

# **Career Map**

for Internationally Educated

# **Architects**

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## Introduction

This Career Map was updated in August 2016 in collaboration with the [Ontario Association of Architects](http://www.oaa.on.ca) (www.oaa.on.ca) and the [Ontario Ministry of Citizenship and Immigration](http://www.ontarioimmigration.ca) (www.ontarioimmigration.ca). The information is accurate at time of writing. Requirements may have changed by the time you apply. Please refer to the Ontario Association of Architects website for the latest information and before commencing your application process.

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Any proposed commercial or for-profit use or reproduction of this Career Map requires a written licence from the Queen's Printer for Ontario and the Ontario Association of Architects.

This career map is for internationally educated architect professionals. Architect is a regulated profession in Ontario. You must be a licensed member of the Ontario Association of Architects (OAA) to call yourself an Architect in Ontario or to work as an Architect in Ontario. This career map describes the requirements you need to meet to become a licensed member of OAA and the steps involved in the licensing process.

### **The Ontario Association of Architects (OAA)**

The Ontario Association of Architects (OAA) is a self-governing body regulated by the *Architects Act, R.S.O. 1990, c.A.26*, which is a statute of the Government of Ontario. The Association is required to administer the *Architects Act, R.S.O. 1990, c.A.26* to protect the public and govern the profession, 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 regulating the practice of architecture in Ontario, enforcing standards for admission and by issuing Licences and Certificates of Practice.

Only the holder of a Certificate of Practice may offer architectural services in Ontario. You can obtain a free copy of the *Architects Act, R.S.O. 1990, c.A.26* on the [Government of Ontario website](http://www.ontario.ca/laws/statute/90a26?search=architects+act) ([www.ontario.ca/laws/statute/90a26?search=architects+act](http://www.ontario.ca/laws/statute/90a26?search=architects+act)).

The practice of architecture in Ontario is governed by the OAA. To use the protected title “Architect” and engage in the practice of architecture in Ontario, you must have a licence and be the holder of a Certificate of Practice issued by the OAA.

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  
CANADA  
Telephone: 416-449-6898  
Toll-free: 1-800-565-2724 (Ontario only)  
Fax: 416-449-5756  
Email: [officeoftheregistrar@oaa.on.ca](mailto:officeoftheregistrar@oaa.on.ca)  
Website: [www.oaa.on.ca](http://www.oaa.on.ca)

### **Provincial Associations of Architects**

The Royal Architectural Institute of Canada/Architecture Canada (RAIC) is a voluntary national association representing a voice for architecture and its practice in Canada. It provides the national framework for the development and recognition of architectural excellence. The RAIC runs the Syllabus program. The RAIC is not a licensing body for architects in Canada.

Visit the [RAIC website for a list of provincial associations of architects across Canada](http://www.raic.org/architecture_architects/becoming_an_architect/provincialassociations_e.htm) ([www.raic.org/architecture\\_architects/becoming\\_an\\_architect/provincialassociations\\_e.htm](http://www.raic.org/architecture_architects/becoming_an_architect/provincialassociations_e.htm)).

### **Canadian Architectural Certification Board (CACB)**

A national organization, the Canadian Architectural Certification Board (CACB), assesses the academic qualifications of internationally educated professional architects who want to become licensed. Only CACB assesses education for all the architectural licensing authorities in Canada. You need to have your academic credentials assessed by the CACB before you can apply for licensure with the OAA.

CACB is also responsible for the Broadly Experienced Foreign Architect (BEFA) program. This program is a path for architects who have held a professional licence in a foreign jurisdiction for more than 7 (seven) years of post-licensure experience within the last ten (10) years. It is an independent process that assesses education and experience. If successfully completed, it is an exemption from the standard requirements for licensure with the OAA. For more information on this program, visit the [CACB website for BEFA Certification](http://cacb.ca/en/welcome/) (<http://cacb.ca/en/welcome/>).

The contact information for the CACB is as follows:

**Canadian Architectural Certification Board (CACB)**

1 Nicholas Street, Suite 710

Ottawa, ON K1N 7B7

CANADA

Telephone: 613-241-8399

Fax: 613-241-7991

Email: [info@cacb.ca](mailto:info@cacb.ca)

Website: [www.cacb.ca](http://www.cacb.ca)

<h2>Key Requirements for Getting a Licence in Ontario</h2>
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The 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; examples of good character might include abiding by the laws that affect your ability to practise architecture and offering services to the public honestly and professionally;
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;
4. Have a professional degree in architecture from a post-secondary institution or have successfully completed the Royal Architectural Institute of Canada/Architecture Canada (RAIC) Syllabus (education program);
5. Have your education certified by the Canadian Architectural Certification Board (CACB) and receive a CACB Certificate. Certification information and forms are available on the CACB website;
6. Have successfully completed the OAA Admission Course;

7. Have successfully completed a total of 3,720 hours of work experience as an intern architect that meets the requirements of the Intern Architect Program (IAP); 940 hours of this experience must be gained in Ontario under the personal supervision and direction of an architect licensed by the OAA, within three years of applying for a licence; and
8. Pass the Examination for Architects in Canada (ExAC).

# Your Path to Becoming an Architect in Ontario

## From Intern to Architect

### Step 1 - Education

A Professional Degree in Architecture OR Royal Architectural Institute of Canada/Architecture Canada (RAIC) Diploma in Architecture

### Step 2 - Canadian Architectural Certification Board (CACB)

Academic qualifications must be certified by the CACB

### Step 3 – Internship in Architecture Program (IAP)

#### Experience

Completion of 3720 hours of architectural experience

Note: Currency requirement of 940 hours

#### Examinations

The Examination for Architects in Canada (ExAC)

#### Ontario Association of Architects (OAA) Admission Course

Covers content relevant to the practice of architecture in Ontario, such as legislation, regulations and professional business environment

### Step 4 – Applying for Your Licence

#### For licence, you must submit to the OAA:

- Your completed and signed Application for Licence;
- Proof of Canadian Citizenship or permanent residence in Canada;
- The required application fee; and
- 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 of the required documents.

**Experience Requirements Committee (ERC):** All applicants who include experience gained outside of Canada or the USA as part of their total experience submission are required to attend an interview with the OAA's ERC.

### Step 5 – Certificate of Practice

To offer or provide architectural services in Ontario, you must hold a Certificate of Practice with the OAA. To obtain an Application for Certificate of Practice, please visit the [Practice Information page on the OAA website](http://www.oaa.on.ca/the%20oaa/practice%20information) (www.oaa.on.ca/the%20oaa/practice%20information).

## Description of Your Path to Becoming an Architect in Ontario Diagram

The 5 steps to licensing as an architect in Ontario are as follows:

### Start

1. Obtain a degree in architecture or RAIC diploma in architecture. Go to **Step 2**.
2. Get academic qualifications certified by the Canadian Architectural Certification Board (CACB). Go to **Step 3**.
3. Complete the Internship in Architecture Program (IAP). This program includes:
  - **Experience:** completion of 3720 hours of architectural experience, including currency requirement of 940 hours of experience in Ontario.
  - **Examinations:** the Examination for Architects in Canada (ExAC).
  - **OAA Admission Course:** covers content relevant to the practice of architecture, such as legislation, regulations and professional business environment.

Go to **Step 4**.

4. Apply for licence.
  - For licence, you must submit:
    - Your completed and signed Application for Licence.
    - Proof of Canadian citizenship or permanent residence in Canada. Attach photocopies of your documents;
    - The required application fee; and
    - 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.
  - Experience Requirements Committee:
    - All applicants who include experience gained outside of Canada or the USA as part of their total experience submission are required to attend an interview with the OAA's Experience Requirements Committee (ERC).

Go to **Step 5**.

5. Receive Certificate of Practice.

- To offer or provide architectural services in Ontario, you must hold a Certificate of Practice with the OAA. To obtain an Application for Certificate of Practice, please visit the [Practice Information page on the OAA website](http://www.oaa.on.ca/the%20oaa/practice%20information) (www.oaa.on.ca/the%20oaa/practice%20information).

Licensing process **ends**.

**End**

## Language Proficiency

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 or French language skills. If you feel uncomfortable participating in formal interviews, reading complex documents, or writing reports in English or French, you might consider upgrading your language skills before applying. A high level of language proficiency may also be needed to find employment in Ontario.

To determine your language proficiency and receive referrals to language training programs, visit a Coordinated Language Assessment and Referral System (CLARS) centre in Ontario. Visit the [Centre for Canadian Language Benchmarks \(CCLB\) website](http://www.language.ca/index.cfm?Voir=media&Id=16985&Repertoire_No=2137991327) (www.language.ca/index.cfm?Voir=media&Id=16985&Repertoire\_No=2137991327) for a list of CLARS centres in Ontario. To find resources to help you improve your English or French, visit the [Ontarioimmigration.ca website](http://www.ontarioimmigration.ca) (www.ontarioimmigration.ca/en/learn/index.htm).

## Fees

Links to the costs associated with certification and licensing are listed below. Each organization updates their websites as fees are changed. Please visit the appropriate website for the most current information on fees.

Other costs that you may incur include: translation of documents; travel to interviews (if they are required); accommodation while taking the ExAC; and the OAA Admission Course.

## **Canadian Architectural Certification Board (CACB)**

The fees for the CACB can be found on [the CACB website](http://www.cacb-ccca.ca) (www.cacb-ccca.ca).

## **OAA Intern Architect Program (IAP)**

The fees for the OAA IAP can be found as part of the [Intern Architect application form on the OAA website](http://www.oaa.on.ca/the+oaa/join+the+oaa/intern+architect) (www.oaa.on.ca/the+oaa/join+the+oaa/intern+architect).

## **Examination for Architects in Canada (ExAC)**

Fees information for the ExAC is available as part of the [Registration Form on the ExAC website](http://www.exac.ca/en/inscription/paiement.html) (www.exac.ca/en/inscription/paiement.html).

## **OAA Admission Course**

[OAA Admission Course fees are available on their website](http://www.oaa.on.ca/the+oaa/admission+course/overview) (www.oaa.on.ca/the+oaa/admission+course/overview).

## **OAA Licensing**

OAA Licensing fees are available in the [First Application and Guidelines on the OAA website](http://www.oaa.on.ca/oaamedia/documents/App1%20and%20Guidelines%20-%20first%20time%202016.pdf) (www.oaa.on.ca/oaamedia/documents/App1%20and%20Guidelines%20-%20first%20time%202016.pdf).

## **OAA Certificate of Practice**

OAA Certificate of Practice fees are available in the Application and Guidelines section of the [Practice Information page of the OAA website](http://www.oaa.on.ca/the+oaa/practice+information) (www.oaa.on.ca/the+oaa/practice+information).

For more information about fees and related costs, please visit the [OAA website](http://www.oaa.on.ca) (www.oaa.on.ca).

## **Labour Market Information**

Architects may practise alone or as part of small, medium, or large firms. Approximately 3,600 architects are licensed in Ontario, mostly in Toronto and Ottawa. A majority practise alone or in small firms. Others work for architectural firms, government, real-estate developers, or large corporations.

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. Architects benefit from 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.

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

## Architects' Salaries

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

### Average Salary Range (in Canadian Dollars)

Title	Salary Range
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

If you are planning to settle in Ontario, it is a good idea to get familiar with the local labour market in your destination community. This information will give you a detailed description of your profession and a good sense of the job prospects in your field to help you make informed decisions about your employment search.

Here is a list of resources that provide Ontario labour market information, including current industry trends, job salaries and work conditions, where to find employers, and what skills and training employers are looking for:

- Ministry of Advanced Education and Skills Development [Labour Market Information](http://www.tcu.gov.on.ca/eng/labourmarket/) (www.tcu.gov.on.ca/eng/labourmarket/)
- Ministry of Advanced Education and Skills Development [Ontario Job Futures](http://www.tcu.gov.on.ca/eng/labourmarket/ojf/) (www.tcu.gov.on.ca/eng/labourmarket/ojf/)
- Government of Canada [Job Bank](http://www.esdc.gc.ca/eng/jobs/lmi/publications/index.shtml) (www.esdc.gc.ca/eng/jobs/lmi/publications/index.shtml)
- Settlement.org [Labour Market Information](http://settlement.org/ontario/employment/working-in-canada/labour-market-information/) (http://settlement.org/ontario/employment/working-in-canada/labour-market-information/)

## Related Occupations

You do not 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 on the OAA website](http://www.oaa.on.ca/professional+resources/classifieds/employment+opportunities) (www.oaa.on.ca/professional+resources/classifieds/employment+opportunities).

## For More Information

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

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  
 CANADA  
 Telephone: 416-449-6898  
 Toll-free: 1-800-565-2724 (Ontario only)  
 Fax: 416-449-5756  
 Email: [officeoftheregistrar@oaa.on.ca](mailto:officeoftheregistrar@oaa.on.ca)  
 Website: [www.oaa.on.ca](http://www.oaa.on.ca)

For information on how to find an **accredited translator**, contact:

### **Association of Translators and Interpreters of Ontario (ATIO)**

1 Nicholas Street, Suite 1202  
 Ottawa, ON K1N 7B7  
 CANADA  
 Telephone: 613-241-2846  
 Toll-free: 1-800-234-5030  
 Fax: 613-241-4098  
 Email: [info@atio.on.ca](mailto:info@atio.on.ca)  
 Website: [www.atio.on.ca](http://www.atio.on.ca)

### **COSTI Immigrant Services**

Telephone: 416-658-1600

Email: [info@costi.org](mailto:info@costi.org)

Website: [www.costi.org](http://www.costi.org)

For instructions to apply for the **RAIC Syllabus**, contact:

### **RAIC Syllabus National Office**

Mercantile Building

318 Homer Street, Suite 210

Vancouver, BC V6B 2V2

CANADA

Telephone: 604-669-9830

Fax: 604-669-5513

Email: [syllabus@intergate.bc.ca](mailto:syllabus@intergate.bc.ca)

Website: [www.raic-syllabus.ca](http://www.raic-syllabus.ca)

For information about the **occupational skills** architects **require on the job in Ontario**, search for architect in the occupations database at:

### **The Ontario Skills Passport, Ontario Ministry of Education**

Website: [www.skills.edu.gov.on.ca/OSP2Web/EDU/Welcome.xhtml](http://www.skills.edu.gov.on.ca/OSP2Web/EDU/Welcome.xhtml)

For government contact on **accessing professions and trades** in Ontario, contact:

### **Ministry of Citizenship and Immigration**

Global Experience Ontario (GEO)

Telephone: 416-327-9694 or 1-866-670-4094

TTY: 416-327-9710 or 1-866-388-2262

Email: [GEO@ontario.ca](mailto:GEO@ontario.ca)

Website(s): [www.ontarioimmigration.ca/en/geo/index.htm](http://www.ontarioimmigration.ca/en/geo/index.htm)

or [www.ontario.ca/globalexperience](http://www.ontario.ca/globalexperience)

## **Getting Help**

The **Association for Access to the Profession of Planning and Architecture (AAPPA)** is an organization that supports internationally educated professional planners, architects, designers, and technologists gain a strong foothold in the Canadian professional work environment. They help by facilitating employment or paid internship programs and provide mentoring and networking opportunities. For more information, visit the [AAPPA website](http://www.aappa.org) (www.aappa.org).

Immigrant Professionals Leveraging Architectural Knowledge for New Opportunities (IPLAN) is a bridging program for architects delivered by JVS Toronto in partnership with Ryerson University, Ontario Tourism Education Council (OTEC) and Career Edge Organization. This 14-week bridge training program helps internationally educated professionals find employment in the architectural field. Program components include architectural academic training, Enhanced Language Training (ELT), Canadian Workplace Essentials (CWE), and employment services; mentoring and internship placements. For more information, visit the [JVS Toronto website for IPLAN](http://www.jvstoronto.org/index.php?page=iplan) (www.jvstoronto.org/index.php?page=iplan).

Additionally, the [OAA website has information for internationally trained professionals](http://www.oaa.on.ca/the%20oaa/internationally-trained%20professionals%20information) (www.oaa.on.ca/the%20oaa/internationally-trained%20professionals%20information), including links to the Broadly Experienced Foreign Architects Program (BEFA), the IPLAN bridge training program, and Enhanced Language Training (ELT) for those in the field of architecture.

There are many programs and services designed to help internationally educated professionals work in their field in Ontario, such as internship and mentoring programs, bridge training programs and language training programs. For more information please visit the [Ontario Ministry of Citizenship and Immigration website](http://www.ontarioimmigration.ca/en/working/index.htm) (www.ontarioimmigration.ca/en/working/index.htm).

## Questions and Answers

Listed below are some of the most common questions and responses for internationally trained applicants seeking licensure in architecture in Ontario.

### **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 United States to be considered towards the experience requirements. Your work experience will be reviewed by the OAA and may be considered for part of the IAP requirements. You may be eligible for credit for some of your international architectural work experience. For more information on the Canadian Experience Record Book, visit [Appendix B to the IAP Manual on the OAA website](http://www.oaa.on.ca/images/docs/1345577338_AppendixBtoIAPManualAug2012.pdf) (www.oaa.on.ca/images/docs/1345577338\_AppendixBtoIAPManualAug2012.pdf).

### **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 work for an architectural practice 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. 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.

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

Before you immigrate to Ontario, 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](mailto:info@cacb.ca) to request an application or download it from the [CACB website](http://www.cacb-ccca.ca/) (www.cacb-ccca.ca/).

You will need to have your academic qualifications certified by the CACB and be a Canadian citizen, permanent resident of Canada or a member of an organization of architects that is recognized by the OAA, before applying for a licence in Ontario.

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

Yes. The CACB requires that your documents are either in English or French. If your original documents are not in English or French, you must include certified true copies of the official translations of your documents.

The OAA requires that your documents are in English for the licensing process. If your original documents are not in English, you must have them translated by an official translator for submission.

### **What is the accreditation process and how much does it cost to have my education assessed?**

For the most current information about fees or the CACB accreditation process visit the [CACB website](http://www.cacb-ccca.ca/) (www.cacb-ccca.ca).

You may have additional questions about the registration process for architects in Ontario. For more information, please visit the [IAP Manual and Appendix B to the IAP Manual on the Ontario Association of Architects \(OAA\) website](http://www.oaa.on.ca/the%20oaa/join%20the%20oaa/intern%20architect) (www.oaa.on.ca/the%20oaa/join%20the%20oaa/intern%20architect).