



CAREER MAP

for Internationally Educated

ARCHITECTS



The Ontario Association
of Architects

This career map was updated in June 2011. The information in this career map is a summary of information available on the OAA website. Please visit the Association's website at www.oaa.on.ca for the most detailed and current information about applying for membership.

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Career Map: Architects

THE ONTARIO ASSOCIATION OF ARCHITECTS (OAA)

The Ontario Association of Architects is a self-governing body regulated by the *Architects Act*, which is a statute of the Government of Ontario. The Association is required to administer the *Architects Act* so the public interest may be served and protected. The OAA is also dedicated to promoting and increasing the knowledge, skill, and proficiency of its members.

The OAA ensures public safety by setting standards for admission and by issuing Licences and Certificates of Practice in order to practise architecture and regulating the practise of architecture in Ontario. The rules concerning the licensing of architects in Ontario are contained in provincial legislation – the *Architects Act*, R.S.O. 1990, c.A.26 and in Ontario Regulation 27 under the *Architects Act*, as amended.

For information on the licensing requirements for architects in Ontario, contact:

Ontario Association of Architects

Office of the Registrar

111 Moatfield Drive

Toronto, ON M3B 3L6

Tel: 416-449-6898

Toll free: 1-800-565-2724 (Ontario only)

Fax: 416-449-5756

Email: oaamail@oaa.on.ca

Provincial Associations of Architects

This link provides a list of the provincial associations of architects across Canada.

Canadian Architectural Certification Board (CACB)

This is the organization responsible for certifying the education of architects in Canada. You need to have your academic credentials assessed by the CACB before you can apply for licensure with the Ontario Association of Architects.

1 Nicholas Street, Suite 710

Ottawa, ON K1N 7B7

Tel: 613-241-8399

Fax: 613-241-7991

email: info@cacb.ca

www.cacb.ca

Architects Act

To engage in the practice of architecture in Ontario, you must have a licence issued by the OAA. It is illegal to use the title “Architect” or offer your services as an architect if you are not licensed and have not received a Certificate of Practice with a provincial or territorial architectural association. In Ontario, this organization is the OAA.

The Canadian Architectural Certification Board (CACB)

The practice of architecture in Ontario is governed by the OAA. A national organization, the **Canadian Architectural Certification Board (CACB)**, assesses the academic qualifications of internationally educated professional architects who want to become licensed. The CACB was established by agreement of the provincial and territorial architectural associations to assess and certify the academic qualifications of individuals holding professional degrees or diplomas in architecture and who intend to apply for licences as architects in Canada.

KEY REQUIREMENTS FOR GETTING A LICENCE IN ONTARIO

The **Ontario Association of Architects (OAA)** is the organization that issues licences to practise as architects in Ontario.

According to provincial legislation, applicants for a licence must:

1. Be of good character; that means that you have not been found guilty of an offence that might affect your ability to practise architecture, (for example, fraud);
2. Be at least 18 years of age;
3. Be a Canadian citizen or permanent resident of Canada or be a member of an organization of architects that is recognized by the OAA and that has objects, standards of practice, and requirements for membership similar to those of the OAA;
4. Have a degree in architecture from a post-secondary institution or have successfully completed the **Royal Architectural Institute of Canada (RAIC) Syllabus** (education program);
5. Have a CACB Certificate from the Canadian architectural Certification Board (CACB); CACB certification information and forms are available at the **CACB website**;
6. Have successfully completed the **Admission Course** offered by the OAA;
7. Have successfully completed a total of 5,600 hours of work experience as an intern architect that meets the requirements of the **Intern Architect Program**; 940 hours of this experience must be gained in Ontario under the personal supervision and direction of an architect licensed by the OAA, and this 940 hours of experience must be gained within three years of applying for a licence. At least 2,780 hours of experience in total must be completed under the personal supervision and direction of an architect and
8. Pass either the Examination for Architects in Canada (ExAC) or the Architect Registration Examination (ARE)

Language Proficiency Assessment

The OAA does not require you to pass a language proficiency exam. However, the licensing process may involve interviews and exams that require excellent oral and written English language skills. If you feel uncomfortable participating in formal interviews, reading complex documents, or writing reports in English, you might consider upgrading your English skills before applying. Review the Contacts and Resources section of this document for information about where you can find English-as-a-Second-Language classes in Ontario.

YOUR PATH TO BECOMING AN ARCHITECT IN ONTARIO

This section takes you step by step through the application process, or path, for certification by the Canadian Architectural Certification Board (CACB) and licensing by the Ontario Association of Architects (OAA).

If you meet the following three criteria, you can begin the six-step process toward the certification and licensing you need to practise architecture in Ontario.

1. You have a professional degree or diploma in architecture from a post-secondary institution;
2. You are at least 18 years of age, of good character; and
3. You are either a Canadian citizen or permanent resident of Canada or a member of an organization of architects that is recognized by the OAA and that has objects, standards of practice, and requirements for membership similar to those of the OAA.

This section details the requirements for licensure including educational requirements, work experience requirements, and examination requirements.

For more information and helpful resources, visit the **OAA Information** page for internationally educated professionals.

Step 1) Education Requirements

The first step to becoming licensed as an architect in Ontario is to receive certification of your education from the Canadian Architectural Certification Board (CACB). Your education must meet the Canadian Education Standard. You can contact the CACB for assessment of your academic credentials before you immigrate to Canada.

In Canada, each province and territory has its own provincial or territorial architectural association responsible for licensing and regulating architects. However, all of the provincial and territorial architectural associations, including Ontario's OAA, rely on the CACB to certify the education of internationally educated individuals.

The CACB is a national body responsible for assessing and certifying the academic credentials of individuals who have professional degrees or diplomas in architecture. All individuals in Canada must have their academic qualifications certified by the CACB before they can apply for licensure with any of the provincial or territorial associations of architects.

To begin your certification with the CACB, download the application form through the **CACB website**. To receive an application package by mail, email the CACB at **info@cacb.ca** or contact them directly by mail.

You must submit the following documents for the CACB academic credentials assessment:

- **Completed CACB application form** for graduates of foreign schools of architecture
- **Certified copies of all your degrees.** Submit copies of original documents in their original language of instruction. If these documents are in a language other than French or English, you must also provide an official translation certified by your educational institution, a lawyer, a notary, or a commissioner of oaths
- **An official transcript of record** would show your grade or standing received in each subject, for each year of the courses of architecture that you have completed. Copies certified by your educational institution, a lawyer, a notary, or a commissioner of oaths are also acceptable. If these documents are in a language other than French or English, you must provide an official translation certified by the emitting institution, a lawyer, a notary, or a commissioner of oaths
- **A university calendar** describing all programs offered by your educational institution, including the architecture program you completed, or equivalent documentation. If these documents are in a language other than French or English you must provide an official translation certified by the emitting institution, a lawyer, a notary, or a commissioner of oaths
- **The application fee.** The CACB Assessment Committee will review your documents and determine whether your education is equivalent to the Canadian Education Standard

It takes a minimum of two months from the time that CACB receives your completed application; accompanying documents; and the applicable fee, to the time that you receive the results of the assessment. If your application package is incomplete, it will take longer. Please be sure that you include all the necessary documents. You will receive the results of the assessment by mail.

There are three possible outcomes of the CACB assessment:

1. A CACB certificate may be issued if your academic qualifications meet the Canadian Education Standard (see Step 2 below)
2. You may be required to eliminate deficiencies in particular subject areas by successfully completing courses recommended by the CACB. You will need to complete these courses before you can move to Step 2 in the process (see Upgrading Your Academic Qualifications below)
3. Your academic qualifications may be rejected. You can appeal the decision or explore the related occupations section below

Upgrading Your Academic Qualifications

The CACB may decide that your academic credentials do not meet the Canadian Education Standard and will ask you to take courses to upgrade your qualifications. You can take web-based courses through the **Royal Architectural Institute of Canada (RAIC)** or classroom-based courses at one of the accredited programs at a Canadian University School of Architecture.

Visit the **CACB website** for more information about applying for certification.

Step 2) Experience Requirements

Once you are certified by the CACB, you then apply for appointment as an intern architect with the OAA. All intern architects in Ontario must complete the Intern Architect Program to fulfil the OAA's work experience requirements. **Learn more about the Intern Architect Program** at the OAA website.

To become an intern architect, you must find an architect who agrees to be your mentor, and you must complete the Canadian Experience Record Book (CERB).

All architects licensed by the OAA are eligible to be mentors. If you need help finding a mentor, please contact the OAA through the **OAA website**.

Your international work experience may be considered toward the experience requirements. Record in the CERB all your international work experience gained outside of Canada and the U.S. so that it may be considered towards the experience requirements. You must complete 5,600 hours of work experience to fulfil the experience requirements. Of these hours, 940 hours must be in Ontario in an architectural practice under the personal supervision and direction of an architect licensed by the OAA or a retired member of the OAA. Also, these 940 hours must be completed within the three-year period immediately prior to submitting your Application for Licence. If you use all or some of your experience gained outside of Canada or the U.S. to meet the experience requirements, you must attend an interview with the OAA's Experience Requirements Committee.

Related Work Experience

You may work in an architectural office in Ontario without having CACB certification and without being appointed as an intern architect with the OAA, but only under the personal supervision and direction of an architect licensed by the OAA who has a Certificate of Practice. However, if you plan to use this work experience to fulfill OAA's experience requirements, you must obtain certification of your education from the CACB. Then you must apply to the OAA to become an intern architect, find a mentor who is an architect licensed by the OAA or a retired member of the OAA, and submit your work experience plan for review within the time frame outlined in the Intern Architect Program Manual.

Find more information about the **OAA's Intern Architect Program** at the OAA website.

Step 3) Examination

After you have obtained certification from the CACB and become an intern architect, you must write an examination. You can choose to write one of these two examinations:

- The Examination for Architects in Canada (ExAC) – this examination was developed by the Canadian Architectural Licensing Authorities
- or
- The Architect Registration Examination (ARE) – this examination was developed by the National Council of Architecture Registration Boards

You must complete and submit to the OAA a minimum of 2,800 hours of approved experience recorded in the CERB at the time you submit your ExAC Registration Form, or have submitted this prior to registration. If fewer than 2,800 hours or experience are approved by OAA, you will not be permitted to register for the ExAC. To become eligible to take the ExAC or ARE, you should contact the OAA. OAA staff can direct you to the ExAC website where you can download the application, or OAA staff will prepare an Eligibility Form and forward it to the U.S.-based test consultants who administer the ARE. You must receive the Authorization to Test before you can take the ARE.

The Examination for Architects in Canada

The ExAC has four sections and is written over a period of two consecutive days. Each section is three hours and consists of a variety of questions including multiple choice, matching, and short answer questions.

- Section 1 – programming, site and environmental analysis, cost management, co-ordinating engineering systems, schematic design, and design development
- Section 2 – building code research
- Section 3 – final project
- Section 4 – bidding and contract negotiations, construction phase (office), construction phase (site), and project management

Visit the **ExAC website** for more information.

Preparing for the Examination for Architects in Canada

The principal sources of the examination content are:

- The Canadian Handbook of Practice for Architects (CHOP)
- OAA's Internship in Architecture Program (IAP)
- National Building Code of Canada (2005 edition, without the provincial adaptations)

For a list of texts, documents, and Internet links that will assist you to prepare for the ExAC, you can download the References/Resources file from the **ExAC website**.

Taking the Examination for Architects in Canada

The ExAC is a paper-based test offered once a year in Toronto, London, Ottawa, or Sudbury.

To be eligible to write the ExAC, you:

- Must be “in good standing” with the OAA; this means you must hold current status as an intern architect and not currently be the subject of a complaint or disciplinary proceeding
and
- You must complete and submit to the OAA a minimum of 2,800 hours of approved experience recorded in the CERB at the time of submission of your ExAC Registration Form, or have submitted this prior to registration. If fewer than 2,800 hours of experience are approved by the OAA, you will not be permitted to register for the ExAC. For a listing of all the requirements for taking the ExAC, refer to the downloadable Preparation Guide available on the **ExAC website**.

Results of your Examination for Architects in Canada

The examination results will be mailed to you in the form of a transcript issued by the OAA. The results for each section of the ExAC will be identified as pass or fail. You will not receive a score or a percentage. In the case of a fail score, brief feedback is given to you about the general objectives you may need to focus on. No further details will be provided to you.

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. **Please note:** for an Intern who is registered but is absent at an examination, that section is considered a failure.

For more information, see the FAQ section of the **ExAC website**.

The Architect Registration Examination (ARE)

The ARE has seven divisions: six divisions contain a section of multiple-choice items and a separate section including one or more graphic vignettes. The multiple-choice section consists of a fixed number of questions delivered within a maximum time limit. The schematic design division has two sections containing one graphic vignette each. No multiple-choice items are delivered in the schematic design division.

Visit the website for the **National Council of Architecture Registration Boards** for detailed information about the ARE.

Information about the ARE is also available on the **OAA website**.

You do not have to take all divisions of the ARE at the same time. Once you have been approved to take the ARE, you can write the exam in any order at any time you choose during your eligibility period. If you fail a division, you must wait for six months before you can retake this division.

Preparing for the Architect Registration Examination

A test information package will be sent to you as soon as the test administrators receive your Eligibility Form from the OAA. The information package contains:

- The ARE guidelines, including a detailed description of the exam; information on testing centres and scheduling; and references
- A practice program for the graphics components of the exam
- Your Authorization to Test letter

Practice problems (vignettes) are available at the **NCARB website**. A free tutorial is also offered 30 minutes before the exam. Prior knowledge of computer-aided design (CAD) or other drawing software programs is not necessary.

Taking the Architect Registration Examination

The ARE is administered and graded by computer in test centres across Canada and the United States. Ontario centres are located in Kitchener, Toronto, London, Hamilton, and Ottawa. Test centres may be open six days a week, Monday to Saturday, 50 weeks a year. All divisions of the ARE are offered year-round. Contact the test centre of your choice in any jurisdiction or in the jurisdiction where you become eligible. Although the OAA sends your eligibility information directly to the testing organization, you are responsible for scheduling exams. You must contact the testing centre closest to you when you are ready to take an exam. You may write the different divisions of the exam in any order, and at any time. If you fail a division, you must wait for six months before you can retake this division.

Results of your Architect Registration Examination

Your test results are sent directly to the OAA, and the OAA will forward your results to you.

Outcome of Test

- Passed all divisions, proceed to Step Four
- Failed one or more divisions means you must wait at least six months to retest

Step 4) OAA Admission Course

Every applicant for a licence with the OAA must attend the OAA admission course. The course is offered once a year in conjunction with the OAA's Annual Conference, usually during May or June.

- The OAA admission course is one of the requirements for licensure in Ontario
- The admission course covers topics related to regulatory, legal, and practice issues specific to Ontario that are not covered in the ExAC or the ARE
- The admission course is designed to supplement your formal professional education and the practical experience you gain during the period of your internship. Familiarity with *The Canadian Handbook of Practice* is part of the admission course
- The admission course lectures cover a range of subjects and focus on practice-related matters, as well as on the legal and legislative context within which architects practise in Ontario
- It is assumed that most technical, creative, and management subjects that are basic knowledge universal to architectural practice will have been adequately covered as part of your certified academic requirement
- You are encouraged to get exposure to situations within your work environment as an Intern Architect that relate to the admission course lectures, including participating in or observing practice situations, prior to attending the lectures

Visit the **OAA website** to find more details about the admission course.

Step 5) Membership in the Ontario Association of Architects (Licensing)

Overview:

Once you have completed Steps 1 through 4, you may submit an Application for Licence to the OAA. The approval of an Application for Licence entitles you to become a member of the Ontario Association of Architects.

Obtaining a Certificate of Practice is the final step that permits you to provide architectural services to the public.

You must send in:

- Your **completed and signed Application for Licence**
- **Proof of Canadian Citizenship or permanent residence in Canada**; attach photocopies of your documents
- **Proof of CACB certification**; attach a copy of the CACB certificate to your application
- **Proof of the required work experience**; submit any sections of the Canadian Experience Record Book that have not been reviewed and approved
- **The required application fee**

- **The annual Licence fee**

You will receive notice of the OAA’s decision on your application by mail approximately three to five weeks after you submit your Application for Licence and all the required documents.

Note:All internationally educated architects who include experience gained outside of Canada or the U.S. as part of their total experience submission are required to attend an interview with the OAA’s Experience Requirements Committee (ERC).

Before the interview with the ERC, you will be required to submit architectural working drawings, specifications, and contract administration documents for review. Once the documents have been received, an interview time will be arranged.

Step 6) Certificate of Practice

To offer or provide architectural services to the public in Ontario, you must hold a Certificate of Practice with the OAA.

To obtain an Application for Certificate of Practice, please visit the **Certificate of Practice** page on the OAA website.

For more information about working as an architect, review the Labour Market Information section of this document.

FEES

The costs associated with certification and licensing are listed below. Not included are other costs that you may incur, including translation of documents, travel to interviews (if they are required), or accommodation while taking the (ExAC) or the (ARE), or the OAA admission course. If you require English-language courses, this could be an additional cost.

The fees below are for 2010. Before you submit payment, contact the OAA for up-to-date fees.

Where indicated, fees are subject to a 13% Harmonized Sales Tax.

Canadian Architectural Certification Board Fees

CACB Application	\$1,500 + tax (CDN)
The CACB Assessment Committee will review your academic credentials and determine whether your education is equivalent to the Canadian education standard for architects.	

OAA Intern Architect Program

Intern Architect annual fee (year one to year four)	\$154 + tax (CDN)
Intern Architect annual fee (year five+)	\$808 + tax (CDN)
Canadian Handbook of Practice (CHOP)	\$314 + tax (CDN)

Examination Fees

Candidates for licensure must take either the ExAC or the ARE.

Examination for Architects in Canada

Note: No tax is applicable to the fees for the ExAC in most jurisdictions in Canada. Verify with your local jurisdiction.

Section 1	\$183.75 (CDN)
Section 2	\$183.75 (CDN)
Section 3	\$183.75 (CDN)
Section 4	\$183.75 (CDN)

Architect Registration Examination

Program Planning & Practice	\$210.00 + tax (U.S.)
Structural Systems	\$210.00 + tax (U.S.)
Schematic Design	\$210.00 + tax (U.S.)
Construction Documents & Services	\$210.00 + tax (U.S.)
Site Planning & Design	\$210.00 + tax (U.S.)
Building Design & Construction Systems	\$210.00 + tax (U.S.)

Building Systems	\$210.00 + tax (U.S.)
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OAA Admission Course Fees

Admission Course and Materials	\$309.00 + tax (CDN)
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OAA Licensing Fees

Application Fee for Licence	\$275.00 + tax (CDN)
Annual Licence Fee	\$808.00 + tax (CDN)

OAA Certificate of Practice Fees

Application for Certificate of Practice For each additional Architect or Licensed Technologist OAA,	add \$300 + tax (CDN)
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LABOUR MARKET INFORMATION

Architects may practise alone or as part of small, medium, or large firms. Approximately 2,900 architects are employed in Ontario, mostly in Toronto and Ottawa. About 87% of these architects are self-employed as principals in firms of one or two architects. Others work for architectural firms, government, real-estate developers, or large corporations. Most of these architects (94%) work full time.

Architects may specialize in contract administration, housing design, renovations, or institutional buildings. They often lead teams of specialists that include structural, mechanical, and electrical engineers. Therefore, architects must have strong project and contract management skills.

Employment in architecture is closely tied to construction activity in the residential, commercial, and institutional sectors. Currently, these sectors of the economy are performing well and are expected to remain strong over the next five years.

Computer-aided design (CAD) is prevalent in this profession and is being used to produce a wider choice of designs for customers. It is suggested that you contact local colleges for information on CAD courses.

Architects' Salaries

Architects' salaries vary according to their levels of experience. A 2007 salary survey showed the following:

Annual Salary Range (in Canadian dollars)

Intern architect	\$45,642 – \$53,852
Junior architect (recently licensed/entry level)	\$48,919 – \$54,682
Intermediate architect (licensed for at least four years)	\$54,595 – \$62,596
Senior architect	\$67,842 – \$86,299
Principal	\$100,613 – \$126,646

For more information about labour market conditions, go to <http://www.tcu.gov.on.ca/eng/ojf/index.html>

Related Occupations

You don't need a Licence from the Ontario Association of Architects to do architectural work, as long as you are directly supervised by an architect licensed in Ontario. In addition, there are many related jobs you can do without a Licence. These jobs include:

- Architectural critic
- Architectural programmer
- Building inspector
- CAD coordinator
- Contractor
- Construction inspector
- Construction manager
- Environmental planner
- Facilities manager
- Furniture designer
- Graphic designer
- Heritage planner
- Interior designer

- Landscape architect
- Market researcher
- Property assessor
- Real-estate agent
- Set designer
- Technical writer
- Urban planner

To see some of the current employment opportunities for architects in Ontario, click on the **Employment Opportunities** page at the OAA website.

QUESTIONS AND ANSWERS

Below you will find answers to some commonly asked questions about becoming licensed as an architect in Ontario. You will also find questions and answers about general issues related to the field of architecture.

What is the Ontario Association of Architects (OAA)?

The OAA is the provincial association that regulates the profession of architecture in Ontario. The OAA sets standards for admission, issues Licences to practise architecture, and regulates the practice of architecture in Ontario. The OAA functions under provincial legislation: the *Architects Act*, R.S.O. 1990, c.A.26 and Ontario Regulation 27 under the *Architects Act* as amended. To practise as an architect in Ontario, you must obtain a Licence as an architect and a Certificate of Practice from the OAA.

What is the Canadian Architectural Certification Board (CACB)?

The CACB is the national body responsible for assessing and certifying the academic credentials of individuals who have professional degrees or diplomas in architecture. All individuals in Canada must have their academic qualifications certified by the CACB before they can apply for Licences with the provincial or territorial associations of architects. To practise as an architect in Ontario, CACB certification is your first step.

I have completed the education, experience, and examination requirements. What do I do next to be able to practise as an architect in Ontario?

There are three steps left:

- You must attend the OAA Admission Course
- You must submit an Application for Licence to the OAA (licensing)
- You must be the holder of a Certificate of Practice. Visit the **Certificate of Practice** page on the OAA website to obtain an Application for Certificate of Practice.

What do I need to include in my Application for Licence?

The following documents must be included with your Application for Licence:

- a. Your completed and signed Application for Licence
- b. Proof of Canadian citizenship or permanent residence in Canada; submit photocopies of your documents
- c. Proof of CACB certification; attach a copy of your CACB certificate to your application
- d. Proof of the required work experience; submit any sections of the Canadian Experience Record Book that have not been reviewed and approved
- e. Application fee
- f. Annual Licence fee

Where can I find the document Guidelines for Completion of an Application for Licence, which can help me complete the application form for OAA licensing?

For help in completing the Application for Licence, you can download the document **Guidelines for Completion of an Application for Licence** from the OAA website.

How long does it take to receive my licence from the OAA?

You will receive the notice of the OAA decision regarding licensure by mail, approximately three to five weeks after you submit the Application for Licence and all of the accompanying documents. All internationally educated architects who include experience gained outside of Canada or the U.S. as part of their total experience submission are required to attend an interview with the OAA's Experience Requirements Committee. Before the interview, you will be requested to submit architectural working drawings, specifications, and contract administration documents for review. Once the documents have been received, an interview time will be arranged.

What kind of work can I look for in Ontario?

You don't need a Licence from the Ontario Association of Architects to do architectural work, as long as you are directly supervised by an architect licensed in Ontario who has a Certificate of Practice. In addition, there are many related jobs you can do without a Licence. These jobs include:

- Architectural critic
- Architectural programmer
- Building inspector
- CAD coordinator
- Carpenter
- Contractor
- Construction inspector
- Construction manager
- Environmental planner

- Facilities manager
- Furniture designer
- Graphic designer
- Heritage planner
- Interior designer
- Landscape architect
- Market researcher
- Property assessor
- Real-estate agent
- Set designer
- Technical writer
- Urban planner

Where can an architect find work in Ontario?

Architects may practise alone or as part of small, medium, or large firms. Approximately 2,900 architects are employed in Ontario, mostly around Toronto and Ottawa. About 87% of these architects are self-employed as principals in firms of one or two architects. Others work for architectural firms, government, real-estate developers, or large corporations. Most of these architects (94%) work full time.

For more information, visit <http://www.tcu.gov.on.ca/eng/ojf/index.html>

How much do architects in Ontario earn?

Architects' salaries vary according to their levels of experience. See the Annual Salary Range section of this document: **most recent salary survey**.

I have received my certificate from the CACB; what is my next step to be able to practise as an architect in Ontario?

If you are certified by the CACB, this means you have completed the education requirement, which is Step 1 in the licensing process. Step 2 is to complete the work experience requirement. You must apply for appointment as an intern Architect with the OAA. All intern architects in Ontario must complete the Intern Architect Program (IAP) to fulfil the experience requirements of the OAA. To take part in the IAP, you must find an architect who agrees to be your mentor and complete the Canadian Experience Record Book. All licensed members of the OAA are eligible to serve as mentors. Step 3 involves writing either the Examination for Architects in Canada or the Architect Registration Examination and Step 4, attending the OAA Admission Course.

Can I work in an architectural office in Ontario without being certified by the CACB or being appointed as an intern architect?

Yes. You may work in an architectural office in Ontario without having CACB certification or being appointed as an intern architect with the OAA, but only under the personal supervision and direction of an architect licensed to engage in the practice of architecture in Ontario. However, if you plan to use this work experience to fulfil the OAA experience requirements, you must find a mentor who is an architect, and submit the work experience for review by the OAA within the time frame outlined in the Intern Architect Program Manual. This experience must be recorded in the Canadian Experience Record Book.

How many hours of work experience must I have to fulfil the Intern Architect Program requirement?

You must complete 5,600 hours of experience. This must include 940 hours of experience in Ontario in an architectural practice 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, and at least 2,780 hours of experience under the personal supervision and direction of an architect. You may be eligible for credit for up to 4,600 hours of your international work experience.

Section 31.5 of Ontario Regulation 27 of The Architects Act states:

“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.”

I have been working as an architect in my country. Does my experience outside of Canada or the United States count toward the experience requirements?

Record all international architectural experience in the Canadian Experience Record Book and submit this proof of your work experience in countries outside Canada and the U.S. to be considered towards the experience requirements. Your work experience will be reviewed by the OAA and may be considered for part of the Intern Architect Program requirements. You may be eligible for credit for up to 4,660 hours of your international architectural work experience.

When can I apply to write the Architect Registration Examination (ARE)?

You may apply for the ARE only after obtaining CACB certification and being appointed as an intern architect with the OAA. When you have obtained certification and appointment as an intern architect, you should contact the OAA. OAA staff will then prepare an eligibility form and forward it to the U.S.-based test consultants who

administer the ARE. You must receive the Authorization to Test before you can write the ARE. This will be sent to you by mail.

You can also obtain information about the ARE from outside of Canada. The ARE is conducted by the National Council of Architectural Registration Boards (NCARB), an organization based in the United States. Visit the **NCARB website**.

You may also download the **Intern Architect Program (IAP) Manual Appendix B** to the IAP Manual and the Experience Summary Form from the OAA's website.

You may record your international architectural work experience and have it signed by your supervising architect in the jurisdiction in which the work was gained.

Note: that your work experience will NOT be reviewed until you have been appointed as an intern architect.

What kind of exam will I have to write?

You have the option of writing either the Examination for Architects in Canada or the Architect Registration Examination. Learn about both of these exams in the Requirements section of this document.

I worked as an architect in my country. Do I have to have CACB certification and OAA membership to work as an architect in Ontario?

You can do architectural work in Canada without CACB certification and without being a member of the OAA, as long as you are personally supervised by an architect who is licensed in Ontario and has a Certificate of Practice. However, in Ontario, you cannot use the title "Architect" or offer the services of an architect independently before being licensed and being issued a Certificate of Practice by the OAA. To become licensed to work as an architect in Ontario, you must complete a six-step process:

- Step 1: Education Requirements
- Step 2: Experience Requirements
- Step 3: Examination
- Step 4: OAA Admission Course
- Step 5: Membership in the OAA (Licensing)
- Step 6: Certificate of Practice

I am not living in Canada yet. What can I do before I immigrate to Ontario?

Before you immigrate to Canada, you can obtain information about the licensing procedures for architects from the OAA. The first step to becoming licensed as an architect in Ontario is to receive certification of your education from the CACB. You may complete this first step from abroad. Applications for certification of academic qualifications may be obtained from the CACB. Contact the CACB at info@cacb.ca to request an application or download it from the **CACB website**.

You can also obtain information about the Examination for Architects in Canada (ExAC) from outside Canada. The ExAC is conducted by the Canadian Architectural Licensing Authorities. Visit the **ExAC website** for more information.

You can also obtain information about the Architect Registration Examination (ARE) from outside of Canada. The ARE is conducted by the National Council of Architectural Board (NCARB), an organization based in the United States. Visit the **NCARB website** for more information.

What are the requirements for CACB certification?

You must have a professional degree or diploma in architecture from a post-secondary institution, and your education must meet the Canadian Education Standard. To begin the assessment process you must send certified copies of all your degrees, an official transcript of record, and a university calendar to the CACB, along with a completed application form and the application fee. You can begin this process before you come to Canada.

Do I have to pass an English-language test?

You do not have to pass a language proficiency test. However, the licensing process may involve interviews and exams that require excellent oral and written English-language skills. If you feel uncomfortable participating in formal interviews, reading complex documentation, and writing reports in English, you might consider upgrading your English skills before applying. See the Support for Newcomers section of this document for information on where you can take English-as-a-second-language courses in Ontario.

My degrees, my transcript, and my university calendar are not in English. Do I have to get them translated?

Yes. If your original documents are not in English or French, you must include certified copies of the original documents in their original language *and* you must provide **official translations** certified by the emitting institution, a lawyer, a notary, *or* a commissioner of oaths.

How much does it cost to get my academic qualifications assessed by the CACB?

Fees for having your academic qualifications assessed by CACB change every year. See the **Fees section** of this document to find current information about fees.

How long does the CACB take to assess my credentials?

It takes a minimum of two months from the time the CACB receives your completed application, accompanying documents, and the applicable fee, to the time that you receive the results of the assessment. If your application package is incomplete, it will take longer, so make sure that you include all the necessary documents. You will receive the results of the assessment by mail.

What are some of the possible outcomes of the assessment process?

- A CACB certificate may be issued if your academic qualifications meet the Canadian Education Standard
- You may be required to eliminate deficiencies in particular subject areas by successfully completing courses recommended by the CACB

- Your academic credentials may be rejected (you may appeal or consider related occupations)

I have been asked to eliminate deficiencies in my academic qualifications. Where can I take the courses necessary to upgrade my credentials?

You can find the necessary courses through the Royal Architectural Institute of Canada (RAIC) Syllabus or at one of the accredited programs at a Canadian university school of architecture. The CACB certifies the academic credentials of syllabus graduates, and refers other candidates for academic certification to the RAIC Syllabus to complete courses to address identified academic deficiencies. Find **application instructions for the RAIC Syllabus**(Adobe Acrobat PDF format) or email **info@raic-syllabus.ca**.

What happens if I disagree with the CACB assessment of my education?

If the CACB assessment results in the rejection of your academic qualifications, or you are asked to eliminate deficiencies and you wish further information, please contact the CACB.

CONTACTS AND RESOURCES

The following are links to organizations, services, and resources that may help you establish your career in architecture in Ontario.

Translation Services

To find a certified translator in Ontario, contact:

Association of Translators and Interpreters of Ontario (ATIO)

1 Nicholas Street, Suite 1202
Ottawa, ON K1N 7B7
Tel: 613-241-2846
Fax: 613-241-4098
Email: info@atio.on.ca
www.atio.on.ca

National Council of Architectural Registration Boards (NCARB)

This is the council that administers the **Architect Registration Examination (ARE)**. The ARE is the only examination prepared by **NCARB** and is one of the examinations adopted by the Canadian provincial architectural associations for licensure.

For information on the ARE, contact:

National Council of Architectural Registration Boards

1801 K Street NW, Suite 1100-K
Washington, DCUSA 20006

Tel: 202-783-6500

www.ncarb.org

Royal Architectural Institute of Canada (RAIC)

The **Royal Architectural Institute of Canada** is a voluntary national association representing more than 4,000 architects. RAIC is the voice for architecture and its practice in Canada. It provides the national framework for the development and recognition of architectural excellence.

For application instructions about the RAIC Syllabus **online** [PDF, 60 KB] or email info@raic-syllabus.ca:

RAIC Syllabus National Office

Mercantile Building

318 Homer St., Suite 210

Vancouver, BC V6B 2V2

Tel: 604-669-9830

Fax: 604-669-5513

Email: syllabus@intergate.bc.ca

<http://www.raic-syllabus.ca>

Organizations that Help Internationally Educated Professionals Enter the Canadian Job Market

Association for Access to the Profession of Planning and Architecture – an organization to help internationally educated professional planners, architects, designers, and technologists gain a strong foothold in the Canadian professional work environment by helping facilitate employment or paid internship programs, and the licensing process. For more information, please visit <http://www.aappa.org>.

Mentoring Programs

Mentoring programs match internationally qualified professional newcomers with individuals working in the same profession in Ontario. The mentor encourages the efforts of the newcomer to become established in his or her profession by offering guidance and advice. This might include helping the newcomer to:

- Understand Canadian workplace culture
- Learn self-marketing techniques
- Locate publications and workshops on recent developments in the field
- Gather information on local industries and potential employers
- Establish professional networks
- Identify employment opportunities

Career Bridge (Canadian Experience Assistance) – Career Bridge is operated by Career Edge, Canada's internship facilitation organization that works with employers, prospective interns, career centres, and

community agencies to provide meaningful work experiences for more than 6,000 graduates across the spectrum of the business community in Canada. For more information, please visit www.careerbridge.ca

Programs for Self-employment and Entrepreneurship

These programs assist people who want to start their own businesses. For more information, please visit <http://www.settlement.org>.

Useful Links

Ontario Job Futures – a Canadian government website containing labour market information for a variety of occupations. For more information, please visit <http://www.jobfutures.org>

Ontario Workplace Gateway – developed by the Ontario Ministry of Labour, the Ontario Workplace Gateway provides employers, workers, and others with one-stop access to information and services on a wide variety of workplace-related topics. For more information, please visit http://www.ontario.ca/en/information_bundle/workplace/STEL01_033491

Toronto Region Immigrant Employment Council – a group of employers, government representatives, and non-profit agencies in the Toronto region that is working to improve access to employment for immigrants so they are better able to use the skills, education, and experience they bring with them to Canada. For more information, please visit <http://www.TRIEC.ca>

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