

# Fair Registration Practices Report

## Architects (2009)

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

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions Act (FARPA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

### 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 certification 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

Individuals who ARE applying for their First Licence or are licensed as an Architect in another jurisdiction in Canada (Reciprocal) and the USA (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

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, 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
- Individuals who are licensed as an Architect in another jurisdiction in Canada (Reciprocal) or the USA (Reciprocal)

## 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.

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.

### 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.

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.

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

1. Accredited Professional Degree
2. Degree or Diploma not Accredited by the CACB
3. The RAIC Syllabus of Studies

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 (ExAC) 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 conjunction with the OAA Annual Conference, usually during May or June.

Experience:

As part of the National Internship in Architecture Program (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 he/she is unable to complete the academic or experience requirements, 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 examination
- Attended at the OAA Admission Course

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.

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.

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.

CACB:

The four types of applications, 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 (optional)
- 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 (Reciprocal Architect submission requirement)

h) acceptable 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 certification of their professional degree must approach the CACB for further instruction.

Internship in Architecture Program (IAP):

Not applicable as the Applicant has all the required documents at hand.

Licence:

Not applicable as the Applicant has all the required documents at hand.

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 as all required documents must be in English.

Licence:

Not applicable as all required documents must be in English.

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. 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.

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:

The CExAC is a National Committee formed by the Canadian Architectural Licensing Authorities that administers a four part examination as an alternative to the ARE.

National Council of Architectural Registration Board and Thomson Prometric administers the Architect Registration Examination (ARE).

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.

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.

### 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):

There are no time requirements with the exception of the 940 hours currency of experience within the three (3) years before the date on which the person applies for licence.

### ExAC Examination:

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 he/she fails to succeed at this first retaking, he/she 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, he/she will be considered as a new candidate for the examination and he/she will therefore have to rewrite all the sections of the examination.

### ARE:

NCARB has a 'rolling clock' requirement for the ARE. Under the terms of the 'rolling clock', candidates for the ARE must pass all divisions within five years. In Ontario, this 'rolling clock' requirement is not imposed. However, the Association advises all Interns to be aware of all NCARB rules in case they transfer to an Intern Program in the USA.

## 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.

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.

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.

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.

2009 CACB Certification for Domestically Trained No Cost\*

\*Fees are imbedded in university tuition fees

2009 CACB Certification for Internationally Trained \$1,365.00

2009 Intern Architect Fee \$149.50

2009 Intern Architect Fee + 5 years \$350.00

2009 Examination for Architects in Canada (ExAC) \$700.00 (\$175 per section)

2009 Appeal Fee for a failed ExAC examination \$300.00

2009 NCARB ARE per Examination (Jan – Sept \$170 US per) \$210.00 US

2009 Admission Course Fee \$308.50

2009 Experience Requirements Committee Interview (if required) \$250.00

2009 Exemption to Council \$450.00

2009 Application Fee for Licence \$275.00

2009 Licence Fee \$784.00

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.

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.

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

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

CACB certification for the domestic graduate from an accredited Canadian school pays no fees to CACB as the fees are included in fees to the university.

An Intern greater than 5 years pays a higher fee.

The ways to satisfy the Canadian Education Standard (CES) has been changed from the 4 ways that were reported in 2008 to 3. The additional way was included by error.

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#### Amount of Fees (2 / 13)

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

CACB does require a 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 for the Internship in Architecture Program or the Registration Process for Licence.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

As of 2009, the CACB does not charge a domestic applicant, graduating from an accredited Canadian educational institute, for the certification of their education as the fees are now incorporated into fees paid to the university.

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

a) What are your timelines for making registration decisions?

- CACB Certification for Internationally Trained – minimum 3 months
- CACB Certification for Domestically educated – 1 week
- Intern Architect Experience Review – 2 to 4 months
- Experience Requirements Committee (ERC) Interview – oral determination made at interview
- Registration Committee – may be an oral decision made at the hearing
- Exemption Request from Council – following approval of minutes at next Council Meeting

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.

- CACB Certification for Internationally Trained – minimum 3 months
- Application for Intern Architect status – up to 2 weeks
- Intern Architect Experience Review – 2 to 4 months
- Experience Requirements Committee (ERC) Interview – determination and reasons up to 2 weeks
- Application for Licence – up to 5 weeks
- Registration Committee – 1 to 2 weeks
- Exemption Request from Council – up to 2 weeks after receipt of approved Council minutes



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 and reasons to candidates involving registration decisions such as internal reviews is as follows:

- ERC written response – determination and reasons up to 2 weeks
- Exemption Request from Council – up to 2 weeks after receipt of approved Council minutes
- Registration Committee Decision – 1 to 2 weeks
- Registration Committee – ‘Reasons’ can take 2 – 4 weeks after the decision 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.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Domestically educated applicants, graduating in 2009 onward, no longer pay application fees for CACB Certification as the fees are included in tuition fees. The university sends their transcripts directly to CACB.

Intern Architect Experience Reviews may take up to 4 months during the periods of increased volume.

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## Access to Records (4 / 13)

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

- Intern must make an appointment with the Association
- Intern comes to the Association and under supervision, can review contents of file.

If an Intern is unable to attend, the Association will make a PDF copy and send it to the individual via e-mail or Canada Post.

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

Interns may have access to records in their files with the exception of information that is protected by privilege

or may risk harm or breach the confidentiality of a third party as set out in the *Fair Access to Regulated Professions Act* Section 12(1).

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

There are no applicable fees.

d) List the fees for making records available.

There are 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.

There are no applicable fees.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

nil

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## 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
- ARE Exam preparation documents can be purchased from a USA company named, Kaplan

- 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.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Unfortunately, the consultant whose business was to run the following program is deceased, and to date a regular replacement has not been found:

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), however, the Toronto Society will organize a seminar if they get 10 to 15 interested individuals.

The Ottawa Regional Society of Architects did not organize any seminars in 2009

Appendix B (to the IAP Manual) - the 940 hours of currency of experience is no longer required within specific categories. Instead, the hours need only be in any of the categories, with no specific weighting, in an effort to facilitate the completion of currency of experience requirements.

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## Internal Review or Appeal Processes (6 / 13)

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

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 2009

Experience Requirements Committee (ERC) (Statutory)

- Intern is informed in writing if he/she has been referred to or if he/she has requested an interview with the

#### Experience Requirements Committee (ERC)

- The Committee is provided with the name of the Intern and must confirm if he/she has any conflict of interest with the Intern
- Intern is provided with list of Committee members and requested to indicate whether he/she has 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 following 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 examinations, a subsequent interview may be scheduled upon completion.

#### Registration Committee (Statutory)

- 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 his/her 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 his/her position as to why the Registrar's proposal is not justified
- The applicant or OAA may be represented by Legal Counsel
- The Hearing is transcribed, in its entirety, by a Court Reporter
- 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 1 week
- The Tribunal prepares the Reasons for its Decision and Order - sent to the applicant generally within 2 to 4 weeks, subject to the complexity and volume of evidence.
- A Decision not in favour of the applicant may be appealed to Divisional Court in Ontario

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

None

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

None

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

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. The Association recognizes individuals work full-time and may have families thereby allowing them sufficient time to complete this requirement.

Registration Committee:

There is no limit to the material an applicant can provide at the hearing; it is an oral hearing.

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.

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.

Registration Committee:

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.

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.

Experience Requirements Committee (ERC): (Statutory)

The decision-maker in a registration Determination is ineligible to be part of an internal review. The Registrar cannot sit on the Experience Requirements Committee. The Committee makes the Determination that is binding on both the Registrar and applicant.

Registration Committee: (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.

e) Describe your internal review or appeal process.

Experience Requirements Committee (ERC) (Statutory)

- Intern is informed in writing if he/she has been referred to or if he/she has requested an interview with the Experience Requirements Committee (ERC)
- The Committee is provided with the name of the Intern and must confirm if he/she has any conflict of interest with the Intern
- Intern is provided with list of Committee members and requested to indicate whether he/she has 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 following 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 examinations, a subsequent interview may be scheduled upon completion.

#### Registration Committee (Statutory)

- 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 his/her 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 his/her position as to why the Registrar's proposal is not justified
- The applicant or OAA may be represented by Legal Counsel
- The Hearing is transcribed, in its entirety, by a Court Reporter
- 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 1 week
- The Tribunal prepares the Reasons for its Decision and Order - sent to the applicant generally within 2 to 4 weeks, subject to the complexity and volume of evidence.
- 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: Forty three 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: Fifty per cent of the Registration Committee members consisted of Internationally Trained Professionals.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

nil

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### 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 the Experience Requirements Committee 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 1 – 2 weeks including their right to appeal to Divisional Court in Ontario. The written Reasons for the Decision and Order follows.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

nil

## 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.

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);
- a certified true copy 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 (and a certified true copy of the translation of course descriptions, if the original is not in French or English);
- an academic portfolio of studio work 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

Category E – Discretionary Experience

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

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.

An overview of experience areas 1 – 15, in the Internship in Architecture Program Manual are as follows. For complete details, please refer to the IAP Manual (unable to input all information due to restricted field size of template).

1. Programming

Programming is the process of setting forth in writing the owner'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 general needs. The Client-Architect agreements presume that the owner will furnish the program and that any involvement of the architect in writing the program will be a service not covered in the traditional agreement for Design and Contract Administration. However, many owners 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 design process.

2. Site and Environmental Analysis

Site analysis includes land planning, urban design and environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic and social impact of proposed land use on the environment, ecology, traffic and population patterns. Governmental agencies frequently require documentation on the results that construction will have on surrounding lands (i.e. environmental impact studies). Decisions relating to site analysis must involve the selection, organization and evaluation of pertinent data that will lead to a resolution of the owner's program while conforming to legal requirements.

## Category A: Design and Construction Documents

### 3. Schematic Design

From the owner-approved program, the architect develops alternative solutions to satisfy technical and aesthetic requirements. Preferred schemes are presented until the owner and architect can agree on one.

### 4. Engineering Systems Coordination

The architect is usually responsible for the selection, design and coordination of all building systems, including the engineering systems. The emphasis of this training requirement is to develop an understanding of the integration of the engineered systems normally designed by consultants and provided by product suppliers under the direct supervision and control of the architect. These traditionally have included structural, mechanical and electrical subsystems as well as newer technical innovations and special requirements, such as telecommunications and computer applications.

Architects must know how engineering systems work, including system benefits and limitations, availability, cost and the space requirements necessary to provide the basis for system design, selection and integration. This knowledge also provides the vital communication links necessary for appropriate interaction with engineering consultants and product suppliers.

### 5. Building Cost Analysis

An important responsibility of the architect is to evaluate the probable project construction cost. Accurate 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 that bear on development of the project. For their own preliminary analysis, most architects use computations based on area and/or volume. Estimates of cost provided later in the design process are frequently made on the basis of labour and material requirements (quantity surveys), a method that requires a more specialized knowledge of construction costs.

### 6. Code Research

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 and thorough knowledge of all requirements is essential to the satisfactory completion of any project.

### 7. Design Development

Based on the client-approved schematic design, the architect fixes and details, for the client's further approval, the size and character of the entire project, including selection of material and engineering systems.

### 8. Construction Documents

The working drawings phase of construction documents preparation constitutes the major activity in an architect's office. These drawings describe in graphic form all of 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 between the various trades during construction.

#### 9. Specifications and Materials Research

Well-grounded knowledge of specification-writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts and construction procedures cannot be communicated successfully. A fundamental principle of specification writing requires the architect to understand the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of material or products to be used in a project: appropriateness, durability, aesthetic quality, initial cost, maintenance, etc. To avoid future problems, it is extremely important that the architect recognize the function of each item to be specified. The architect must carefully assess new materials as well as new or unusual applications of familiar items, regardless of manufacturer representations, to be certain no hidden deficiencies exist that might create problems for the owner and expose the architect to liability.

#### 10. Document Checking and Coordination

Close coordination between drawings and specifications is required when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the architectural drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings must be checked and cross-checked for accuracy and compatibility.

#### Category B: Construction Administration

#### 11. Bidding and Contract Negotiations

The architect assists in establishing and administering bidding procedures, issuing addenda, evaluating proposed substitutions, reviewing the qualifications of bidders, analyzing bids or negotiated proposals and making recommendations for the selection of the contractor(s).

The 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 the services to be provided in its construction, as well as the consideration to be paid for the product and the services.

#### 12. Construction Phase – Office

During the construction phase there are many related tasks that do not directly involve field observations: processing contractors' applications for payment, preparing change orders, checking shop drawings and 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 maintain an even flow of funds.

Items such as 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 orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

#### 13. Construction Phase – Site

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 of the provisions of the construction

contract. Periodic 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 inspection 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.

## Category C: Management

### 14. Project Management

The economic and professional health of a firm depends on an orderly, trackable method of project execution. A clearly defined project work plan, the key to the efficient management of project tasks, requires participation and input from team members, consultants, client representatives and other key decision-makers (financial experts, developers, lawyers and contractors). The project manager defines consensus goals, and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with particular attention to decisions that influence the work of multiple team members.

A project file initiated and maintained by the project manager is the comprehensive record to the project's life and a useful resource for future endeavours. The work plan must be congruent with all project-related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress against the work plan "yardstick," assess all discrepancies and take the corrective action necessary to maintain project control.

The project manager also maintains design quality during bidding, contract negotiation and construction phases through administration of the project file, oversees the firm's construction representative and monitors scheduled on-site quality reviews. Finally, the project manager closes out project records and agreements and sets up future post-occupancy evaluation procedures.

### 15. Office Management

Although architecture is a creative profession, current techniques of practice require that the architect's office operate in almost the same manner as a commercial enterprise. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of this information. Profitable use of office personnel requires budgeting time and adhering to schedules. The architect's relationship to the client is established by contractual agreement. A contract establishes the duties and obligations of the parties. In order for a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for lawful purpose and accomplishable within an estimated time frame.

Effective public relations plays an essential role in the creation of the architect's image. This is important in bringing new clients and work into the office as well as in attracting superior people for the professional staff. The architect must participate in marketing activities if the practice is to succeed. On the other hand, the architect's marketing activities (unlike those of merchants, manufacturers and others in commerce) are subject to certain professional constraints. The architect must learn marketing techniques that are effective while remaining within legitimate rules of professional conduct.

## Category D: Related Activities

### 16. Professional and Community Service

Architects have a responsibility to participate in a broad range of professional and community activities, especially those that will foster a more complete understanding of the social and economic value of the architect's services. Professional and community service make for a well-rounded architect and provide a base of experience for decisions affecting the public interest. Such experience will assist in the development of interpersonal skills related to communication, group dynamics and team work.

The Intern is encouraged to offer volunteer service in traditional and non-traditional organizations. This involvement will enhance practical training in a number of ways, including broadening your understanding of the myriad forces that effect change in our society, expanding professional knowledge and reinforcing professional skills leading to a better quality of life in the community. The Intern and the profession of architecture benefit through satisfying social responsibilities.

### 17. Related Disciplines

An Intern's experience may include areas such as planning, urban design, interior design, landscape architecture, professional engineering and construction-related activities.

An Intern may acquire a maximum of 1880 hours experience directly related to architecture under the direct supervision of a professional engineer, interior designer, landscape architect, planner or urban designer. Such experience must be submitted for review and assessment with respect to its relevance to architectural practice, and the Intern may be subject to an interview to demonstrate its relevance.

An Intern may acquire a maximum of 1880 hours experience directly related to on-site construction and operation, or experience involving physical analysis of buildings. Such experience must be submitted for review and assessment with respect to its relevance to architectural practice, and the Intern may be subject to an interview to demonstrate its relevance.

### 18. Post Graduate Study/Teaching/Research

An Intern may acquire a maximum of 1880 hours experience by enrolling in and graduating from a post-professional program in architecture or related studies, or by teaching or research in a university architectural program, if the subject matter of study, teaching or research is approved as directly relevant to architectural practice by the provincial association. Such experience must be submitted for review and assessment with respect to its relevance to architectural practice, and the Intern may be subject to an interview upon completion of the program to demonstrate its relevance.

### 19. Undergraduate Experience

Before certification by the CACB and registering as an Intern with a provincial association, a student attending a CACB accredited architectural program may acquire 1880 hours of experience under the direction of an architect in an architectural firm or approved equivalent employment situation. The experience may only be recorded after completing not less than 50 percent of the architectural program.

### 20. RAIC Syllabus

Before certification by the CACB and registering as an Intern with a provincial association, a person enrolled in the RAIC Syllabus Program may earn 1880 hours of experience after completing the Program Part 1.

### 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.

#### 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 design and construction. Such experience must be certified by an architect who is employed in that agency, corporation or institution in a directly responsible supervisory role.
- c) In the employ of a bank, engineering office, developer or corporation that has a department or office that deals primarily with design and construction. Such experience must be certified by an architect who is employed in that office in a directly responsible supervisory role.

#### Experience Gained in Other Jurisdictions

An Intern may acquire experience as an employee of an architectural firm outside of a recognized jurisdiction while enrolled in the Internship in Architecture Program within a provincial/territorial architectural licensing authority. Such experience must be certified by an architect who is a principal/shareholder or employee of the architectural firm and in a directly responsible supervisory role. It is recommended that the employment situation be accepted by the provincial/territorial architectural licensing authorities before commencement of employment.

An Intern may apply to have experience credited which was gained outside of a recognized jurisdiction while NOT enrolled in the Internship in Architecture Program:

- a) as a principal engaged in the practice of architecture. Such experience must be certified by him/herself.
- b) as an employee of an architectural firm. Such experience must be certified by an architect who is a principal/shareholder or employee of the architectural firm and in directly responsible supervisory role. The Intern Architect will be subject to an interview.

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. CACB requests certified copies of credentials and program requirements and verifies these for authenticity.

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

The CACB has developed a database which is utilized in assessing an applicant from the same institution.

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. The status of an institution is not at issue, the applicant's course of study that he/she completed is evaluated against the Canadian Education Standard (CES).

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

Any Intern who requires Special Accommodation must contact the Association to discuss their special needs, such as visual impairment. The Intern must provide a specific diagnosis by an appropriately licensed professional that includes a description of the accommodations that are appropriate to the Intern's condition. Special Accommodation by the Association is 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 as the average time does not differ for internationally trained individuals.

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 assessment:

i. Describe the methodology used to evaluate competency.

Not applicable as the OAA does not conduct competency assessments.

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

Not applicable as the OAA does not conduct competency assessments.

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

Not applicable as the OAA does not conduct competency assessments.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

Not applicable as the OAA does not conduct prior learning assessments.

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

Not applicable as the OAA does not conduct prior learning assessments.

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

Not applicable as the OAA does not conduct prior learning assessments.

I) 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).

ExAC 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

ExAC Scoring Method:

The results for each section of the ExAC will be identified as pass or fail. 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.

For additional information refer to the ExAC Web site at [www.cexac.ca](http://www.cexac.ca).

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

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

ExAC:

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.

The Consultant's Technical Report 2009 Chapter Addendum will be available June 2010 on the ExAC Web site.

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

To date, there has been only two administrations of this examination. The questions are updated following each administration. A cross section of nationwide architects meet to evaluate and formulate new questions.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

nil

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### 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:

Really not applicable as these are examinations which are a completely separate entity from assessment of credentials. However, 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 as these are examinations which are a completely separate entity from assessment of credentials.

**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 as individuals are not assessing qualifications; the ARE are computer examinations.

**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. For example, 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.

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.

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

Not applicable as the OAA does not evaluate competency.

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

Not applicable as this is the review of academic credentials.

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 as the OAA does not use third party organizations to conduct prior learning assessments.

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

Not applicable as the OAA does not use third party organizations to conduct prior learning assessments.

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.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

nil

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## 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 including:

1. Mandate (Architects Act, Section 13 (3)(b))

2. Requirements for Licence

a) Issuance of a Licence (Architects Act, Section 13(1))

b) Requirements for Licence (Ontario Regulation 27, Section 31)

3. Satisfying the Licensing Requirements

a) Admission Course (Syllabus of Lectures)

b) Examination for Architects in Canada (ExAC)

c) Architect Registration Examination (ARE) (NCARB Booklet)

d) Intern Architect Program (manual)

e) Canadian Experience Record Book (Experience Section and Periodic Assessment Form)

f) Appendix B: Specific Provincial Association Requirements

4. Reasons for Attendance at the Interview/Hearing

5. Setting up the Interview/Hearing

6. The Interview/Hearing

a) Oral Interview not mandatory (Architects Act, Section 13(5))

b) Guidelines for Applicant Questioning Procedure

c) Questions for the Applicant at Interview

d) Transmittal Form

e) Assessment Form

f) Determination by the Committee (Architects Act, Section 13(4)) // Reasons

g) Advising the Applicant (Architects Act, Section 13(6))

7. Confidentiality (Architects Act, Section 43; Ontario Regulation 27, Section 42)

8. Conflict of Interest: ERC policy

9. Committee Members and Meeting Dates

10. Composition and Operation

11. Committee and Administrative Procedures

• Memo re Date of Interview

• Memo with applicable material

12. Notice of Proposal

• Options Letter

13. Standard Letters (sample)

14. Prior Interviews

15. Boardroom Layout for Interview

16. Checklist for File/Boardroom

17. Training Session

Registration Committee:

• Orientation sessions including:

A) Registration Committee List - 2009



- B) Architects Act 1990 (Extract)
- C) Regulation 27 (Extract)
- D) Statutory Powers Procedure Act
- E) Composition and Operation
- F) Rules
  - a) Notice of Hearing
- G) Committee and Administrative Procedures
  - a) Adjournment of a Hearing
- H) Guidelines
  - a) Oral Hearings
  - b) Documents Submitted as Evidence
  - c) Decision Options
  - d) Use & Role of Counsel to the Tribunal (Independent Legal Counsel)
- I) Notice of Proposal to Refuse (samples)
  - a) Licence
  - b) Licence re Good Character
  - c) Certificate of Practice
- J) Notice of Hearing (sample)
- K) Memorandum to Tribunal re Date of Hearing
- L) Summons to Witness
  - a) Oral Hearing (Form 1)
- M) Script
  - a) Oral Hearing (sample)
- N) Affirmation
  - a) Court Reporter
  - b) Witness
- O) Decision and Order of the Registration Committee (sample)
- P) Reasons for the Decision and Order of the Registration Committee
- Q) Appeal of the Decision and Order
  - a) Section 36 of the Architects Act
  - b) Sample Letter to the Applicant
- R) Standard Letters (samples)
  - a) to the Applicant
  - b) to Legal Counsel to the Association
- S) List of Prior Hearings
- T) Checklist for File/Boardroom
- U) Boardroom Layout for Court Reporter
- V) Training Session
  - a) How to Conduct a Hearing
  - b) How to Write Reasons

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

A revised evaluative process has been instituted for the Experience Requirements Committee (ERC) which is deemed to be quantitative and more transparent.

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### **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.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

nil

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**Languages in which application information materials are available**

a) Indicate the languages in which application information materials were available in the reporting year.

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

**Paid staff employed by your organization**

b) In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, 1 full-time employee and 1 part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	20
Staff involved in appeals process	3
Staff involved in registration process	4

**Countries where internationally educated applicants were initially trained**

c) In the following table, enter the top source countries where your applicants<sup>1</sup> were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
Iran	15
Egypt	6
Romania	4
Bangladesh	3
China	3
India	3
Iraq	3
Nigeria	3
Philippines	3
Ukraine	3

<sup>1</sup>Persons who have applied to start the process for entry to the profession.  
 Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

### Jurisdiction where members were initially trained

d) Indicate where your members<sup>2</sup> were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31<sup>st</sup> of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31<sup>st</sup> of 2009.

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>Members on December 31<sup>st</sup> of the reporting year</b>	1411	552	391	387	24	<b>2765</b>

<sup>2</sup> Persons who are currently able to use the protected title or professional designation of the profession.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Previously reported the total number of staff as per those that worked in the Office of the Registrar, only. Staff involved in appeals, and regulatory process are in the Office of the Registrar.

**Applications your organization processed in the past year**

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

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	95	28	57	38	0	<b>218</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	669	160	106	420	0	<b>1355</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	n/a					<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	n/a					<b>0</b>
<b>Applicants who became FULLY registered members</b>	95	28	57	38	0	<b>218</b>
<b>Applicants who were</b>						

<b>authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	n/a					<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	n/a					<b>0</b>

<sup>3</sup> An alternative class of licence enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licenced. Please list and describe below the alternative classes of licence that your organization grants, such as student, intern, associate, provisional or temporary.

*Enter "n/a" if you do not track this information. Enter "0" if you track the information, 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 2009 the OAA had 22 individuals in this category.

The OAA has a Non-Practising Architect status which is an Architect with Terms, Conditions and Limitations on their Licence. These Terms, Conditions and Limitations are that the individual cannot offer, provide or be involved in the practice of architecture. In 2009 the OAA had 20 individuals in this category.

	<b>Class of licence</b>	<b>Description</b>
<b>a)</b>	n/a	<input type="text"/>
<b>b)</b>		<input type="text"/>
<b>c)</b>		<input type="text"/>
<b>d)</b>		<input type="text"/>

e)		<input type="text"/>
f)		<input type="text"/>
g)		<input type="text"/>
h)		<input type="text"/>
i)		<input type="text"/>
j)		<input type="text"/>

**Reviews and appeals your organization processed in the past year**

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

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected 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	0	0	0	3	0	3
Applicants who initiated an appeal of a	0					0

<b>registration decision</b>						
<b>Appeals heard</b>	0					<b>0</b>
<b>Registration decisions changed following an appeal</b>	0					<b>0</b>

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

nil

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

nil

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**Certification (13 / 13)**

I hereby certify that:

- i. I have reviewed the information submitted in this Fair Registration Practices Report (the "Report").
- ii. To the best of my knowledge:
  - 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: I. Hillel Roebuck

Title: Registrar

Date: March 1, 2010

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