive declaration, the OAA will ask for full details and make any additional inquiries to confirm completeness and accuracy of the information. The OAA will then assess suitability of the applicant for licensure.

Where the Registrar proposes to refuse to issue a Licence based on the "good character" requirement, which includes past conduct, and the belief the applicant will not engage in the practice of architecture in accordance with the law, and with honesty and integrity, the *Architects Act* provides that the applicant is entitled to a hearing by the Registration Committee. If the applicant chooses to attend a hearing with the Registration Committee, he/she must deliver to the Registrar, within 30 days from the dated Notice of Proposal, a written notice of his/her intent to attend the hearing, coupled with the reasons that had been served upon him/her. A Decision by the Registration Committee may be appealed through the courts.

## 2. STUDENT ASSOCIATE STATUS

Those eligible for Student Associate status are:

- Students who are enrolled in Canada in faculties, schools or departments of architecture or the Architecture Canada/RAIC Syllabus program.
- Students who are enrolled in faculties, schools or departments of architecture in the United States of America (USA) in a program accredited by the National Architectural Accrediting Board.

(Refer to item 9 for contact information.)

## 3. INTERN ARCHITECT STATUS

Individuals whose academic qualifications have been certified by the CACB or who have been granted provisional acceptance by the CACB are eligible to apply for Intern Architect status. (Refer to item 9 for contact information.)

## 4. ADMISSION COURSE

The Admission Course covers a range of subjects and focuses on practice-related matters, as well as the legislative context within which architects practise in Ontario. Attendance at all lectures is mandatory. The Admission Course is held once each year at a location to be determined by Council. The Course consists of 3 days of lectures in morning and afternoon sessions, plus preparatory work. Full attendance at all lectures is required to successfully complete the Admission Course. (Refer to item 9 for contact information.)

## 5.0 EXAMINATIONS

### Examination for Architects in Canada (ExAC)

Please refer to [www.exac.ca](http://www.exac.ca) for more information on ExAC.

Note that all of the Canadian Provincial/Territorial Architectural Licensing Authorities will recognize the ExAC in their province or territory, with the exception of British Columbia. The Architectural Institute of British Columbia (AIBC) will not accept an application for first licence in Canada from an Intern Architect who has completed the ExAC. The Intern Architect applying for licence to the AIBC will be required to have successfully completed all required divisions of the ARE. The AIBC will, however, accept a reciprocal application for licence from an Architect licensed in another Canadian jurisdiction who successfully completed the ExAC as the examination requirement for his/her first licence in a province/territory of Canada.

### Architect Registration Examination (ARE)

Please refer to [www.ncarb.org](http://www.ncarb.org) under the ARE tab for more information.

For licensure in the USA, the examination requirement to obtain an NCARB Certificate for a Canadian Architect will continue to be the ARE.

**Note that effective July 2013**, NCARB will eliminate the Canadian content that currently exists in the ARE. Further information is available on the OAA Website at [www.oaa.on.ca](http://www.oaa.on.ca) under the tab “The OAA”, then “Join the OAA”, and “Intern Architect”. Please also refer to Appendix B to the IAP Manual, item 8 for information on the Canada/USA Inter-Recognition Agreement.

When an Intern Architect wishes to commence the ARE, he/she should contact the OAA. OAA staff will then prepare an Eligibility Form for ARE 4.0 and forward it to the USA based Test Consultants who administer the ARE. The Test Consultants will send the Intern an Authorization to Test letter. After receiving the Authorization to Test letter, the Intern decides when and where to take each examination division.

Failed examinations are automatically reviewed to ensure that a failure did, in fact, occur. As examination marks are reviewed exhaustively prior to the release of results, **there is no appeal in the event of failure**. For further details on the ARE see item 9 for contact information.

## 6. PRACTICAL ARCHITECTURAL EXPERIENCE

- 6.1 The architectural experience referred to in 1.5 must be recorded in the Canadian Experience Record Book (CERB) which is available on the OAA Website at [www.oaa.on.ca](http://www.oaa.on.ca) under the tab “The OAA”, then “Join the

OAA”, and “Intern Architect”. Further important information with respect to experience is contained in the OAA’s Appendix B to the IAP Manual.

The architectural experience record enables the Association to assess the nature and breadth of the work in architectural projects. It also serves as an indication to the Intern/Student\* of the type and extent of experience being gained, and particularly any deficiencies. The record will also be a reminder to the employer that there is an obligation on the part of the employer to attempt to provide the Intern/Student\* the opportunity to obtain the required types of experience indicated on the record forms.

All recorded architectural experience is reviewed by the OAA. After review, a Periodic Assessment Form containing the comments of the reviewers is prepared and sent to the Intern/Student\*. (See item 9 for contact information.)

\* *Only those Students enrolled in Part 2 of Architecture Canada/RAIC Syllabus.*

## 6.2 **Credit for Undergraduate Experience**

Those eligible for credit for undergraduate experience are Students who are enrolled in Part 2 of the Architecture Canada/RAIC Syllabus. Further important information with respect to architectural experience is contained in the OAA’s Appendix B to the IAP Manual.

## 6.3 **Post-graduate Architectural Experience Gained Outside of Canada**

Credit may be granted for post-graduate architectural experience gained outside of Canada. This experience must be recorded in the CERB. Further important information with respect to experience is contained in the OAA’s Appendix B to the IAP Manual.

## 6.4 **Exemption Request to Council**

There are no acceptable alternatives to the academic or experience requirements except where an individual can demonstrate exceptional circumstances as to why they are unable to complete these requirements. A submission of a request for Exemption to Council is required. This information may be accessed through personal contact with staff (in-person, telephone or written communication).

## 7.0 **MENTOR**

Student Associates and Intern Architects are required to select a Mentor before they can begin recording experience in the CERB. The Mentor acts as a professional advisor through the internship period, meeting regularly with the Student or Intern to review progress in obtaining the necessary architectural experience and to offer constructive advice.

## 8.0 **APPLICATION FOR LICENCE**

Upon application, the Registrar shall issue a Licence in the Province of Ontario, provided that the applicant applies in accordance with the *Architects Act* and:

- Is of good character;
- Is not less than eighteen years of age;
- 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;
- Has complied with the academic and experience requirements specified in the Regulation for the issuance of the Licence or is exempted therefrom by the Council; and
- Has passed such examinations and completed such courses of study as the Council may set or approve in accordance with the Regulation or is exempted therefrom by the Council.

Application should be made to the Registrar, Ontario Association of Architects, on the prescribed form, accompanied by the prescribed fees. To obtain the Application for Licence Form and Guidelines see item 9.

## 9.0 WHOM TO CONTACT FOR WHAT:

### **Canadian Architectural Certification Board (CACB):**

Enquiries: Canadian Architectural Certification Board, 1 Nicholas Street, Suite 1508, Ottawa, Ontario K1N 7B7  
[Telephone: 613-241-8399] [Fax 613-241-7991] [e-mail [info@cabc.ca](mailto:info@cabc.ca)] [[www.cacb.ca](http://www.cacb.ca)]

### **Student Associate/Intern Architect - Examination, Experience information enquiries:**

Jessica O'Rafferty at OAA, 111 Moatfield Drive, Toronto, Ontario M3B 3L6  
[Telephone 416-449-6898 Ext. 204] [Fax 416-449-5756] or by e-mail at [jessicao@oaa.on.ca](mailto:jessicao@oaa.on.ca)

Or

Lashmi Ollivierre at OAA, 111 Moatfield Drive, Toronto, Ontario M3B 3L6  
[Telephone 416-449-6898 Ext.205] [Fax 416-449-5756] or by e-mail at [lashmio@oaa.on.ca](mailto:lashmio@oaa.on.ca)

### **Admission Course:**

Enquiries: Ellen Savitsky at OAA contact address above  
[Telephone 416-449-6898 Ext.215 or 216 or by e-mail at [oaaconed@oaa.on.ca](mailto:oaaconed@oaa.on.ca)

### **Licence Application Enquiries:**

Kim Wray at OAA contact address above  
[Telephone 416-449-6898 Ext.201] or by e-mail at [kimw@oaa.on.ca](mailto:kimw@oaa.on.ca)