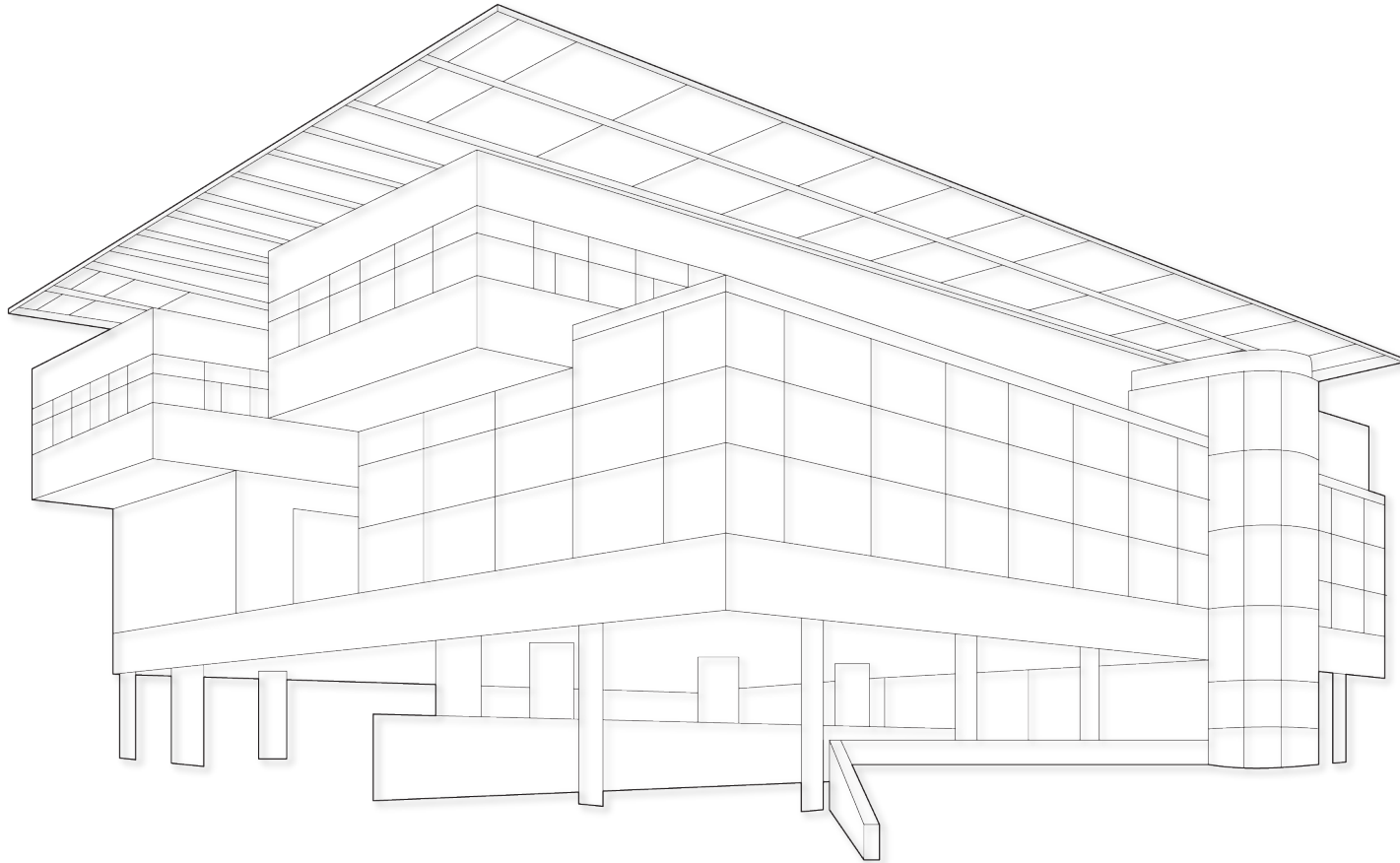


# **Introduction to the OAA Continuing Education Program**

January 29, 2026

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# Introducing the ConEd Team

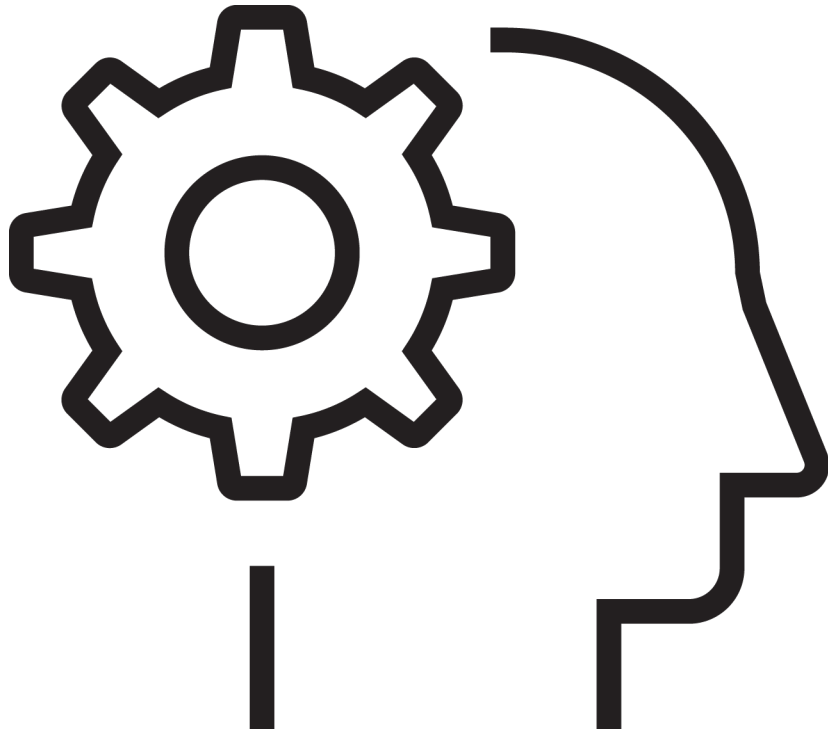
**Claire Hepburn**, Deputy Registrar

**Ashley Ward**, Continuing Education Lead

**Thi Belizario**, Admin Assistant

**Shalika Sivathasan**, Admin Assistant

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## **Poll 1: Why did you sign up for this Webinar? (Select all that apply)**

- A. I want to learn more about the ConEd program
- B. I need more ConEd Hours
- C. I'm curious about updates to the ConEd policy
- D. I have specific, burning questions for OAA Staff
- E. It was free and I can't resist a good deal!

# Learning Objectives

- 1. Recognize the Value of Continuing Education**

Learners will be able to identify the professional, regulatory, and ethical benefits of participating in the OAA's Continuing Education program

- 2. Understand Key Policy Updates**

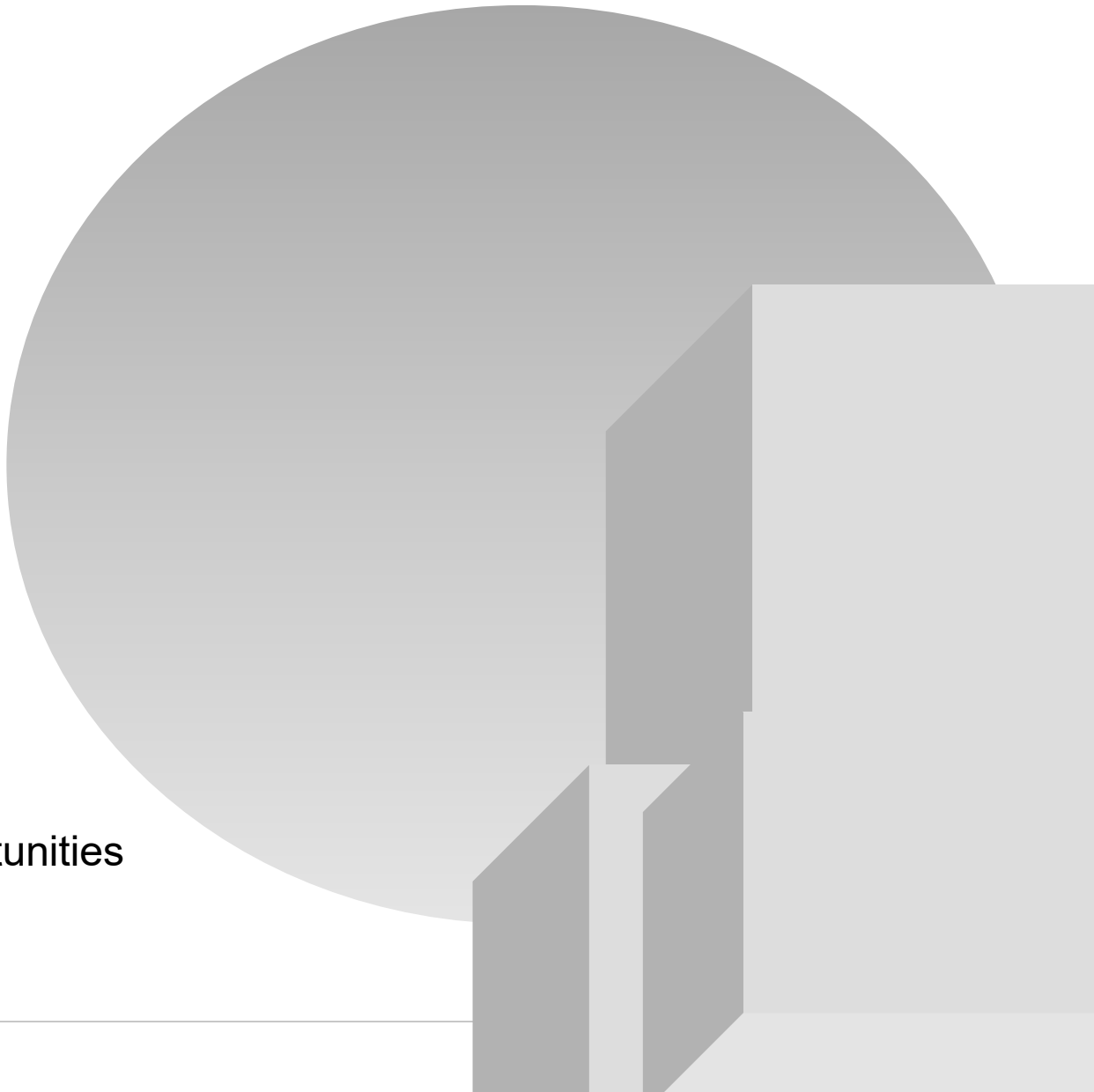
Learners will be able to explain the recent OAA policy changes, including the transition to an auditing model and the implementation of administrative suspensions for non-compliance

- 3. Accurately Log & Track ConEd Hours**

Learners will be able to correctly enter, manage, and verify their Continuing Education hours.

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# Part 1: Recognizing the Value of Continuing Education

- The ConEd Program
  - Benefits of ConEd
  - Climate Action Requirement
  - Principles of Adult Learning
  - The ConEd Webinar Series & Other ConEd Opportunities
  - Webinar CFPs
- 

# The ConEd Program

The OAA Continuing Education (ConEd) Program reflects the OAA's dedication to promoting and increasing the knowledge, skill, and proficiency of its members, and administering the *Architects Act* in order to serve and protect the public interest.

The program requires members to record a minimum number of hours of **Structured Learning** (including a mandatory minimum of 2 hours of accredited programming focused on **Climate Action**), with the remainder being **Unstructured Learning Hours**.

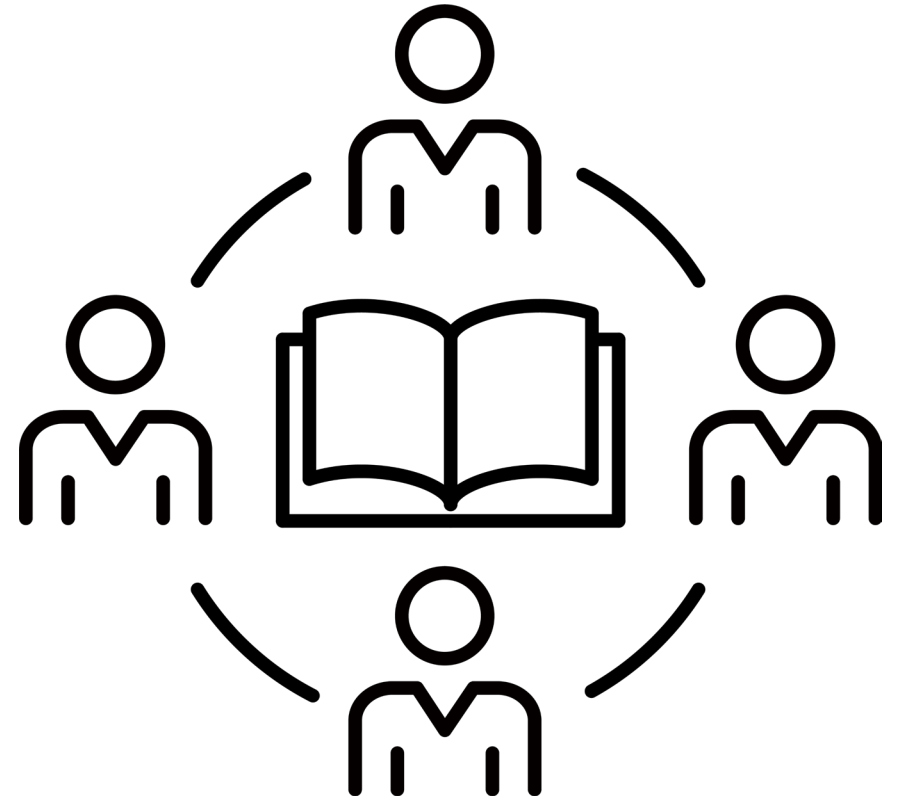




Image: iStock/Pattanaphong Khuankaew

## Why Do I Have to Keep Learning?

Architecture is always evolving – codes change, technology advances, and clients? Well... they always keep things interesting.

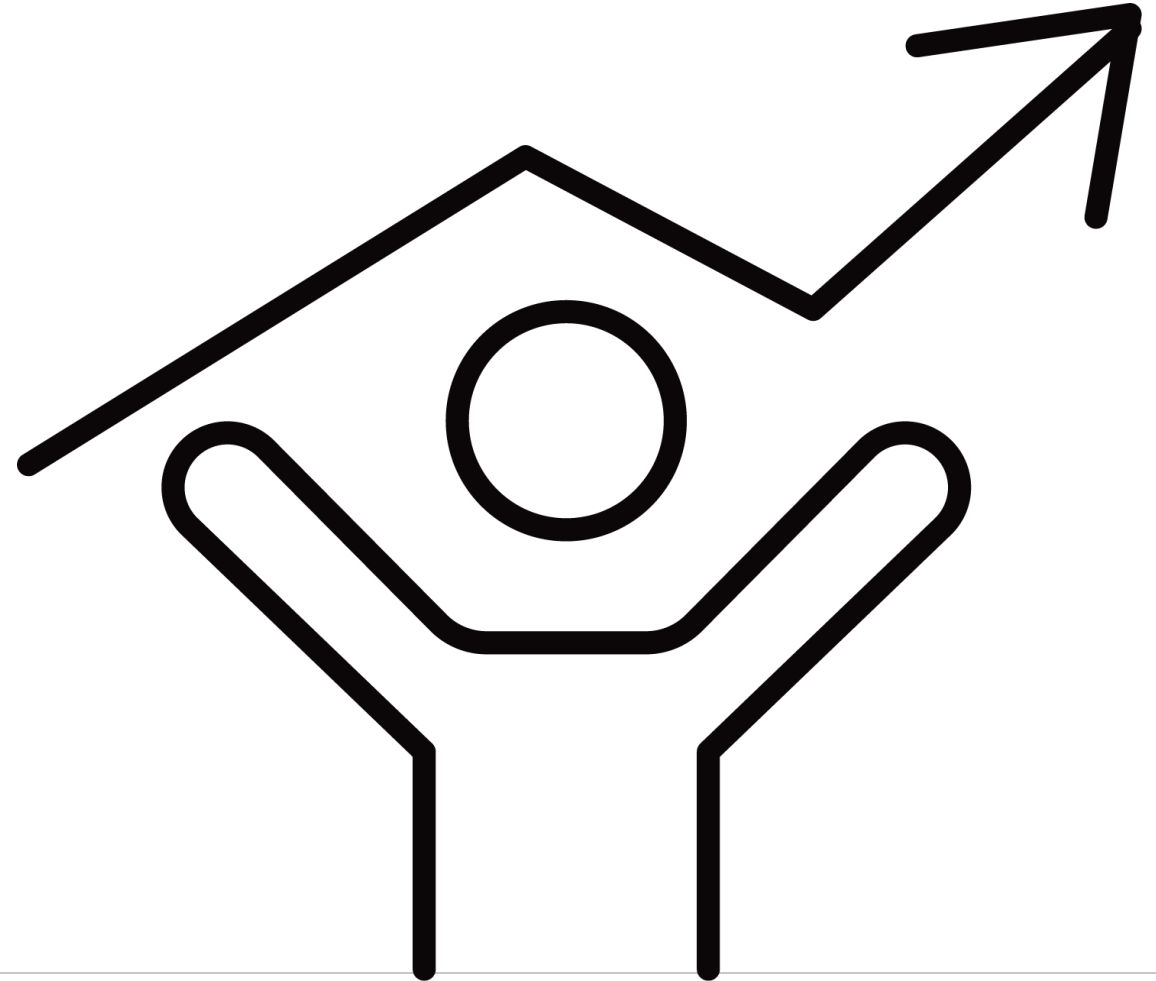
That's why the **OAA Continuing Education Program** exists – to make sure architects stay current, competent, and in compliance.

So, no, it's not school all over again – it's a smart way to protect your license and your future.

It's also part of the deal we – the self-regulating profession – makes with the government: Architects get the privilege of self-regulation, and we need to demonstrate that to the government through a comprehensive Continuing Education program.

# Professional Benefits of ConEd

- Maintains licensure and regulatory compliance
- Keeps skills current with evolving codes, technologies, and best practices
- Enhances design quality, innovation, and problem-solving
- Strengthens expertise in health, safety, and sustainability
- Supports career advancement, specialization, and leadership growth
- Increases professional credibility and client confidence



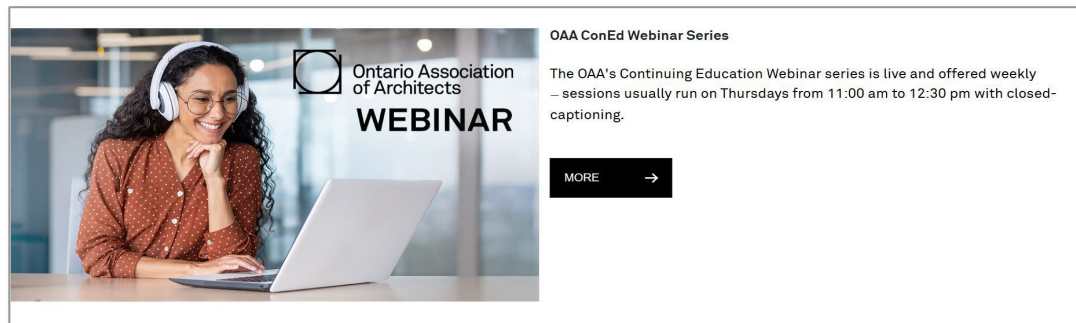
# How Adults Learn Best: Key Principles of Adult Education

- **Adults are self-directed:** They value autonomy and want learning that respects their professional judgment and experience.
  - **Experience is a learning asset:** Adult learners bring decades of practice— education is most effective when it builds on real projects, challenges, and decisions.
  - **Learning must be relevant and practical:** Adults engage most when learning clearly connects to current roles, regulatory obligations, and real-world outcomes.
  - **Problem-centered, not content-centered:** Adults learn best by tackling authentic problems—case studies, scenarios, and reflective practice—rather than abstract theory alone.
  - **Purpose drives motivation:** Understanding *why* something matters—public safety, professional standards, or client outcomes—dramatically increases engagement.
  - **Reflection deepens competence:** Opportunities to reflect on practice turn experience into insight and improvement.
-

## The ConEd Webinar Series

In keeping with the Principles of Adult Learning, the **OAA's Continuing Education Webinar Series** offers weekly sessions covering a wide range of topics relevant to the practice and/or business of architecture. Webinars must address at least one of the subjects outlined in the OAA's Learning Activities Eligibility Criteria.

OAA webinars count as **Structured Learning Hours**



See the **[OAA Continuing Education Webinar Series](#)** page for a list of current webinar offerings.

## Learning Activities Eligibility Criteria

Webinar presenters are reviewed and selected if their proposals adhere to the OAA's Learning Activities Eligibility Criteria by addressing at least one of the following subjects:

- Architectural Design
- Ontario Building Code or National Building Code of Canada
- Environment & Energy
- Heritage Building Restoration
- Legal Issues & Legislation related to Architectural Practice & the Construction Industry
- Practice Management or Project Management
- Risk Management
- Sustainable Design & Green Architecture

# Other ConEd Opportunities

Members can also seek out their own opportunities for Structured and Unstructured Learning Hours, so long as they adhere to the **Continuing Education Competency Framework**

See the [Con-Ed Opportunities](#) page for a list of eligible activities.

*Please note the listed opportunities are not endorsed or developed by the OAA*

## Continuing Education Competency Framework

**All professional, ethical, and substantive tools and resources to maintain and develop OAA members' competence and ethical practice, as it relates to the business or practice of architecture, and includes, without limitation:**

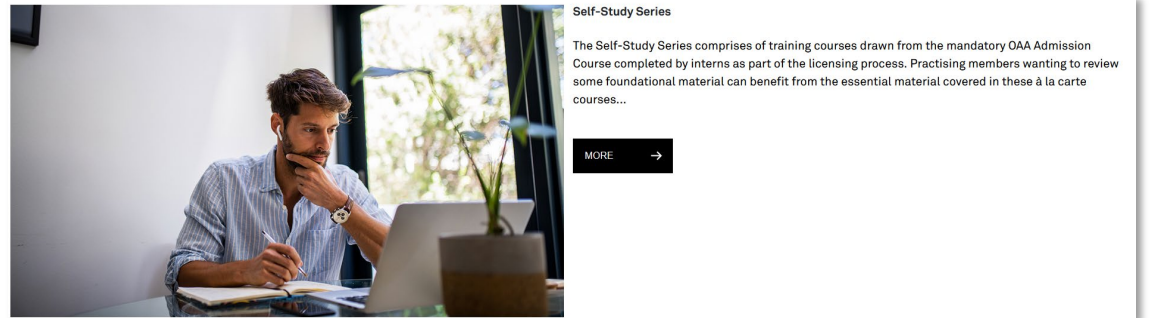
- All competencies required for entry into the profession
- Professional and technical knowledge and skills
- Leadership and client management skills
- Risk management
- Administrative, legal, and regulatory knowledge
- Professional and ethical conduct
- Equity and social justice issues as they relate to the profession and the built environment
- Ontario Building Code and National Building Code of Canada
- Heritage and restoration
- Climate action and sustainability

# More ConEd Opportunities: The Self-Study Series

As an Architect or Licensed Technologist, periodic review of key practice information is essential.

The OAA's Self-Study Series, specifically designed as a review and refresh opportunity, comprises foundational practice material also included in the OAA Admission Course completed by interns as part of their licensing process.

You can select from several courses to cover the material at your own pace (over two months) and complete quizzes to earn up to a total of 27 Continuing Education (ConEd) hours of **Structured Learning**.



For more information on the courses, including course descriptions, learning objectives, and how to register, see [Self-Study Learning Series](#):

For interns, please note that taking the Self-Study Series does not count toward completion of the Admission Course. For more information on the Admission Course, [click here](#).

# How You Can Contribute: Webinar Call for Presenters



The Call for Presenters for the OAA Webinar series allows for educational content to be submitted in the form of a proposal by OAA Members, organizations related to architecture, non-members such as those in industries who supply products to architects, educators from post-secondary institutions, and more.

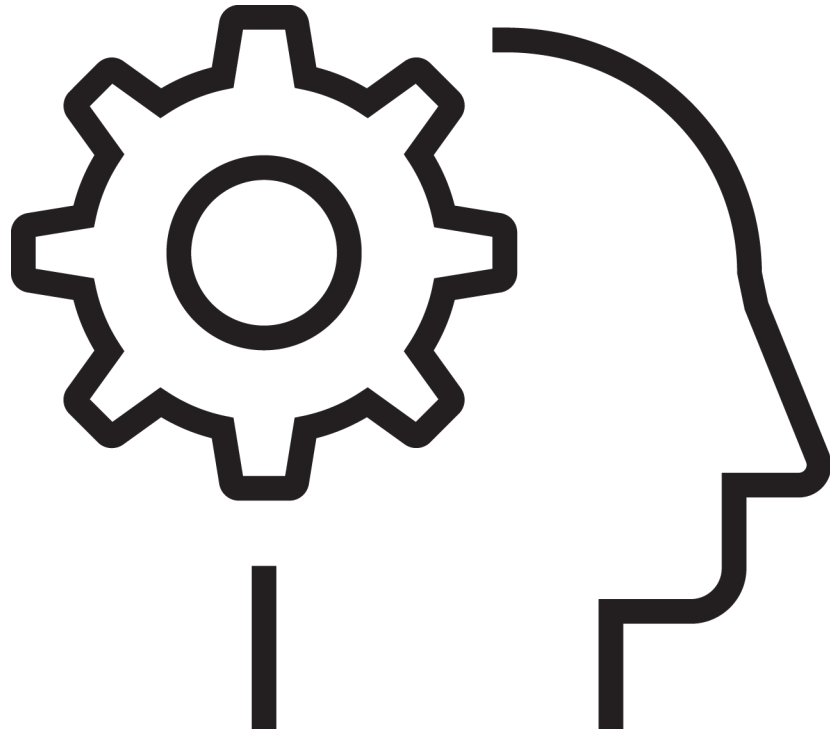
The Continuing Education Advisory Committee comprehensively reviews and selects proposals that meet the learning activities eligibility criteria that will be explained on the next slide.

The entire process takes two to four months from the launch of the CFP to approvals of webinars. Multiple entries from the same speaker are allowed.

The purpose of the CFP is to assist with programming weekly webinars that educate members on building code, risk management, regulatory updates, climate action, architectural history, and current case studies or projects in progress or completed across Ontario, Canada and around the world.

**The new CFP for 2026 will launch soon for webinar programming in the fall and winter!**

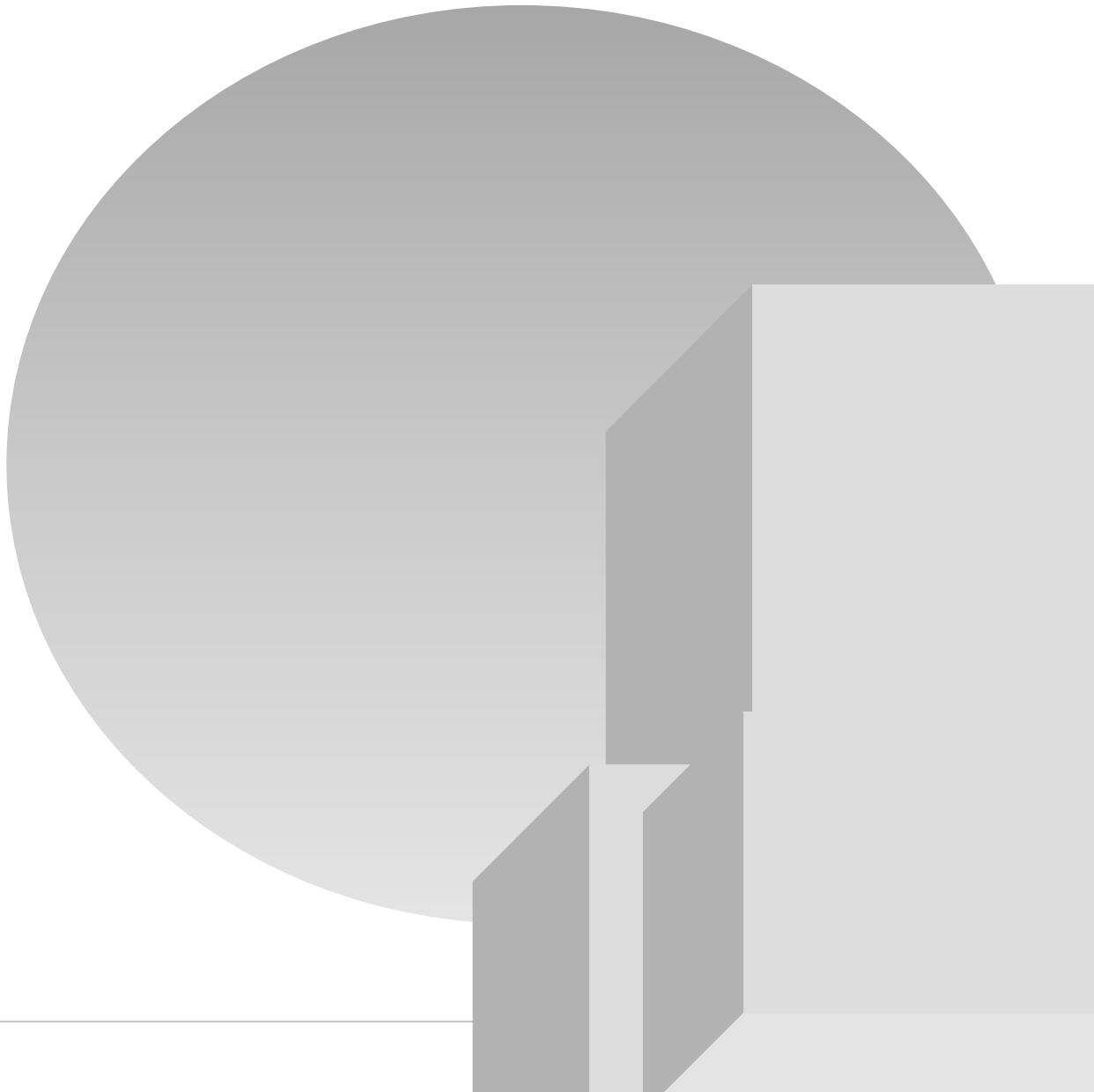
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## **Poll 2: Why is ConEd a Requirement for OAA Members?**

- A. Continuing education is required so professionals can stay current and improve their skills.
  - B. Continuing education is required to keep up with changes in the industry and new technology.
  - C. Continuing education is required because it is mandated by the government through the Architects Act
  - D. Continuing education is required to support organizational standards and ongoing development.
-

# Part 2: Understand Key Policy Updates

- Understanding the Legislative Framework
  - Harmonized Continuing Education Policy
  - Administrative Suspensions
  - Reporting Requirements
  - Randomized Audit and Requirement to Provide Information
- 
-

# Legislative Framework: Architects Act

7 (1) Subject to the approval of the Lieutenant Governor in Council and with prior review by the Minister, the Council may make regulations,

...

30. governing the continuing education of members of the Association, including,

i. providing for the development or approval of continuing education programs,

ii. requiring members to successfully complete or participate in such programs, and

iii. providing for sanctions for non-compliance, including suspension or cancellation of a member's licence or limited licence until the member is in compliance, or the imposition of additional requirements in order to be considered to be in compliance;

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# Legislative Framework - Regulations

**54.** (1) In this section,

“cycle” means the period of time determined by the Council for the purpose of this section. O. Reg. 521/24, s. 18.

(2) The Council shall establish a program of continuing education for members, in accordance with this section. O. Reg. 521/24, s. 18.

(3) The program shall be administered by the Registrar, and shall include continuing education activities that may be offered by the Council or by other persons, consisting of courses of study, seminars, workshops, self-directed learning and professional activities approved by the Council. O. Reg. 521/24, s. 18.

(4) Every member shall meet the following requirements, except as may otherwise be provided under the program:

1. A member shall, in each cycle, complete the following number of learning hours:

i. In the case of a holder of a licence, 70 learning hours that meet the requirements of the program specified for holders of a licence.

ii. In the case of a holder of a limited licence, 35 learning hours that meet the requirements of the program specified for holders of a limited licence.

iii. In the case of a member designated as a non-practising member, 35 learning hours that meet the requirements of the program specified for such members.

2. A member shall meet any other continuing education requirements included in the program. O. Reg. 521/24, s. 18.

(5) Every member shall report their continuing education activities to the Registrar in the form and manner specified by the Registrar, which may include an audit of documentation relating to those activities. O. Reg. 521/24, s. 18.

(6) The Registrar may monitor members for compliance with the requirements of this section. O. Reg. 521/24, s. 18.

(7) The Registrar may suspend a member’s licence or limited licence if the member does not meet the requirements of this section. O. Reg. 521/24, s. 18.

(8) A suspension under subsection (7) remains in effect until the Registrar is satisfied that the member has met the requirements. O. Reg. 521/24, s. 18.

(9) The Registrar shall notify the member in writing of a suspension under subsection (7) and of the removal of a suspension under subsection (8). O. Reg. 521/24, s. 18.

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# **Harmonized ConEd Policy**

**Issued in June 2024 and revised in June 2025, the Continuing Education Policy establishes the rules and procedures for completion and compliance with the Continuing Education Program.**

2.2 This Policy shall replace the following OAA Council policies:

- a. Continuing Education Non-Compliance Procedure;
- b. Continuing Education Requirements for New Members, Re-application, Re-instated Members and Members Under Suspension; and
- c. Continuing Education – Fines for Non-Compliance.

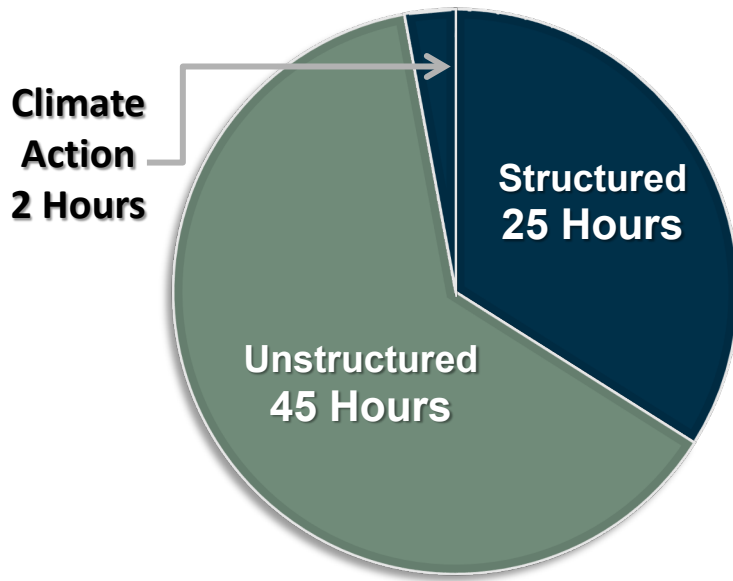
2.3 This Policy shall replace the following administrative policies:

- a. Continuing Education Collection of Payments;
  - b. Continuing Education Program – Prorated Maximum Hours;
  - c. Continuing Education Program – Retroactive Hours; and
  - d. Continuing Education Program Compliance Audit Policy.
-

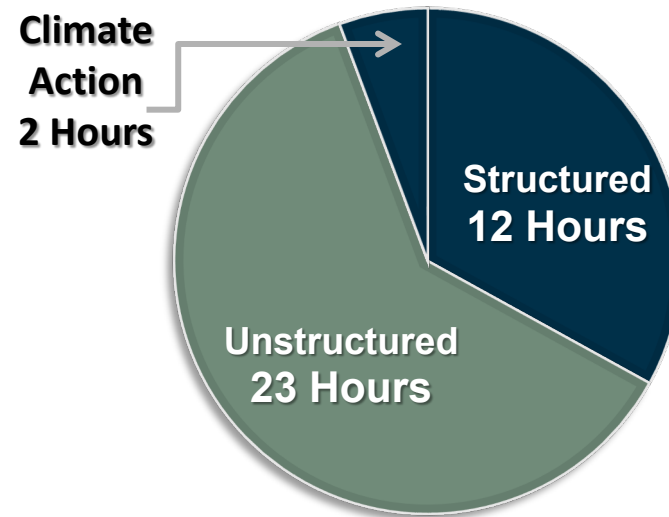
# ConEd Requirements

By the end of each 2-year Cycle, License Holders (i.e., Architects) must complete a total of 70 ConEd Hours, Limited License Holders (i.e., Licensed Technologists) must complete 35 ConEd Hours, and Non-Practicing Members must complete 35 ConEd Hours. See below for Learning Hours Breakdown:

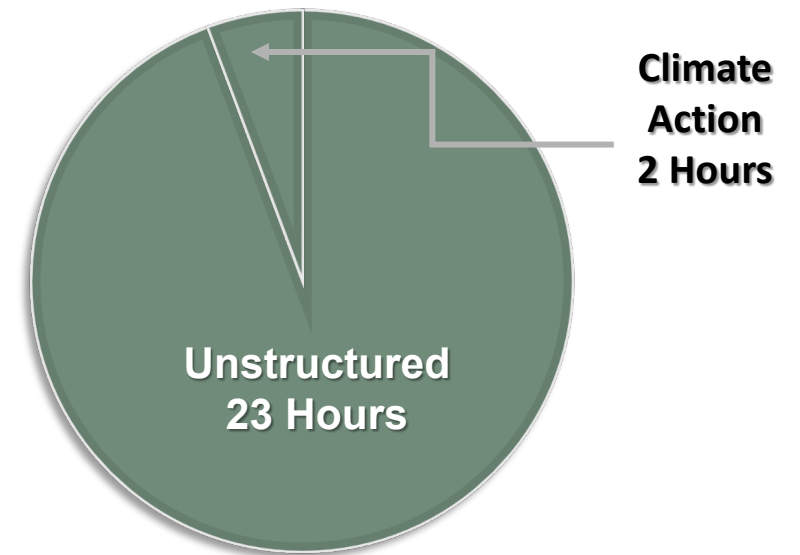
**OAA LICENSE HOLDERS**  
(TOTAL 70 HOURS PER CYCLE)



**OAA LIMITED LICENSE HOLDERS**  
(TOTAL 35 HOURS PER CYCLE)



**NON-PRACTICING MEMBERS**  
(TOTAL 35 HOURS PER CYCLE)



# Climate Action Requirement



As per the OAA Council, all OAA members must complete a minimum of **2 Structured Learning Hours** focused on **Climate Action**.

Non-Practicing Members must complete **2 Unstructured or Structured Learning Hours** focused on **Climate Action**

Having an educated, skilled profession able to design a resilient, sustainable built environment, including dwellings and communities, is paramount for the public interest. The architecture profession is ideally suited to provide new, thoughtful solutions to advance Climate Action.

## Topics may include:

- Adaptive reuse;
- Deep-energy retrofits;
- Embodied carbon;
- Energy modelling;
- Energy step codes (e.g. Toronto Green Standard);
- High-efficiency wall assemblies;
- Life cycle analysis;
- Local materials and supply chains;
- Low-carbon design;
- Zero emissions design
- Material reuse strategies;
- Operational and embodied carbon (and offsets);
- Passive House;
- Regenerative design;
- Resiliency;
- Sustainability metrics (e.g. TEUI, TEDI, and GHGI);
- Sustainable design; and

# Structured Learning Hours



Image: iStock/SDI Productions

## **Include organized educational sessions that:**

- Are offered by Education Providers
- Activities must constitute these educational categories: In-Person Learning (now includes eligible tours run by the OAA Local Architectural Societies), Distance Education, and Teaching and
- Are at least 1 hour in length
- Include live Q&A period and/or assessment
- Are supported by evidence of participation at the time the learning hours are acquired

# Unstructured Learning Hours

All learning activities that an architect may perform in a professional capacity

**Category Maximums** indicate the maximum number of ConEd Hours which can be reported for each type of Unstructured Learning activity (see chart)

*Please Note: If your Continuing Education Requirements were approved to be halved (due to being licensed mid-cycle, approved on-leave status, or licence reinstatement/ reapplication) Category Maximums will also be halved*

Unstructured Hours Categories	Category Maximums
Committee Meetings	25 Hours
OAA Council Meetings	30 Hours
Discussion Groups	25 Hours
Distance Education	No Max. Hours
In-Person Learning	No Max. Hours
Mentoring	10 Hours
Teaching	25 Hours
Professional Writing	25 Hours
Multimedia	15 Hours
Scholarly Research	45 Hours
Tours	15 Hours

# Competency Framework

“Continuing Education Competency Framework” means all professional, ethical, and substantive tools and resources to maintain and develop OAA members’ competence and ethical practice, as it relates to the business or practice of architecture, and includes, without limitation:

- a) All competencies required for entry into the profession;
  - b) Professional and technical knowledge and skills;
  - c) Leadership and client management skills;
  - d) Risk management;
  - e) Administrative, legal, and regulatory knowledge;
  - f) Professional and ethical conduct;
  - g) Equity and social justice issues as they relate to the profession and the built environment;
  - h) Ontario Building Code and National Building Code of Canada;
  - i) Heritage and restoration; and
  - j) Climate action and sustainability
-

# Reporting Requirements

Beginning with the 2024–26 reporting cycle, members are no longer required to **upload** proof of successful completion of a learning activity for Structured Learning Hours for learning activities outside the OAA.

Members are still required to **report** by recording Structured & Unstructured Learning Hours on their **OAA transcript** (the OAA will report Structured hours for OAA-administered events)

## Additionally:

**For Structured Learning Hours**, Proof of Attendance must be retained for 6 months after end of cycle and include:

- The presentation title,
- Total time,
- Date of completion,
- Attendee's name, and
- Provider's name and email address

Acceptable proof of attendance includes a certificate, a diploma, a letter of attendance from the provider, and/or an email attendance confirmation.

**For Unstructured Learning Hours**, no additional proof is required beyond what is recorded in the transcript

When reporting Unstructured Hours on the OAA transcript, acceptable proof shall include:

- Description,
- Length,
- Date of Activity

# Audits & Requirement to Provide Information

- 3.1 During the Reporting Cycle and up to six months thereafter, the Association may require a member to provide documents about the member's completion of their Structured Learning hours. Every two years (each Reporting Cycle) using an automated random selection process, 1% to 3% of OAA members' ConEd transcripts are audited and reviewed for factual ConEd compliance.
  - 3.2 The Association shall notify the member in writing of the requirement to provide information under Section 3.15 and shall send the member a detailed list of the information to be provided and shall specify a time period of no fewer than ten business days after the notice was sent.
  - 3.3 On request of the member, the Association may, but shall not be required to, extend the time within which the member is required to provide the information.
-

# Non-Compliance with the ConEd Program

OAA Council voted to revise the administrative fees for OAA members who do not complete their mandatory Continuing Education hours or record them in the OAA's online transcript before the end of the cycle. **The single fee of \$750** replaces the previous two-tiered fine structure (where first-time non-compliance and subsequent late times were \$500 and \$1000, respectively).

Continuing Education activities must be completed and entered into transcripts by **11:59 pm Eastern** on **June 30, 2026**. Members who have remaining hours to complete (either Structured, Unstructured, or Climate Action learning) will receive notice from the OAA there are outstanding hours. Once the deadline passes, the member will still have access to their transcript and must complete the remaining hours to avoid further regulatory sanctions.

*Using a prescribed form, after the cycle has ended, a member may seek an exemption or reduction of the learning hours and non-compliance fee.*

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# Administrative Suspensions

**In accordance with the Section 54 of the Regulation 27 (the regulations), a member may become administratively suspended for failing to complete the continuing education requirements.**

- 5.6 Unless a member has been granted an exemption of any outstanding Learning hours under this policy, a member shall have 90 days after the end of the Reporting Cycle to complete the Learning hours, failing which the Registrar may administratively suspend the member's licence or limited licence, pursuant to Section 54 of the Regulations.
  - 5.6.1 A member whose licence is administratively suspended must comply with all of the provisions of the Act and its Regulations which deal with suspensions.
  - 5.7 The Registrar shall provide the member with at least 10 days' notice prior to issuing the administrative suspension, and the notice shall include the number and type of Learning hours the member is required to complete.
  - 5.8 An administrative suspension will be administered in accordance with Section 54 of the Regulations.
-

# Leave Policy

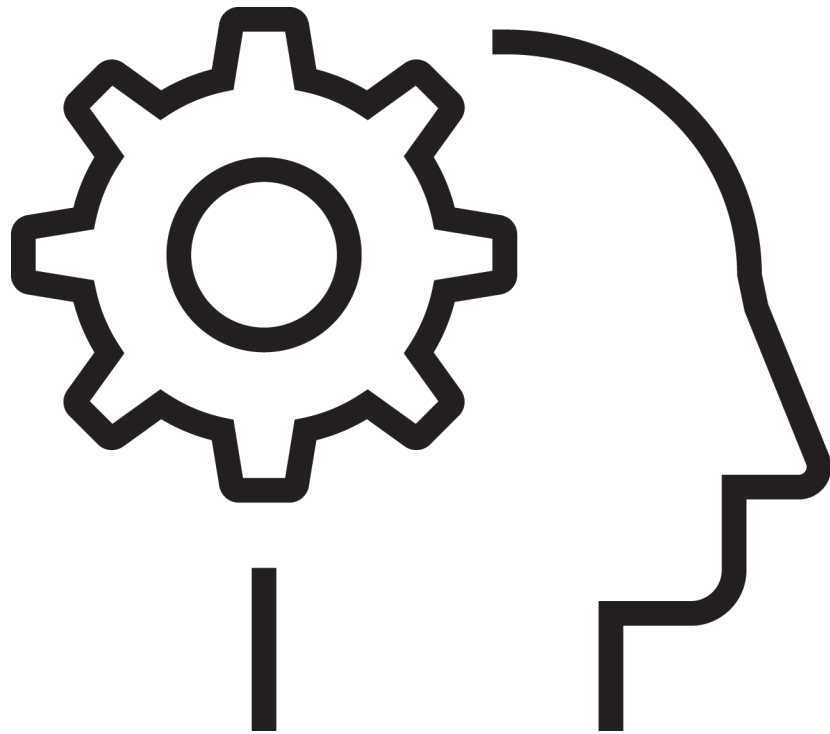
**Council has adopted a policy that a leave of absence from membership requirements may be granted by the Executive Director for up to one year at a reduced fee for medical, maternity or parental leave or on compassionate or other specified grounds. Relief under this policy may be granted a maximum of three times within a ten-year period.**

6.8 If a member is granted a leave of absence under the OAA Council Leave Policy, the member will be directed by OAA staff, in writing, as to their:

- i. minimum required learning hours for the reporting cycle in which the leave began, and
- ii. upon return from the leave of absence, the minimum required learning hours for the reporting cycle in which the member returns;
- iii. both of which will correspond to the segment of the reporting cycle in which the member left and returned, as set out at Section

6.1 In order to be eligible for reapplication or reinstatement, the individual must first complete and record any outstanding continuing education requirements for the last Reporting Cycle in which they were a member, as well as any outstanding requirements from a previous Continuing Education Reporting Cycle.

- i. If the individual left a cycle between July 1 and December 31 (the first six months of a Reporting Cycle), they are not required to complete any requirements for that cycle prior to being eligible for reapplication or reinstatement.
  - ii. If the individual left a cycle between January 1 and December 31 (the middle 12 months of a 24-month Reporting Cycle) they must complete and record half of the Learning hours set out in Sections 3.1, 3.2, or 3.3 (as applicable) for that cycle prior to being eligible for reapplication or reinstatement.
  - iii. If the individual left a cycle between January 1 and June 30 (the final six months of a 24-month Reporting Cycle), they must complete and record all the Learning hours set out in Sections 3.1, 3.2, or 3.3 (as applicable) for that cycle before being eligible for reapplication or reinstatement.
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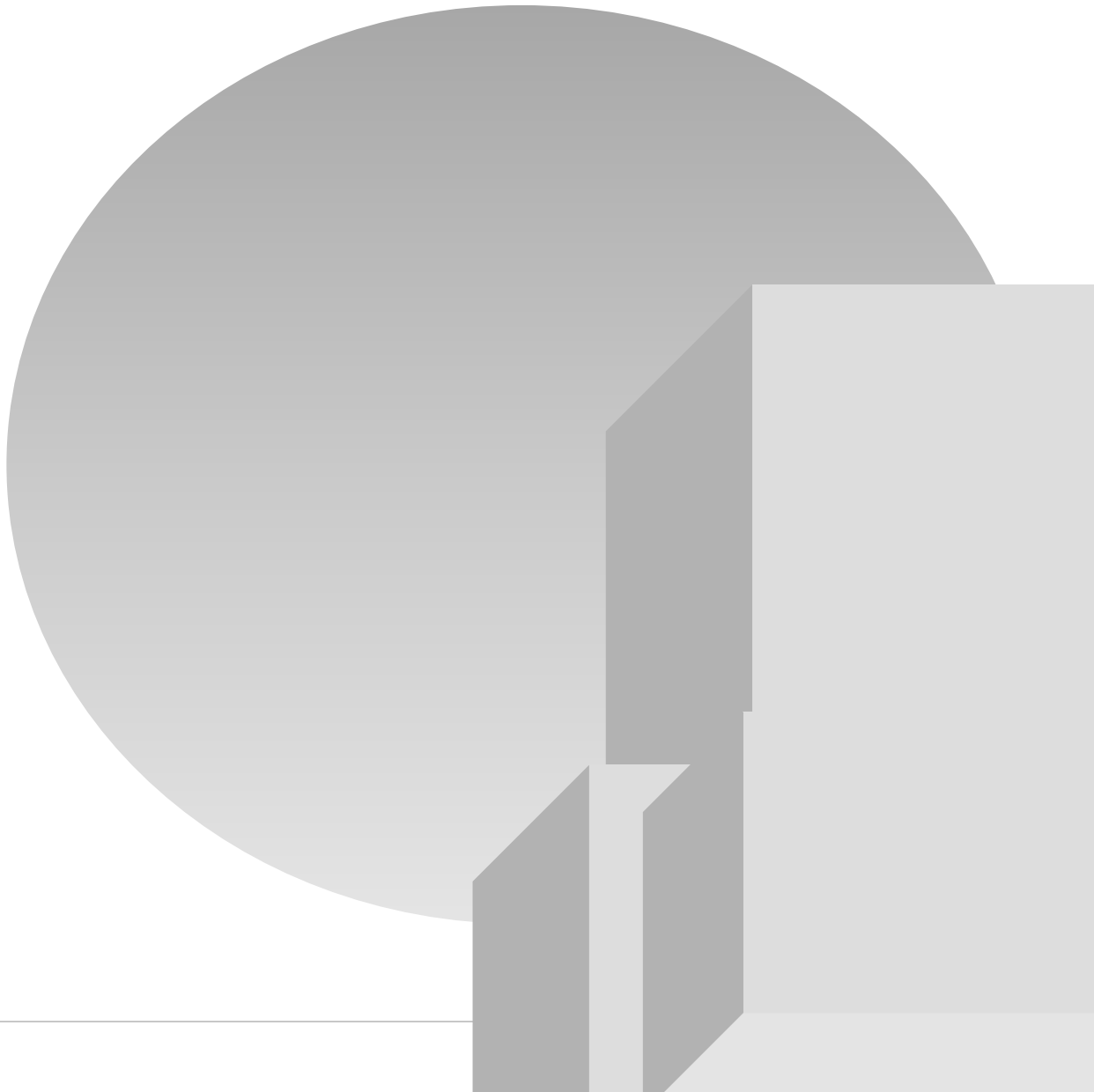


## **Poll 3: Which Activity qualifies as Structured Learning under the ConEd Policy?**

- A. Watching a pre-recorded video on changes to the Building Code your own with no assessment
  - B. Attending a one-hour virtual Lunch & Learn session about changes to the Construction Act with live Q&A and documented participation
  - C. Attending and participating in an OAA Committee
  - D. Mentoring an Intern through the Internship in Architecture Program (IAP)
-

# Part 3:

## Logging & Tracking ConEd Hours

- Who Reports What?
  - ConEd Equivalency
  - OAA Transcript FAQs
  - How to Log ConEd Hours
- 
-

# Who Reports What?

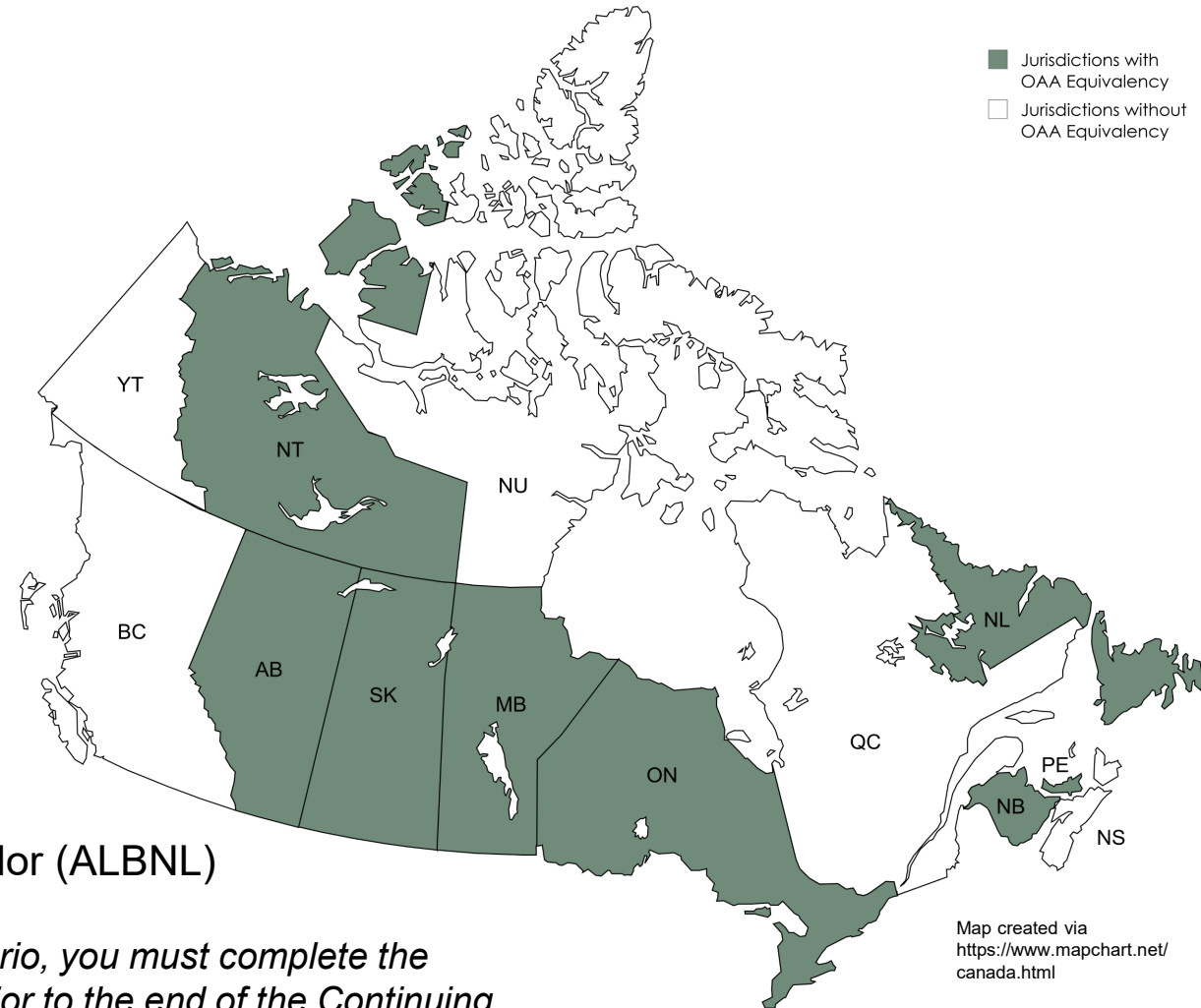
The OAA Reports:	Individuals Must Self-Report:
<ul style="list-style-type: none"><li>• All Structured Learning Hours for <b>OAA-administered events (or, OAA Events)</b></li></ul> <p>These include:</p> <ul style="list-style-type: none"><li>• OAA Conference sessions,</li><li>• OAA Continuing Education Webinars,</li><li>• SHIFT and NOW Lecture events</li></ul>	<ul style="list-style-type: none"><li>• All Structured Learning Hours for <b>events NOT administered by the OAA (or, non-OAA Events)</b></li></ul> <p>These include:</p> <ul style="list-style-type: none"><li>• Technical Sessions, Lectures, or Lunch &amp; Learns at industry conventions or tradeshow (i.e., The Buildings Show, Construct Canada, etc.)<ul style="list-style-type: none"><li>• <u>Sessions must be related to architecture and at least 1 hour in length</u></li></ul></li><li>• RAIC Lectures</li><li>• Tours organized by one of the <u>14 Local Architectural Societies</u></li></ul> <ul style="list-style-type: none"><li>• All Unstructured Learning Hours</li></ul>

# ConEd Equivalency

Members licensed in Canadian Jurisdictions with equivalency with the OAA can either:

- a) Report ConEd activities using the OAA ConEd transcript,
- b) OR, Report ConEd activities to any of the following:
  - Alberta Association of Architect (AAA)
  - Manitoba Association of Architects (MAA)
  - Saskatchewan Association of Architects (SAA)
  - Architect's Association of New Brunswick (AANB)
  - Architects Association of Prince Edward Island (AAPEI)
  - Northwest Territories Association of Architects (NWTAA)
  - Architects Licensing Board of Newfoundland and Labrador (ALBNL)

*Note: If you choose to report with a Canadian Jurisdiction other than Ontario, you must complete the Primary Jurisdiction Declaration Form and return it to the OAA 30 days prior to the end of the Continuing Education cycle. A separate form must be submitted to [OAAContinuingEducation@oaa.on.ca](mailto:OAAContinuingEducation@oaa.on.ca) for each cycle. (See **Resources** at the end for a link to the Declaration Form)*



# OAA Transcript: FAQs

For more FAQs about the [ConEd Program's FAQ Page](#).

## 1. Can I log 30min Learning Activities?

No. Learning Activities must be 1 hour or more in length -- the system does not accept any Structured or Unstructured Learning Activities less than 1.0 hours (e.g., 0.5, 0.75hrs)

## 2. Can I backlog learning hours?

No. Learning Activities must have taken place within the current Continuing Education Cycle (July 1<sup>st</sup>, 2024, to June 30<sup>th</sup>, 2026).

- New members can report to their transcript Continuing Education Learning hours completed one year prior to date of licensure, provided that such learning activities meet all Continuing Education criteria

## 3. What does the asterisk (\*) on my Transcript mean?

Hours showing an asterisk (i.e., "1.50\*") require attention. Hover your cursor over the number to learn why the transcript is not including it in the calculation. You might have reached the maximum number of hours for that category

## 4. Can I carry over Surplus Learning Hours?

Adding extra Structured hours beyond the required amount will first go to cover your Unstructured hours (but not vice versa). Once *both* categories are completed, a maximum number of Structured & Unstructured hours can be carried over to the next reporting cycle, depending on status. Any surplus hours beyond this will not be carried over.

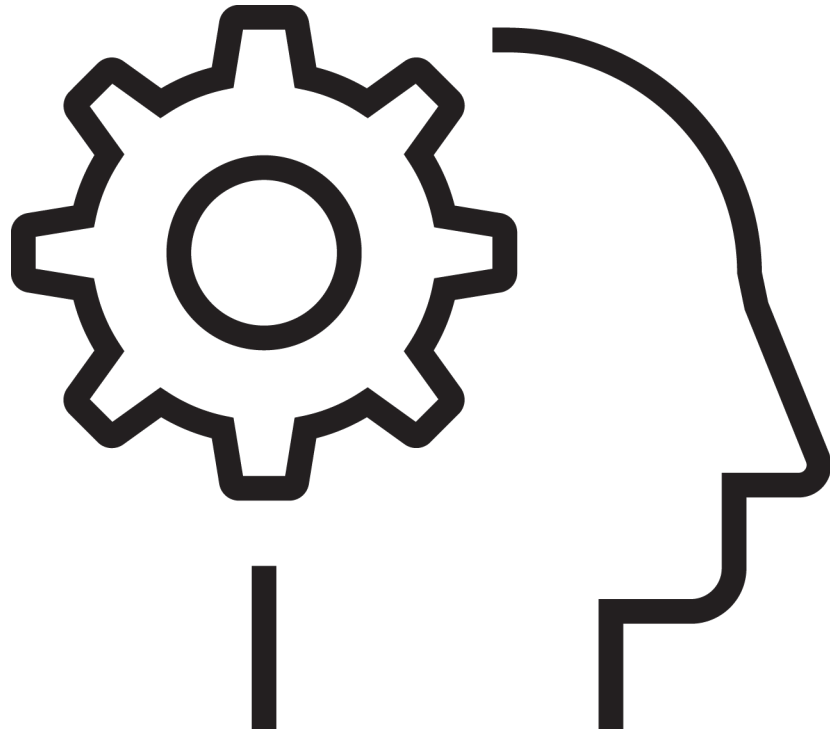
- For License holders/Architects: **Max. 10 Structured** and **20 Unstructured** surplus hours can be carried over
- For Licensed Technologists: **Max. 5 Structured** and **10 Unstructured** surplus hours can be carried over

# How to Log ConEd Hours: Tutorial

1. Access your Transcript by visiting [www.oaa.on.ca](http://www.oaa.on.ca) → At the top right of the OAA website, click “Transcripts” to log in
  - Ensure you are using the OAA ID number issued for you as an individual rather than the practice or company account
  - Effective December 11th, your OAA username is changing to numeric digits only - you will no longer need to enter "OAA" before your ID number when logging in. For example, if your old username was "OAA1234" your new username will be simply "1234". ***Your password has not been changed.***
2. Once you have accessed your Transcript, Click on “Continuing Education” and then the cycle button
3. To make changes or delete an entry in your Transcript, Click the “Edit” button to the right of the number of hours and that will open the box to allow you to make changes



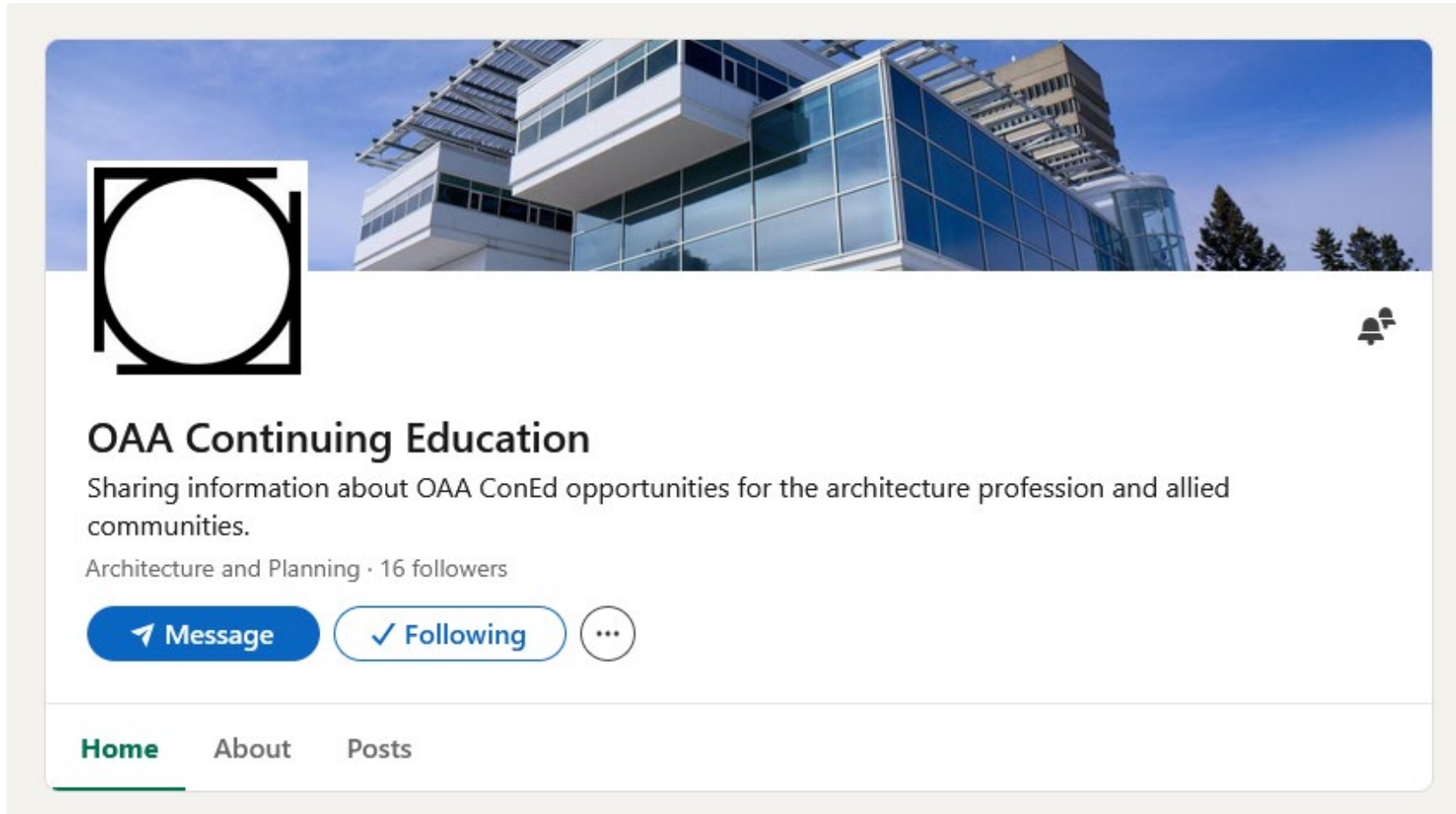
Image: Courtesy of Getty Images



## **Poll 4: How well do you feel you understand the ConEd Program after this webinar?**

- A. Very well – I'm ready for end-of-cycle!
- B. Somewhat. I still have questions...
- C. Not well at all. I am more confused than ever!

# New ConEd LinkedIn Page!



Follow the **Continuing Education's NEW LinkedIn Page**, where we post opportunities for the architecture profession and allied communities, including Conference, webinars, in-person events, and online courses.

# Wrap-Up and Q&A

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# Thank You!

[OAAContinuingEducation@oaa.on.ca](mailto:OAAContinuingEducation@oaa.on.ca)

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# Resources

[The OAA Continuing Education Program](#)

[Continuing Education Webinar Series](#)

[Continuing Education Opportunities](#)

[The Architects Act and OAA Bylaws](#)

[OAA Continuing Education Policy](#)

[Leave Policy](#)

[Primary Continuing Education Reporting  
Jurisdiction Declaration Form](#)

[ConEd Program FAQ](#)

[ConEd LinkedIn Page](#)

