

EXPERIENCE REQUIREMENTS COMMITTEE

Guidelines for Applicant re. Assessment and Committee Methodology

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

The Regulatory Organizations of Architecture in Canada (ROAC) have worked collectively to develop and adopt nationally recognized standards of competence. These standards are embodied in the [Canadian Standard of Competency for Architects](#), which establishes consistent criteria that applicants must meet regardless of their chosen path to licensure.

For the purposes of assessing an applicant's experience, the [Experience Requirements Committee](#) (ERC) will need to consider the objective of the experience requirement in the regulations and appreciate how it serves to advance the core function of the OAA – namely, how to protect the public through the establishment, maintaining, and development of standards of qualification for the practice of architecture.

Professional licensure serves to protect the public by ensuring that only qualified individuals are authorized to practise in regulated professions. In architecture, as in many other professions, academic training provides essential theoretical knowledge, but it is through structured, hands-on experience that applicants develop and demonstrate the practical competencies required to practice safely, ethically, and effectively in real-world contexts.

The Internship in Architecture Program (IAP) is a national framework adopted across Canadian jurisdictions to guide individuals through a structured period of work experience under the supervision of licensed professionals. It is grounded in the aforementioned [Canadian Standard of Competency for Architects](#), which articulates a series of outcomes and performance indicators that reflect the multifaceted demands of contemporary architectural practice—including, but not limited to, design development, construction documentation, project management, regulatory compliance, and ethical conduct.

Similarly, the [OAA Technology Program](#) framework guides limited licence candidates through a structured period of work experience under the supervision of licensed professionals.

This type of competency-based experience ensures candidates have had direct exposure to the complex responsibilities of the profession, and that their skills have been observed, validated, and assessed by those qualified to evaluate readiness for independent practice. It also fosters critical habits of mind—such as professional judgment, client communication, interdisciplinary collaboration, and accountability—that cannot be developed through academic education alone.

In architecture, supervised work experience ensures a public-interest safeguard, bridging the gap between theoretical training and the capacity to perform competently without supervision. It also reinforces a practitioner's understanding of relevant laws, codes, contracts, professional standards, and performance expectations—all of which may differ significantly between jurisdictions.

The ERC assesses if individuals have acquired the professional experience required for licensure, whether via the IAP or by alternative means. The Committee plays a critical role in safeguarding the public interest by ensuring applicants have gained the appropriate scope and depth of experience to practise architecture safely and competently in Ontario. Such determinations are firmly grounded in the public interest, consistent with the regulator's legislative mandate and in accordance with the competencies outlined in the Internship in Architecture Program and *Canadian Standards of Competency for Architects*.

In all cases, the onus rests with the applicant to demonstrate they have met the intent of the prescribed experience requirements.

The ERC has the expertise and established tools to evaluate the quality, scope, and sufficiency of architectural experience as required by the regulations. The ERC uses a standardized evaluation template, rigorous interview procedures, and trained assessors to ensure consistent, fair, and defensible evaluations of experience across all applicants.

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The ERC will determine whether an applicant's experience **meets** or **does not meet** the OAA's experience requirements of the regulations. A scoring rubric is used to support consistent and objective evaluation, but the Committee retains discretion to make the final decision based on its overall assessment.

The following is a summary of the topics that may be addressed during the experience assessment:

1. [Architects Act](#)
2. Ontario [Regulation 27](#), as amended
3. Services, Fees and Client-Architect Contractual Agreements
4. The Ontario Building Code including supplementary standards (SB Sections)
5. Building envelope science in the Ontario context
6. Contract Documents
 - a. Construction contract
 - b. Specifications
 - c. Drawings
7. Bonds and Construction Insurance
8. Common construction project procurement methods, functions, and features
9. Construction contract bidding and tendering procedures
 - a. Bid Opening procedures
 - b. Bid Analysis and Contract Award
10. Contract Administration
 - a. Contractor, Construction Manager, or Design Builder responsibilities
 - b. Site/field review and field reports
 - c. Site meetings
 - d. Construction contract change procedures
 - e. Record keeping
 - f. Certification of payment procedures
 - g. Substantial performance procedures
 - h. Commissioning, close-out and take-over procedures
11. Requirements of General Review
12. [Construction Act](#)

You may also be required to prepare or complete a sketch related to a portion of a building enclosure.

Prior to the interview, applicants are required to provide a list of all buildings for which they have been personally involved, in the employment and under the personal supervision and direction of an architect, over the past five years, indicating the type, size, cost and date for each one.

The applicant is also required to include a brief description of the supporting architectural documentation, consisting of Construction Documents and Contract Administration, being submitted to the Committee, including their specific role on the project. If applicable, an explanation of why and how experience outside of Canada is relevant to the practice of architecture in Ontario.

Please note that some of this documentation may already have been submitted to the Association prior to scheduling an interview.

Resources:

Ontario Association of Architects (2026). *PT.00 Index to Practice Tips*, (<https://oaa.on.ca/knowledge-and-resources/practice-advisory-knowledge-base/practice-advisory-knowledge-base-detail/PT-00-Index-to-Practice-Tips>)

Ontario Association of Architects (2026). RN.00 *Index to Regulatory Notices*, (<https://oaa.on.ca/knowledge-and-resources/practice-advisory-knowledge-base/practice-advisory-knowledge-base-detail/RN-00-Index-to-Regulatory-Notices>)

Ontario Association of Architects (2019). High Performance Wall Assemblies (https://oaa.on.ca/Assets/Common/Shared_Documents/Tools-Resources/05.Documents/High-Performance-Wall-Assemblies.pdf)

Royal Architectural Institute of Canada, (2020). *Canadian Handbook of Practice for Architects 3rd Edition* (<https://chop.raic.ca>)

Royal Architectural Institute of Canada, (2018). *A Guide to Determining the Appropriate Fees for the Services of an Architect 2nd Edition* (<https://raic.org/product/a-guide-to-determining-appropriate-fees-for-the-services-of-an-architect-electronic-format/>)

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