

How to Prepare your Articling Application

Step 1 The following initial information is submitted to the Registrar (Deadline will be mid-May or mid-November and will be posted on the AOLS website and included in the In Sight Newsletter)

- [Student Information Sheet](#)
- [Undertaking Form](#) (if required, for corporate employees).
- Names and contact information of two character references for the student (not a family member).
- Payment (please contact the AOLS Offices).

Step 2 Student and articling surveyor and/or supervisor attend Articling Information Session offered by the AOLS in late May or November. (Date and location will be confirmed to all applicants)

Step 3 After the Information Session the student and articling OLS work together to complete the following:

- Referring to the [Essential Areas of Knowledge Master List](#), complete the [Candidate Assessment Form](#) as per the instructions on the form and use this as a tool to complete the student's EAK [Learning Plan](#). The Learning Plan should reflect the gaps in the student's knowledge that will be addressed during the term of articles. The Learning Plan is not submitted to the AOLS.

Step 4 If applying for a reduction in the term of articles, complete [the Application for Reduction of Articles](#) form and submit this, along with the [Candidate Assessment Form](#) and any supporting information with your articling application.

Step 5 Complete the [Articling Contract](#) and [Schedule "A"](#)

Step 6 Submit the Articling Contract, Schedule "A" and Reduction Application package, if any, to:

The Registrar
Association of Ontario Land Surveyors
1043 McNicoll Ave.
Toronto, ON M1W 3W6

Your application to article, including any application for a reduction in your term of articles will be considered at either the January or July Academic and Experience Requirements Committee meeting and you will be informed by mail of the committee's decision.