



Ontario Association of Architects

Memorandum

To: Intern Architects
From: Nedra Brown, Registrar
Date: October 11, 2017
Subject: **Use of the title 'Intern Architect'**

Intern Architect is an affiliated status with the OAA. The following guidelines govern the use of the title Intern Architect.

SOCIAL MEDIA, ONLINE PLATFORMS, E-MAIL SIGNATURES, BUSINESS CARDS, LETTERHEAD

Intern Architects employed by certificate of practice holders engaged in the authorized practice of architecture, by a government agency, institution, bank, or developer, providing architectural services for its own projects may use the title "Intern Architect" only on that company's related social media or website as well as business cards and letterhead.

Note that the designation OAA, or the full name Ontario Association of Architects may not be used.

HALEY & JONES ARCHITECTS

Robin B. Muir, M.Arch.
Intern Architect

27 Sunset Dr., Toronto, Ontario M2M 010
Tel 416.999.9999
Call 647.999.0000
Fax 416.999.1111
e-mail rmuir@hjarchitects.ca



**THE CITY OF MAGINATION
Building Division**

Lisa Rollins, M.Arch.
Intern Architect

200 Elm St., Magination, Ontario M7M 0Z0
Tel 123.444.4444
Call 647.444.0000
Fax 123.555.5555
e-mail lisar@cityofmagination.ca

When signing a letter on behalf of such practice or institution, the Intern Architect can sign as indicated below:

Yours truly,
HALEY & JONES ARCHITECTS

Robin Muir

Robin Muir, M.Arch.,
Intern Architect

Yours truly,

Lisa Rollins

Lisa Rollins, M.Arch.,
Intern Architect

Intern Architects providing independent services may not use the following on social media platforms including LinkedIn, or on business cards, letterhead, invoices, and promotional materials:

- the title Intern Architect;
- the designation OAA;
- the full name Ontario Association of Architects; or
- any other title or indicator suggesting affiliation with the Ontario Association of Architects or any other licensing authority where they are not currently licensed.

Intern Architects may use the standard abbreviations of any degrees earned, e.g. B. Arch, M. Arch.



LISTINGS ON WEB BASED PLATFORMS AND OTHER PUBLICATIONS

Intern Architects may not list themselves on LinkedIn, Houzz, Archinect, and other similar websites or in directories under any heading which contains the word Architect or use language that suggests they are architects. This includes your Twitter and Instagram handles. Misleading the public is not an acceptable practice.

STANDARD FORMS

The OAA Standard Form Contracts and other Standard Forms are for architects and architectural services only.

Intern Architects are encouraged to access the standard form contracts and may use them as a guide in the preparation of a new Client/Designer Agreement.

JOB TITLES

'Intern Architect' may be used as a job title when employed by certificate of practice holders, institutions, or government. It is important to be cautious and ensure that promotional material, press releases, etc., do not misstate an Intern Architect's status. For example do not identify an Intern Architect as the "project architect" or "design architect" as only licensed Members of the OAA may use the protected title Architect.

SERVICES WHICH MAY BE PROVIDED

Intern Architects may provide services within the public domain as set out in section 11(3) of the *Architects Act*, and Part 9 of the Ontario Building Code. To be eligible to do this work the requirements of the Ministry of Municipal Affairs and Housing BCIN program must be met. This only applies until you are licensed. Once you become an Architect you have a greater scope of work and no longer require a BCIN.

Do not use the professional title Architect until you are licensed by the OAA. Do not mislead clients.

Questions may be directed to the Office of the Registrar at officeoftheregistrar@oaa.on.ca