

# Your Path to Becoming an Architect in Ontario

If you:

- have a professional degree or diploma in architecture from a post-secondary institution, *and*
- are at least 18 years of age, of good character, *and*
- are either a citizen *or* permanent resident of Canada *or* 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 Ontario Association of Architects

You can begin the **Six-Step** process toward the certification and licensing needed to practise architecture in Ontario.

## EDUCATION REQUIREMENTS

**Step 1** Your education must meet the Canadian Education Standard. Submit your documents (certified copies of all degrees; official transcript of record; a university calendar) to the Canadian Architectural Certification Board (CACB) for certification. Include the application fee and a completed application form.

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 required by the CACB.

Your academic credentials may be rejected. You may appeal or consider related occupations.

Complete necessary courses

Before or upon arrival in Canada, contact the Ontario Association of Architects (OAA). The OAA will let you know what requirements you may have met and what steps are still needed to comply.

## EXPERIENCE REQUIREMENTS

**Step 2** To fulfill the experience requirements of the OAA you must complete the Intern Architect Program (IAP). Submit an application for appointment as an intern architect with the OAA. Intern Architect Program Manual is available on the OAA Web site and purchase the Canadian Handbook of Practice (CHOP). You must find an architect who agrees to become your mentor.

Submit proof of your work experience gained outside of Canada and the United States for review by the OAA so that it may be considered toward the experience requirements. This experience must be recorded in the Canadian Experience Record Book.

### Related Work Experience

You may work in an architectural office in Ontario without having CACB certification or being appointed as an intern architect but you must work under an architect, if you are going to use this work to fulfil the OAA's work experience requirement. Submit this work experience for review by the OAA.

Complete **5,600** hours of experience as set out in the CERB.

This must include at least **940** hours of experience in Ontario under the supervision and personal direction of an architect licensed to engage in the practice of architecture in Ontario within **three** years of an Application for Licence.

This must include **2,780** hours under the supervision of an architect.

## EXAMINATION REQUIREMENTS

**Step 3** Apply for the Architect Registration Exam (ARE) administered through the National Council of Architecture Registration Boards (NCARB).

- Prepare for the ARE, then contact the OAA to have eligibility activated when you are ready to write the exam.
- Successfully complete all nine divisions of the ARE.

**Step 4** Attend the OAA Admission Course, a week-long intensive series of lectures.

**Step 5** Submit an Application for Licence to the OAA for membership. Complete and sign the Application for Licence and submit it along with proof of Canadian citizenship or permanent residence in Canada, proof of CACB certification, proof of the required work experience, and the required fees.



**Step 6** Apply for a Certificate of Practice. To provide architectural services in Ontario you must be a holder of a Certificate of Practice. Visit the OAA Web site to obtain an Application for Certificate of Practice.