

Academic and Experience Requirements Committee

Articling Surveyor's HANDBOOK

GUIDELINES & POLICY FOR THE
ARTICLING OF ARTICLING STUDENTS

2025

ASSOCIATION OF ONTARIO LAND SURVEYORS

This handbook is prepared for the guidance of Ontario Land Surveyors who are signing a term of articles contract with an Articling Student under the provisions of the *Surveyors Act* that has been approved by the Academic and Experience Requirements Committee of the Association of Ontario Land Surveyors.

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General Information

THE ACADEMIC AND EXPERIENCE REQUIREMENTS COMMITTEE

The Academic and Experience Requirements Committee (AERC) is established under the *Surveyors Act* and Ontario Regulation 1026,

13. (1) The Academic and Experience Requirements Committee is continued and shall be composed of,
(a) an elected member of the Council appointed from time to time by the Council;
(b) at least five persons, and no more than eight persons, appointed for a term of three years by the Council who are members of the Association but not members of the Council, at least one of whom holds a certificate of registration; and
(c) one member of the Council appointed by the Lieutenant Governor in Council.

The functions and responsibilities of the Committee include the following:

(a) to academically evaluate prospective candidates for admission to the profession;
(b) to set standards for, and monitor, the articling and training process under the term of articles;
(c) to examine candidates in the prescribed Core Competencies and,
(d) to approve the licensing of successful cadastral candidates to the Registrar.

The Committee, with the approval of AOLS Council, appoints persons to assist the Committee, known as Assistants.

Contact Information for the Association

All inquiries with respect to procedures relating to the admission of candidates to Articles, examinations and other information should be addressed to the following:

The Registrar
Association of Ontario Land Surveyors
1043 McNicoll Avenue
Scarborough, Ontario
M1W 3W6
admin@aols.org
416-491-9020

Correspondence

In corresponding with the Association, it should be noted that:

(a) general correspondence may be by mail or e-mail;
(b) documents of value should be sent by registered mail or by courier service;
(c) fees should be remitted in the form of a money order or cheque, payable to "The Association of Ontario Land Surveyors", by Visa or MasterCard or online banking
(d) the Association will accept no responsibility or obligation arising from the non-delivery of correspondence or documentation; and,
(e) Articling Surveyors are required to promptly notify the Association, in writing, of any changes in the current articling status of their Articling Student or their contact information.

DEFINITIONS

AERC means the Academic and Experience Requirements Committee, also referred to as the Committee.

AERC Policy Manual is a compilation of the policies established by the Academic and Experience Requirements Committee relating to AOLS academic and experience membership requirements. It is posted on the AOLS website.

Articles is an agreement respecting training and service between a member of the Association of Ontario Land Surveyors (Articling Surveyor/Supervisor) and an Articling Student.

Articling Contract is an agreement that the Articling Student and the Articling Surveyor/Supervisor enter into with the AOLS to ensure that all of the Core Competencies are mastered during the term of articles before the Articling Student attempts the professional examinations. The Articling Contract is not a Contract of Employment between the Articling Student and the Articling Surveyor/Supervisor.

Articling Student is a candidate pursuing a licence as an Ontario Land Surveyor and who has entered into a term of articles with a licensed Ontario Land Surveyor.

Articling Supervisor means the Ontario Land Surveyor, or other person approved by the AERC, who is not the Articling Surveyor but who is directly supervising the Articling Student and is responsible for the Articling Student gaining appropriate cadastral work experience.

Articling Surveyor means the Ontario Land Surveyor, or other person approved by AERC, who is directly supervising the articling student under a term of articles. They must ensure that the articling student gains the appropriate work experience or equivalent assignment work in the Cadastral Core Competencies.

Candidate Assessment Form is a tool that can help to know exactly what the Articling student needs to learn during the term of Articles and what they may already know because of prior learning through workplace experience, education, training, etc. This assessment may benefit the Articling Student if they can obtain a reduction for some of their prior experience. By jointly reviewing the list of Core Competencies the Articling Surveyor/Supervisor and the Articling Student can jointly develop a focused Learning Plan designed to specifically target the Articling Student's gaps in areas of knowledge and gain an understanding of what learning needs to take place during the articling period.

Certificate of Completion is signed by the Articling Surveyor/Supervisor to certify that the Articling Student has achieved the required learning in the areas of knowledge prescribed by the Core Competencies during the required term of articles and has reached a level of competence in professional land surveying sufficient for them to attempt the professional examinations as set out by the AERC for membership in the Association of Ontario Land Surveyors.

Core Competencies are the essential areas of knowledge that are fundamental to becoming a licensed member. These areas of knowledge can be learned through practical applications through work experience provided by the articling surveyor or by completing assignments posted on the Learning Management System (LMS) during the term of articles.

Learning Plan means the document that is prepared to articulate the Articling Student's Core Competency learning needs for the Articling Surveyor/Supervisor and for tracking purposes. The Articling Student and their Articling Surveyor/Supervisor develop the Learning Plan jointly in order to ensure that, during the term of articles, the Articling Student learns each required Core Competency through either practical experience or assignments to be considered competent in the field of cadastral surveying. This plan is not reviewed by the AERC.

Monitor means the member of the Academic and Experience Requirements Committee appointed by the Committee to monitor the progress of designated Articling Students and liaise between those Articling Students and their Articling Surveyors should issues arise.

Reduction of Articles can occur when a Reduction Application is submitted to the AERC by the Articling Student, and signed by the Articling Surveyor, for consideration of prior cadastral work experience. It can be up to a maximum of 113 days and must be approved by the AERC. (Does not generally include experience prior to obtaining a post-secondary degree or diploma). Time will be counted towards a reduction once the candidate is within 3 courses of completing their educational requirements.

Subject Matter Expert is an Ontario Land Surveyor who has practical experience in one or more of the Core Competencies and who has agreed to provide expertise in that particular area or areas.

Term of Articles is defined in R.R.O. 1990, Regulation 1026 under the Surveyors Act in Sections 23 (4) to (15) inclusive.

For all other terms and expressions, the definitions set out in the *Surveyors Act* or the *By-laws of the Association* shall apply.

ACADEMIC AND EXPERIENCE REQUIREMENTS FOR LICENCE

SURVEYORS ACT, R.R.O. 1990, Regulation 1026

23. (1) A person shall not be issued a licence or certificate of registration unless he or she has successfully completed the terms of articles prescribed by this section.

(2) an application for a term of articles shall be made to the Registrar.

(3) an applicant for a term of articles must provide proof of:

(a) successful completion of a program at the baccalaureate level in professional surveying approved by the Academic and Experience Requirements Committee.

(b) successful completion of a program that, in the opinion of the Academic and Experience Requirements Committee, is equivalent in content and level of difficulty to a program approved under clause (a); or

(c) experience or knowledge or a combination thereof that, in the opinion of the Academic and Experience Requirements Committee, provides equivalent competencies to a program approved under clause (a).

(4) The term of articles shall include,

(a) at least 225 working days of practical experience in the student's chosen branch of professional surveying in Ontario of which period at least 150 working days is field experience at the Party Chief level or higher in cadastral surveying, or its equivalent in another branch.

(b) at least 113 working days experience in the management and administration of professional surveying, completed to the satisfaction of the of the Academic and Experience Requirements Committee.

(5) Where an articling student has received working experience in professional surveying prior to the commencement of her or her term of articles that is comparable to the working experience required under subsection (4), the Academic and Experience Requirements Committee may reduce the time of the required working experience by the lesser of the period of prior experience and six months.

(6) A term of articles shall be under the direction of,

(a) if the applicant is applying for a licence, a member who became a licensed member at least three years before the beginning of the term.

(7) An articling student shall complete the assignments and examinations that are required by the policies of the Academic and Experience Requirements Committee as approved by Council.

(8) An articling student shall satisfy the requirements of subsections (4) and (7) within four years of the commencement of his or her term of articles of by the end of the period as extended by the Academic and Experience Requirements Committee under subsection (8.1).

(8.1) The Academic and Experience Requirements Committee may extend the period of four years for up to one year if the student has taken parental leave during the initial period and applies to the Committee for an extension before the end of the initial period.

(8.2) An articling student who fails to complete the requirements within the time period required under subsection (8) may, one year after the expiry of the original term of articles, reapply for articles, at which

time the Academic and Experience Requirements Committee shall determine the term and conditions of articles in accordance with this policy.

(9) All assignments and examinations shall be marked on a percentage basis and a mark of 65 percent shall be a passing mark.

(10) The Academic and Experience Requirements Committee shall advise the articling student of the results of results of each assignment for examination submitted by the student within 45 working days after it is submitted.

(11) Articling students who do not successfully complete the required assignments and examinations may take two additional opportunities to complete each of them.

(12) Each student's term of articles shall be monitored by a member of the Association who is a member of or an assistant to the Academic and Experience Requirements Committee.

(13) The Academic and Experience Requirements Committee shall prepare and make available to all applicants, articling students and members of the Association a student handbook setting out the academic and experience requirements, including examinations and assignments.

(14) An articling student who has satisfied the requirements of subsections (4) and (7) may apply in accordance with subsection 24 (2) to take the next available professional entrance examination conducted by Council.

(15) The Academic and Experience Requirements Committee may waive or vary the requirements for articles, as set out in this section, for an applicant who,

(a) is a professional surveyor in good standing in another jurisdiction or holds an equivalent professional designation in another jurisdiction; or

(b) has met the requirements of subsection (3) and has recently worked, in Ontario or elsewhere, a minimum of five years in a position that, in the opinion of the Academic and Experience Requirements Committee, provides experience that is equivalent to the experience obtained working as a professional member in Ontario.

24.(1) At least once each year the Council shall conduct a professional entrance examination, consisting of both a written and oral examination.

(2) The application by an articling student to take the professional entrance examination, consisting of both a written and oral examination shall be submitted in writing to the registrar at least one month before the day the examination is to be held and shall include proof of successful completion of any assignments, examinations and working experience required during the term of articles.

(3) An articling student who fails to obtain a pass standing on the professional examination or on the written or oral part of it may take two additional opportunities to pass the examination or the oral or written part of it if the student does so within three years after the day of the original examination.

(4) The professional entrance examination shall be marked on a percentage basis and a mark of 65 per cent shall be a passing mark.

(5) The Academic and Experience Requirements Committee shall advise the applicant of the results of the professional entrance examination submitted by the applicant within 45 working days after it is submitted.

(6) The Registrar shall appoint from among the members of the Academic and Experience Requirements Committee and its assistants, examiners who shall mark all assignments and examinations required under section 23 and the professional entrance examination submitted by articling students.

APPROVAL AND SIGNING OF A TERM OF ARTICLES

1. Articling contracts are reviewed and approved by AOLS staff. Details regarding the submission are available from the Association office and on the AOLS website. Only those persons who have undergone an Association of Ontario Land Surveyors (AOLS) academic evaluation and are within 3 term courses of completing the AOLS academic requirements are eligible to apply to article.
2. A member, when seeking approval to Article a Student and be classified as an Articling Surveyor within the meaning of this Handbook, is required to give an undertaking to the Committee that he or she is willing to provide, to the best of his/her ability, the scope of experience outlined in the Core Competencies document. The Articling Surveyor is expected to make known limitations on any aspects of the training that cannot fully be offered and to indicate measures proposed to ensure that the Articling Student receives outside experience or completes assignments covering the deficiencies.
3. The Candidate Assessment Form and the Reduction Application Form must be included with the application for a term of articles if a reduction in the term is being requested.
4. Articling applications are reviewed at the January, April, July and October meetings of the Academic and Experience Requirements Committee. The Committee will appoint a Monitor and, the name and contact information for the Monitor, and all pertinent documentation will be given to the parties immediately following the meeting.

Submission Content

- Names and Contact information of two character references for the student (not a family member) More information is on the current website; should it be here
- Payment (please contact the AOLS offices)
- Referring to the Cadastral Core Competencies List, complete the Candidate Assessment Form
- Learning Plan
- Articling Contract

If you are applying for a reduction in the term of articles, please also submit the following:

- Application for Reduction of Articles
- Candidate Assessment Form
- Any supporting information evidencing your prior work experience

Experience Days

The following policy applies to the definition of a “day” of experience:

A normal working day is considered to be eight hours unless ten-hour days are used to fit a compressed workweek; in which case the AERC would have to decide on the appropriate number of days. In the past, the AERC has considered four/ten-hour days to be numerically equal to five/eight-hour days. Working on weekends is allowed.

The standard term of articles consists of:

(a) at least 225 working days of practical cadastral experience in the cadastral branch of professional surveying in Ontario of which period at least 150 working days is field experience at the Party Chief level or higher, and 75 days of non-Party Chief experience,

Non-Party Chief activities may include:

- field work at an instrument person level
- calculation of field returns
- plan preparation
- indexing of completed projects

(b) at least 113 working days experience in the management and administration of cadastral professional surveying, completed to the satisfaction of the Academic and Experience Requirements Committee.

This category includes:

- dealing with clients
- preparing job specifications and estimates
- planning projects
- researching projects
- scheduling projects and staff
- reviewing of reports and plans of survey
- preparation of reports and invoices
- delivering of final returns

REDUCTION IN TERM OF ARTICLES

A reduction of the term of articles may be granted by the AERC based on prior experience under S.23(5) of Ontario Regulation 1026. The onus is on the Articling Student to demonstrate that both the quality of the prior experience and the quality of the supervision are equal to that required for the term of articles.

The application for a reduction of the term of articles must include a completed Candidate Assessment Form (CAF) and a completed Reduction of Articles Form and should be based on the candidate's experience as documented in the Core Competencies sections of the CAF. The Articling Surveyor is responsible for verifying and approving the candidate's claim for having acquired the key elements in each Core Competency. AERC reserves the right to request additional evidence in any area.

It is understood that experience outside of the cadastral discipline is important to the candidate as it is to the success of a business today. However, for the purposes of the Act and Regulations regarding the accumulation of experience for a Cadastral Licence only experience in cadastral surveying will be credited

Excepting unusual circumstances, the committee will not accept experience prior to graduation from an approved course in professional Land Surveying or its equivalent as experience at a professional level for the purposes of considering a reduction in the term of articles. Summer experience obtained during attendance at University or at another Academic Institution will not be considered as grounds for a reduction in the term of articles.

THE ARTICLING SURVEYOR/Supervisor's RESPONSIBILITIES

The Articling Surveyor/Supervisor agrees to provide the Articling Student with professional training throughout the duration of the Articling Contract, while the Articling Student is under the supervision of the Articling Surveyor or Supervisor. Furthermore, the Articling Surveyor/Supervisor agrees to:

(a) instruct the Articling Student in the practice of Professional Land Surveying to the best of their ability and to monitor the Articling Student's progress in their efforts to complete the requirements as set out in the Articling Individual Requirements document attached to the articling contract as Schedule "A" and which forms a part of the articling contract;

(b) provide articling experience that conforms to the requirements of the Academic and Experience Requirements Committee (AERC) of the Association of Ontario Land Surveyors (AOLS) and of R.R.O. 1990, Regulation 1026 either through practical cadastral experience or completion of assignments that are posted on the Learning Management System under each Core Competency area of knowledge; and,

(c) provide the Articling Student with a signed Certificate of Completion form which is attached to the articling contract as Schedule "B" that confirms that the student has fulfilled the terms of the articling contract.

THE ROLE OF THE MONITOR

Under *Ontario Regulation 1026* the Academic and Experience Requirements Committee shall assign a Monitor to each Articling Student.

The name and contact information for the Monitor will be supplied to the Articling Student and the Articling Surveyor/Supervisor by the AOLS.

Throughout the term of articles, the Articling Student's primary contact with the Committee will be through the Monitor.

CORE COMPETENCIES

The Core Competencies must be achieved through work experience during the term of articles for entrance into the profession and maintained throughout licensure. They include outcomes and enabling competencies in terms of what a surveyor will be able to do. The Articling Surveyor/Supervisor and Articling Student may supplement work experience with assignments designed and marked by the Articling Surveyor/Supervisor.

Following is a list of Core Competencies and the general outcomes. The full list with the corresponding enabling competencies can be found in the Core Competencies. Refer to AOLS.ORG

Professionalism: Ethics

Outcome: A surveyor will be able to:	Enabling Competencies: A surveyor will be able to:
<p>A. Demonstrate an understanding that protection of the public interest is the overarching purpose for acting ethically in the exercise of their profession.</p> <p>B. Demonstrate a commitment to the public by applying best practices and adhering to ethical conduct.</p> <p>C. Demonstrate an understanding of the duty of the surveyor to provide impartial boundary opinions supported by the assessment of evidence and principles established by law.</p> <p>D. Demonstrate an understanding of professional self-regulation.</p>	<ol style="list-style-type: none"> 1. Fulfill and adhere to: <ol style="list-style-type: none"> a. The AOLS Code of Ethics b. The AOLS Standards of Practice c. The Statutes and Regulations governing the practice of surveying. 2. Undertake work within one's personal scope of professional practice (i.e. possess the knowledge, competence and resources relevant to the specific job). 3. Demonstrate an understanding of the professional scope and geographic jurisdiction that the AOLS licence permits (e.g. distinguish between provincial and Canada lands). 4. Identify and manage conflicts of interest. 5. Demonstrate an understanding of the obligations for communicating with, or responding to, the AOLS in a timely manner. 6. Demonstrate a commitment to participate in the self-regulating professional activities of the AOLS. 7. Demonstrate an understanding of rights and responsibilities outlined in the <i>Ontario Human Rights Code</i>.

Professionalism: Communication

Outcome: A surveyor will be able to:	Enabling Competencies: A surveyor will be able to:
<p>A. Communicate effectively, in written and verbal form.</p>	<ol style="list-style-type: none"> 1. Write professional reports, submissions and letters.

<p>B. Clearly articulate the work processes and analysis for boundary retracement and other land surveying projects.</p>	<ol style="list-style-type: none"> 2. Articulate the assessment of evidence and legal principles used to determine the location of a boundary. 3. Demonstrate an understanding of the documentation required to support the preparation of professional reports. 4. Demonstrate an understanding of timely, effective, and appropriate communication with clients, other surveyors, other professionals, prospective clients, the public, and government. 5. Demonstrate an understanding of effective communication skills for working with co-workers, staff, peers, and on teams. 6. Advise clients on appropriate surveying services for their situation. 7. Demonstrate an understanding of the Ontario legal system and the role of the surveyor as an expert witness.
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Professionalism: Business Practices

<p>Outcome: A surveyor will be able to:</p>	<p>Enabling Competencies: A surveyor will be able to:</p>
<p>A. Demonstrate knowledge of the basics of business practices.</p>	<p>Demonstrate knowledge in:</p> <ol style="list-style-type: none"> 1. Business Finance 2. Business and Professional Liability and Insurance 3. Project Management 4. Client Contracts 5. General Office Organization and Procedures 6. Business Law and Standards 7. Human Resources 8. Health and Safety

Cadastral Boundaries: Research

<p>Outcome: A surveyor will be able to:</p>	<p>Enabling Competencies: A surveyor will be able to:</p>
<p>A. Carry out the documentary and field research required to assess the evidence for boundary retracement.</p> <p>B. Report on the research and analysis of evidence undertaken for a boundary retracement.</p>	<ol style="list-style-type: none"> 1. Conduct research in the Ontario land registration system with an ability to understand and analyse these records. 2. Identify, obtain, interpret, and analyse historical survey records from surveyors and other sources. 3. Carry out research in the field, including:

	<ul style="list-style-type: none"> a. recognizing and assessing evidence of original monumentation, the first establishment of a boundary, and subsequent retracements, and b. obtaining oral and written evidence from owners and others. <ul style="list-style-type: none"> 4. Demonstrate knowledge of sources for documentary research including Ontario and Canada Lands survey records, and national, provincial, municipal, and other archives. 5. Demonstrate an understanding of the use of a formal affidavit to document evidence.
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Cadastral Boundaries: General Boundary Retracement

<p>Outcome: A surveyor will be able to:</p>	<p>Enabling Competencies: A surveyor will be able to:</p>
<p>A. Demonstrate knowledge of, apply, and report on the methodologies, legal principles and case law required to complete boundary retracements.</p>	<ul style="list-style-type: none"> 1. Demonstrate an understanding of, and apply, the principles of boundary retracement, statute and case law, including but not limited to: <ul style="list-style-type: none"> a. hierarchy of evidence, b. priority of registration, c. appropriate use of proportioning, d. intention of the original parties to boundary creation, e. intrinsic and extrinsic evidence, f. possessory interests, and g. evidence of boundary creation. 2. Report on the analysis of evidence based on the principles of boundary retracement, statute and case law. 3. Demonstrate knowledge of the use and effect of different types of surveys, including written reports, plans, sketches, and digital information. 4. Demonstrate knowledge about the resolution of boundary problems and conflicting surveys including the surveyor's role in <ul style="list-style-type: none"> a. reporting on issues arising from boundary retracement, b. proceedings under The Boundaries Act, and c. Judicial determinations.

Cadastral Boundaries: Descriptions

Outcome: A surveyor will be able to:	Enabling Competencies: A surveyor will be able to:
<p>A. Interpret the various forms of legal descriptions in terms of what evidence can be used to complete boundary surveys.</p> <p>B. Report and advise on descriptions based on an understanding of statute and case law, and land registration records.</p>	<ol style="list-style-type: none"> 1. Demonstrate an understanding of the nature and role of descriptions in boundary retracement including but not limited to: <ol style="list-style-type: none"> a. types of legal descriptions, and b. interpretation of descriptions. 2. Apply principles of statute and case law regarding descriptions, including but not limited to: <ol style="list-style-type: none"> a. conventional lines, b. misdescriptions, and c. O. Reg. 43/96 Surveys, Plans and Descriptions of Land. 3. Prepare a description in accordance with statutes & regulations. 4. Demonstrate an understanding of latent and patent ambiguity in descriptions together with an ability to report and advise on potential solutions.

Cadastral Boundaries: Easements

Outcome: A surveyor will be able to:	Enabling Competencies: A surveyor will be able to:
<p>A. Demonstrate an understanding of easements.</p> <p>B. Report on easements based on an understanding of statute and case law, and land registration records.</p>	<ol style="list-style-type: none"> 1. Demonstrate knowledge of: <ol style="list-style-type: none"> a. what constitutes a validly created easement, b. prescriptive easements, c. easements in gross, and d. statute and case law related to easements. 2. Identify and report on registered and unregistered easement interests.

Cadastral Boundaries: Roads

Outcome: A surveyor will be able to:	Enabling Competencies: A surveyor will be able to:
<p>A. Demonstrate an understanding of roads, including</p> <ol style="list-style-type: none"> a. where roads originate, b. the extent of roads, c. the difference between road ownership and jurisdiction, and d. how road interests are transferred. 	<ol style="list-style-type: none"> 1. Demonstrate an understanding of statute and case law regarding roads including: <ol style="list-style-type: none"> a. road dedication and acceptance, b. legislation and municipal bylaws, c. Original Township Road Allowances and Shore Road Allowances, d. road access issues,

<p>B. Report on roads based on an understanding of statute and case law, and land registration records.</p>	<p>e. travelled roads, forced roads, and colonization roads, f. Quarter Session roads, and g. the Ministry of Transportation Ontario (MTO) Plan Types and their effect and the Highways Register (Land Titles Act Section 72(2)).</p> <p>2. Retrace the boundaries of a road and report on any complexities of extent, jurisdiction, or registered ownership of the road.</p>
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Cadastral Boundaries: Water Boundaries

<p>Outcome: A surveyor will be able to:</p>	<p>Enabling Competencies: A surveyor will be able to:</p>
<p>A. Apply and report on the legal principles set out in the statute and case law in the process of arriving at an opinion on the location of a water boundary.</p>	<ol style="list-style-type: none"> 1. Survey and report on the methods used to locate water boundaries in accordance with legislation and best practice. 2. Demonstrate an understanding of the principles of water boundaries in statute and case law, including but not limited to: <ol style="list-style-type: none"> a. riparian interests and ambulatory water boundaries, b. flooded lands including methods of retracing the limit prior to flooding, and c. ad medium filum. 3. Demonstrate an understanding of accretion and erosion including recognizing the signs of accretion or erosion as opposed to flooding or reliction and determining distribution of accreted lands. 4. Demonstrate an understanding of federal and provincial legislation regarding rights of navigation and ownership of the bed of a water body. 5. Demonstrate an understanding of case and statute law and the surveyor's role in the determination of navigability. 6. Demonstrate an understanding of the

	research for, and how to interpret, the intent of a subdivider of a plan of subdivision adjacent to a body of water.
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Cadastral Boundaries: Original Township Retracement

Outcome: A surveyor will be able to:	Enabling Competencies: A surveyor will be able to:
A. Demonstrate knowledge of the statutory methods of retracing original township surveys as set out in the <i>Surveys Act</i> .	<ol style="list-style-type: none"> 1. Demonstrate knowledge of: <ol style="list-style-type: none"> a. Original Township Systems, b. Original Township boundary retracement and <i>Methods of Survey</i> as identified in the <i>Surveys Act</i> including the statutory methods of re-establishing lost lot corners, concession corners or township corners in original township surveys, and c. Setting an aliquot part boundary. 2. Demonstrate an understanding of the difference between the first running of a township, lot, or concession boundary and a retracement. 3. Research and interpret historical records related to the Original Township being surveyed including: <ol style="list-style-type: none"> a. instructions from the Crown, b. field notes, c. survey reports and diaries, d. the original Plan of Survey, annulments, re-surveys, and e. retracement surveys.

Cadastral Boundaries: Possessory Interests and Adverse Possession

Outcome: A surveyor will be able to:	Enabling Competencies: A surveyor will be able to:
<ol style="list-style-type: none"> A. Differentiate adverse possession from possessory evidence used to re-establish boundaries. B. Report on possessory interests and/or adverse possession including a description of issues and potential solutions. 	<ol style="list-style-type: none"> 1. Demonstrate an understanding of the principles of statute and case law regarding possessory interests as evidence for boundary retracement and the principles of statute and case law for adverse possession. 2. Distinguish the surveyor’s scope of

	<p>expertise from that of lawyers with regard to adverse possession.</p> <ol style="list-style-type: none"> 3. Describe when a parcel of land may be subject to claims of adverse possession under the <i>Land Titles Act</i>. 4. Describe the process of perfecting a claim of adverse possession under the <i>Land Titles Act</i>.
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Spatial Reference

Outcome: A surveyor will be able to:	Enabling Competencies: A surveyor will be able to:
<ol style="list-style-type: none"> A. Demonstrate knowledge of the requirements and best practices for measuring, georeferencing, datums, and projections. B. Document and report on spatial reference observations. 	<ol style="list-style-type: none"> 1. Demonstrate an understanding of Geodetic Coordinate Systems and Vertical Datums used in Ontario. 2. Demonstrate an understanding of the concepts of Ellipsoidal Heights, Orthometric Heights, Geoid Models, and their relationships. 3. Demonstrate an understanding of the benefits and limitations of different measuring techniques/equipment used to determine three dimensional coordinates. 4. Demonstrate an understanding of coordinate transformation from one Geodetic Coordinate System to another and the limitations of the transformation processes. 5. Demonstrate an understanding of the integration requirements for registered and deposited plans as required by Ontario regulation. 6. Demonstrate an understanding of survey observations, error propagation, analysis, adjustment, accuracy, and blunders.

Land and Resource Development

Outcome: A surveyor will be able to:	Enabling Competencies: A surveyor will be able to:
<ol style="list-style-type: none"> A. Demonstrate knowledge of the roles and responsibilities of the surveyor in the development of land and resources under Ontario law. B. Maintain up-to-date knowledge of land and resource development laws. 	<ol style="list-style-type: none"> 1. Demonstrate knowledge of condominiums under the <i>Condominium Act</i> including: <ol style="list-style-type: none"> a. the types of condominiums and the process of obtaining approval and registration for each type, b. the role of the surveyor in preparing

<p>C. Work on interdisciplinary project teams demonstrating an understanding of the roles of other professionals, the owner, and developer.</p>	<p>plans and descriptions for a condominium, and</p> <p>c. the role of the surveyor in working with other professionals and the developer in the development of a condominium.</p> <p>2. Demonstrate knowledge of the division of land and interests in land under the <i>Planning Act</i> including:</p> <p>a. the role of land use planning, the intent of the <i>Planning Act</i> and other policy statements, plans, and zoning by-laws,</p> <p>b. the surveyor's role in the application and approval of a Plan of Subdivision,</p> <p>c. the processes for registration of a Plan of Subdivision,</p> <p>d. the process of application and approval for the division of land under Consent,</p> <p>e. the use of a Reference plan for the description of easements and land division, and</p> <p>f. the use of a Strata Plan to describe three dimensional interests.</p> <p>3. Demonstrate a general understanding of the <i>Mining Act</i>.</p>
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Statutes and Regulations

<p>Outcome: A surveyor will be able to:</p>	<p>Enabling Competencies: A surveyor will be able to:</p>
<p>A. Apply all relevant statutes and regulations to the practice of land surveying.</p>	<p>1. Demonstrate an understanding of all provincial and federal statutes and regulations relevant to the practice of professional land surveying including statutes and regulations set out by the AOLS in five categories:</p> <p>a. Primary – those that directly set surveying requirements</p> <p>b. Secondary – those that impact surveying requirements</p> <p>c. Tertiary – those that have peripheral impact on surveying</p> <p>d. Federal – Statutes from Canada</p> <p>e. Repealed Statutes – statutes that no longer exist but would have impacted historical surveying</p>

	decisions
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Statutes Examination

The **Statutes Examination** is a closed book, on-line written examination and is available after completing an Academic Evaluation. A list of statutes is included in Sections B.2, B.3 and B 4 of the Articling Student Handbook. The Statutes Examination is three hours in duration and must be successfully completed prior to sitting the Professional Examinations.

The Statutes examination will, except as allowed by the Registrar due to technical or other reasons, be written using the on-line system.

The Statutes examination will be available on demand.

Students will submit a completed Registration Form with payment at least one month before the scheduled examination date. Students wishing to attempt the Statutes examination on an alternate date or location must contact the Registrar for approval of the date, location and invigilator.

CANCELLATION OF ARTICLES

The term of articles can be cancelled for various reasons.

When an Articling Student has

- (a) terminated his/her term of articles voluntarily, or
- (b) changed employment and does not apply for an Assignment of Articles within a period of three months, or
- (c) had his/her term of articles cancelled for the purpose of the Academic and Experience Requirements Committee; or
- (d) not completed his/her term of articles within the four year period; or
- (e) not successfully completed the Professional Exam within the prescribed period; or failed any Examination three times shall not be permitted to re-apply for articles until one year has elapsed from the date of the above circumstance and at said time, new conditions and terms will be set by the Academic and Experience Requirements Committee.

A form for Cancellation of Articles should be submitted to the Association for sections (a) and (b).

PROFESSIONAL LECTURE COURSE

POLICY

Before the professional examination may be attempted, articling students must have attended the Professional Lecture course, which is given by the AOLS each September.

The Lecture Course is available to all students at any time during their articling period, however at least 6 months of articling experience is preferable. Attendance at the Lecture Course is compulsory before being able to sit the Professional Examinations.

Presentations will include:

The Association of Ontario Land Surveyors as a Self-Governing Profession

Topics will include an examination and review of the *Surveyors Act* and Regulations thereunder; AOLS Bylaws; Council; AOLS Administration; Complaints; Discipline; Fees Mediation; Insurance; Educational Services; and Licences, Certificates of Registration and Certificates of Authorization.

SRD Presentation

This presentation will provide a detailed overview on the inspection program as outlined in Section 40 of Regulation 1026. Topics will include Comprehensive, Systematic and Follow-Up Reviews; SRD Terms of Reference and Manual of Procedures; referrals; and common concerns identified in reviews.

Professional Exams

An overview of the Oral Exam which will deal with specific questions and the manner in which the student is expected to respond. This is a student **participation** session.

An overview of the Professional Written Exam Plan Check question and an explanation of what will be required when writing this portion of the exam.

Land Registration in Ontario

Someone from the Land Registration Services Branch, Ministry of Public and Business Service Delivery will give a presentation on Land Registration in Ontario.

Business: From Marketing to Proposals to Contracts

This session addresses the business and ethical situations an articling student will encounter at work and will be expected to respond to in the Professional Exams, both Oral and Written.

Quality Control, Quality Assurance & Project Management

This session will deal with the safeguards to be put in place to minimize surveyors' liabilities through improved client communication, e.g., project control sheets, contracts, change work orders, proper plan checking process, plan checklist and confirmation of what you are providing the client.

Liability Insurance, Pitfalls and Payments and the Legal Aspects

Speakers include representatives from:

Maltman Group International, the Insurance Adjusters for the AOLS program

AOLS Insurance Advisory Committee

Gallagher Canada Limited (AJG) (AOLS Insurance Broker)

PROFESSIONAL EXAMINATIONS

The professional examination consists of an oral, written and plan check examination. Each examination may be taken separately; however they must be successfully completed before membership is granted.

Policy

The Professional Examinations (Plan Check, Written and Oral) will be offered during or about the last week of May and the last week of November of each year at a time and location to be determined by the Registrar.

An Examination Notice and Registration form will be emailed to all articling students and their surveyors and posted on the AOLS website approximately two months before the examination date.

Registration forms and payments must be submitted at least one month before the date of the examination.

Before the professional examination may be attempted, students must:

- a) Provide proof that they have successfully completed all academic requirements
- b) Have attended the Professional Lecture course, which is given by the AOLS each September;
- c) Have completed all of their experience requirements and Core Competencies, as evidenced by the completion by their articling surveyor of their Progress Report on the Learning Management System; and,
- d) Provide a Certificate of Completion of Articles form signed by their articling surveyor.

Students who are unsuccessful in their attempt at one of the plan check, oral or written part of the professional examination may attempt that part again. The Professional examination must be attempted no later than one year following completion of articles. As per Regulation 1026, only two additional attempts will be allowed for each exam. Students who do not successfully complete any examination in three attempts must wait one year before re-applying to article again. In a new policy passed by AERC in September 2023, students who are unsuccessful in their exam attempts may make a total of six (6) attempts maximum per exam type.

An appeal of a failing grade of a written examination or oral examination may be submitted to the Registrar in writing within thirty (30) calendar days of receiving notification of the failure. The request must be accompanied by the prescribed fee.

Appendices

Core Competencies Master List
Learning Plan
Candidate Assessment Form
Reduction of Articles Form
Articling Contract
Assignment of Articles Form
Cancellation of Articles Form
Certificate of Completion
AERC fees schedule

Articling Core Competencies - Cadastral Student Learning Plan

Articling Student: _____	Date: _____
Email Address: _____	Phone #: _____
Articling Surveyor/Supervisor: _____	Company: _____
Email Address: _____	Phone #: _____

The purpose of this form is to identify the student learning needs for Articling Surveyor/Supervisor and Student awareness and tracking purposes. The Student and Surveyor/Supervisor develop the Learning Plan jointly to ensure that, during the articling term, the Student learns what's required to be considered competent in the field of Cadastral surveying.

Core Competencies - Cadastral/ Competency (What I'm going to learn)	Work Project/Assignment and Resources Required (How I'll learn it and what I'll need)	Estimated Timeline (When I'll complete the work project or assignment)	Evidence (How do I know I've learned it)	Validation (How I'll prove I've learned it)
See the Articling Candidate Assessment Form to complete this column – the Outcomes identified as N/No should be transferred to this column and work projects or Core Competency assignments should be determined so that the Student learns what's required.				

**Articling Core Competencies - Cadastral
Student Learning Plan**

Articling Surveyor/Supervisor Signature: _____

Date: _____

Articling Student Signature: _____

Date: _____

Articling Core Competencies - Cadastral Candidate Assessment Form

Candidate Name: _____

Email Address: _____

Contact #: _____

INSTRUCTIONS

In order to get the most out of the Articling experience it is important for both you and Articling Surveyor/Supervisor to know exactly what you need to learn during the term of Articles and what you may already bring to the experience as a result of prior learning through workplace experience, education, training, etc. The Candidate Assessment Form is a tool that can facilitate this process. By jointly reviewing the list of Articling Core Competencies – Cadastral you and your Articling Surveyor/Supervisor gain an understanding of what learning needs to take place during your articling term so that you are well prepared for work as a Land Surveyor in Ontario.

Some candidates may bring prior learning with them to the Articling experience as a result of working in the field or other prior learning situations (e.g. being an internationally trained professional, workplace experience, course completion, field training, etc.). In this circumstance reviewing the Core Competencies to determine what you already know and can do along with identifying how your knowledge and skill was gained is important for several reasons. The review process is one that will facilitate recognition of what you already know and can do, and it will help you and your Articling Surveyor/Supervisor focus specifically on your gap areas (what knowledge you need to gain/skills you need to develop). This may result in a reduced articling time frame, and it will also provide you and your Articling Surveyor/Supervisor with the necessary information to jointly develop a focused Learning Plan designed to specifically target your gap areas.

Please refer to the next page for instructions on completing the Candidate Assessment Form.

Completing the Candidate Assessment Review Form and Next Steps

1. Review the complete Core Competencies – Cadastral list and, based on your prior education and experience, put a Y for Yes or an N for No in the Knowledge Acquired column.
2. Where you have placed a Y, determine what documentation or information (i.e. evidence) you can provide that will prove that you have gained the knowledge or developed the skill identified and produce a copy of the documentation or information to attach to this form. Meet with your Articling Surveyor/Supervisor to review and discuss the form and supporting materials so that she/he can verify that you have gained knowledge or developed skill through prior learning. The form and supporting materials may also be submitted to the AOLS for review as it relates to a request for reduction of Articles, etc. as appropriate.
3. Once you and your Articling Surveyor/Supervisor have agreed on the content of the Candidate Assessment Form, etc. you can jointly prepare your Learning Plan allowing you to identify specifically what learning activity you'll undertake (see the Core Competencies statements identified by N/No), when, how, where, etc. during your term of Articles. The AOLS recommends that you and your Articling Surveyor/Supervisor regularly review your Learning Plan to ensure that you remain on track to gain the knowledge or develop the skills necessary to become a successful Ontario Land Surveyor within term of Articles.

As always, the AOLS is available to support you and the Articling Surveyor/Supervisor as needed. Please contact the AOLS at 416-491-9020 or registrar@aols.org.

**Articling Core Competencies – Cadastral
Candidate Assessment Form**

Ethics and Professionalism - Cadastral students must understand that protection of the public interest is the overarching purpose for acting ethically in the exercise of their profession.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (Documentation/information that proves what I've learned)
By the end of the articling term, the student will understand: <ul style="list-style-type: none"> • the duties of a Surveyor as a Member of the AOLS 		
<ul style="list-style-type: none"> • the Complaints and Discipline processes of the AOLS 		
<ul style="list-style-type: none"> • the role of Surveyor as an Expert Witness 		

Business Practices - Cadastral students must be able to effectively communicate with clients, surveyors and other professionals. Cadastral students must also have functional knowledge of the basics of business practices.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
By the end of the articling term the student will be familiar with: <ul style="list-style-type: none"> Professional Writing – preparation of reports, submissions, client letters, etc. 		
<ul style="list-style-type: none"> Client Contact - effective client communications 		
<ul style="list-style-type: none"> Business Finance – invoicing, accounts receivable/payable, collection practices, business and professional liability insurance 		
<ul style="list-style-type: none"> Planning Projects/Project Management – scheduling projects and staff 		
<ul style="list-style-type: none"> Contracts – cost estimating and job specifications 		
<ul style="list-style-type: none"> General Office Organization & Procedures – filing systems, electronic record keeping, time sheets, business forms, etc. 		

• Business Law		
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Research - Cadastral surveyors must have functional knowledge of the historical and modern sources of documentary and field research required to offer a competent opinion on a boundary retracement.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
By the end of the articling term the student will understand the role of research in boundary retracement including:		
• Land Registry Office research		
• Field Notes – sources and interpretation		
• Original Township Plans, field notes and Crown Instructions		
• Recognize the existence of other resources such as Library and Archives Canada, Ontario Archives, and municipal and other archives		
• Recognizing original monumentation evidence		

<ul style="list-style-type: none">• Verbal (oral and written) evidence from long standing owners and the use of a formal affidavit		

General Boundary Retracement - Cadastral students must have functional knowledge of the methodologies, legal principles and case law impacting boundary retracements.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
<p>By the end of the articling term the student will understand and be able to apply principles of boundary retracement statute and case law including:</p> <ul style="list-style-type: none"> • Hierarchy of evidence • Priority of registration – priority of severance • Appropriate use of proportioning 		
<p>By the end of the articling term the student will be knowledgeable about:</p> <ul style="list-style-type: none"> • Use and effect of different types of surveys and plans 		
<p>By the end of the articling term the student will be familiar with:</p> <ul style="list-style-type: none"> • Resolution of boundary problems and conflicting surveys • Boundaries Act Decisions • Intention of the original parties <ul style="list-style-type: none"> ○ Intrinsic and extrinsic evidence 		

Descriptions - Cadastral students must be able to interpret the various forms of legal descriptions in terms of what evidence can be used to complete boundary surveys.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
<p>By the end of the articling term the student will understand the nature and role of descriptions including:</p> <ul style="list-style-type: none"> • Types of legal descriptions • Interpretation of descriptions • Land Titles Qualifiers • Conversion into Land Titles Plus 		
<p>By the end of the articling term the student will be able to apply principles of statute and case law regarding descriptions including:</p> <ul style="list-style-type: none"> • Conventional Lines • Misdescriptions • O. Reg. 43.96 Surveys, Plans and Descriptions of Land 		

Easements - Cadastral students must understand all the nuances of easements since even the simplest of easements can create large scale liabilities.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
By the end of the articling term the student will: <ul style="list-style-type: none"> know what constitutes a validly created easement 		
<ul style="list-style-type: none"> be able to explain the Land Titles conversion rules for easements 		
<ul style="list-style-type: none"> be able to identify steps required to assess and correct a title as it pertains to easements 		
<ul style="list-style-type: none"> display a basic knowledge of prescriptive easements 		

Roads - Cadastral students must be able to identify where roads originate, what their extents are, who owns them and how their ownership is transferred.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
By the end of the articling term the student will: <ul style="list-style-type: none"> understand the process for purchasing Road Allowances 		
<ul style="list-style-type: none"> understand and be able to communicate the complexities of surveying a Road Allowance 		
<ul style="list-style-type: none"> understand road access issues 		
<ul style="list-style-type: none"> be aware of Ministry of Transportation Ontario (MTO) Plan Types and their effect 		
<ul style="list-style-type: none"> understand forced road and colonization road differences 		
<ul style="list-style-type: none"> understand the various methods of creating a public highway 		

Water Boundaries - Cadastral students must be able apply the legal principles set out in case law in their process of arriving at an opinion on the location of different types of natural boundaries.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
<p>By the end of the articling term the student will be able to apply principles of statute and case law regarding natural boundaries including:</p> <ul style="list-style-type: none"> • Flooded Lands <ul style="list-style-type: none"> ○ Methods of retracing the limit prior to flooding 		
<ul style="list-style-type: none"> • Accretion and erosion <ul style="list-style-type: none"> ○ Recognizing the signs of accretion or erosion as opposed to flooding or reliction. ○ Ownership and distribution of accreted lands 		
<ul style="list-style-type: none"> • Ownership of the Bed, navigability <ul style="list-style-type: none"> ○ The Beds of Navigable Waters Act ○ Demonstrate an understanding that an OLS does not have authority to make a conclusive determination of navigability 		

○ Ad medium filum		
● Interpret the intent on Registered Plans		

Original Township Retracement - Cadastral students must have functional knowledge of the statutory methods of re-establishing lost lot corners, concession corners or township corners in original township Surveys as set out in the *Surveys Act*.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
By the end of the articling term the student will understand: <ul style="list-style-type: none"> ● Original Township Systems 		
<ul style="list-style-type: none"> ● Original Township Boundary Retracement and Methods of Survey as identified in the Surveys Act 		

Adverse Possession - Cadastral students must be able to differentiate adverse possession from possessory evidence used to re-establish boundaries. Since adverse possession is a title issue, they must be able to distinguish their scope of expertise from that of a lawyer.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
<p>By the end of the articling term the student will:</p> <ul style="list-style-type: none"> • be able to identify adverse possession versus possession as evidence of a boundary • understand that adverse possession is a title issue that requires the expertise of a lawyer 		
<p>By the end of the articling term the student will be able to:</p> <ul style="list-style-type: none"> • understand principles of statute and case law regarding adverse possession. 		
<p>By the end of the articling term the student will be able to:</p> <ul style="list-style-type: none"> • describe the basic methods of perfecting a claim through adverse possession. 		

Spatial Reference - Cadastral students must have functional knowledge of the requirements and best practices for georeferencing, datums and projections.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
By the end of the articling term the student will understand and be able to apply: <ul style="list-style-type: none">• Requirements of Reg. 216/10		

Condominium Act- Cadastral students must be familiar with the roles and responsibilities of the surveyor in the development of a condominium under the *Condominium Act*.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
By the end of the articling term the student will: <ul style="list-style-type: none"> know what's required in order to support a client's decision-making to fulfill the requirements for registering a project 		
<ul style="list-style-type: none"> know what basic elements are to be included in a standard condominium description 		
<ul style="list-style-type: none"> understand the purpose of, and OLS contribution to, each schedule that form part of the standard condominium declaration 		
<ul style="list-style-type: none"> be able to complete a Schedule document (i.e. Schedule "C") 		
<ul style="list-style-type: none"> be able to describe the various roles the professionals play in the preparation and registration of a Condominium 		
<ul style="list-style-type: none"> briefly describe the various kinds of Condominiums that can be registered in 		

Ontario		
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Mining Act - Cadastral students must understand the types of rights that, depending on the claims' location, can append to mining claims and the unique survey requirements used to establish mining claims on the ground.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
By the end of the articling term the student will: <ul style="list-style-type: none"> • understand Staked Mining Claims, Mining Tenure and Mining and Perimeter Surveys 		
<ul style="list-style-type: none"> • know how to determine: <ul style="list-style-type: none"> ○ where a claim is located and who the claim holder is ○ when the claim was staked and recorded ○ if there are any encumbrances 		

Planning Act - Cadastral students must consider land use planning in light of the intended purpose(s) of the *Planning Act*, the provincial interests documented in the Provincial Policy Statement, as well as the restrictions imposed by the municipality's Official Plan and zoning by-laws.

Outcome	Knowledge Acquired (Y/N)	Evidence/Proof (documentation/information that proves what I've learned)
By the end of the articling term the student will: <ul style="list-style-type: none"> know the role in land development of the general intent of the Planning Act and other statements, plans and zoning by-law policies 		
<ul style="list-style-type: none"> understand the approval processes for the division of land under the Planning Act 		

SIGNATURES:

Candidate: _____

Date: _____

Articling Surveyor/Supervisor Name (Please Print): _____

Signature: _____

Date: _____

**SUMMARY OF INFORMATION FOR
APPLICATION FOR REDUCTION IN TERM OF ARTICLES**

Name: _____ Date of Application: _____
 Firm: _____ Articling Surveyor: _____
 Commencement Date of Articles: _____ Monitor: _____

YOUR EXPERIENCE

Please complete the following summary table, listing your experience gained prior to your proposed articles:

Type of Professional Surveying Experience	Days of Experience				Details Place(s) of Employment, Level of Responsibility, Supervisor, Date(s) (Include Resume, Job Descriptions)
	Management & Admin	Party Chief	Non Party Chief	Total	
Cadastral					
Engineering		N/A	N/A		
Construction		N/A	N/A		
Geodetic		N/A	N/A		
GIS		N/A	N/A		
Post Graduate Studies					
Other (specify)					
1.					
2.					
Totals					

continued on Page 2

APPLICATION FOR REDUCTION IN TERM OF ARTICLES

REDUCTION REQUESTED (Student to complete COLUMN 2 ONLY)

	(1) Required (Days)	(2) Requested Reduction (Days)	(3) AERC Reviewer's Proposed Reduction	(4) AERC's Approved Reduction
1. Practical Cadastral Experience				
a) Party Chief	≥150			
b) Non-Party Chief	75			
TOTAL OF 1a) and b)	>225			
2. Management and Administration of Professional Surveying	≥113			

Applications will not be considered if the requested days are more than 113 days.

Application Prepared By:

Reduction application reviewed by:

Student

AERC Member

Signature

Signature

Confirmed by:

Acknowledged by:

*Supervising Professional for Experience

Articling Surveyor

Signature

Signature

* This confirmation is required from the Professional who supervised the experience set out in this application, if different from the Articling Surveyor.



Association of Ontario Land Surveyors

Articling Contract

The parties to this Articling Contract are:

THE ARTICLING STUDENT

Last Name: _____ First Name(s): _____

Home Address:

Phone Number: _____

Email Address: _____

THE ARTICLING SURVEYOR

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

THE SUPERVISOR (If different from Articling Surveyor)

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

THE ASSOCIATION OF ONTARIO LAND SURVEYORS (AOLS)

Name _____

Title _____

Address: 1043 McNicoll Avenue, Toronto, ON, M1W 3W6

1. This Articling Contract governs the approved training to be provided to the Articling Student by the Articling Surveyor or Supervisor for the purpose of equipping the Articling Student with the technical knowledge, work experience, professional skills, and attitudes necessary for AOLS membership.
2. This Articling Contract begins on _____ and will continue until the Articling Student has completed all requirements of this Contract to the Articling Surveyor's satisfaction, and to the satisfaction of the Academic and Experience Requirements Committee (AERC). In accordance with O. Reg. 1026, Sec. 23(8), this contract will expire 4 years after the signing date unless further extended in accordance with Sec. 23 (8.1) of said Regulation 1026. If any terms of this contract are not fulfilled within 4 years, or by the end of the period as extended under subsection 8.1, this contract is null and void.
3. The Articling Surveyor/Supervisor agrees to provide the Articling Student with professional training throughout the duration of the Articling Contract, while the Articling Student is under the supervision of the Articling Surveyor or Supervisor. Furthermore, the Articling Surveyor/Supervisor agrees to:
 - (a) instruct the Articling Student in the practice of Professional Land Surveying to the best of his/her ability and to monitor the Articling Student's progress in his/her efforts to complete the requirements as set out in the Articling Individual Requirements document attached hereto as Schedule "A" and which forms a part of this contract;
 - (b) provide articling experience that conforms to the requirements of the Academic and Experience Requirements Committee (AERC) of the Association of Ontario Land Surveyors (AOLS) and of R.R.O. 1990, Regulation 1026; and,
 - (c) provide the Articling Student with a signed Certificate of Completion form attached hereto as Schedule "B" confirming that the student has fulfilled the terms of the articling contract.
4. The Articling Student agrees to:
 - (a) fulfill all lawful and reasonable instructions
 - (b) conduct him/herself honestly, diligently and in accordance with the Code of Ethics and Standards of Practice prescribed by R.R.O. 1990, Regulation 1026; and,
 - (c) successfully complete the Statutes examination
 - (d) demonstrate competency in all Core Competencies to the satisfaction of the Articling Surveyor/Supervisor, either through recognition of prior learning, training and experience through the Articling Surveyor/Supervisor, or through assignments provided by the AERC, as directed by the Articling Surveyor/Supervisor
 - (e) successfully complete the Oral, Written, and Plan Check Professional examinations
 - (f) fulfill all experience requirements at the party chief level, non-party chief level, and managerial level, as prescribed by AERC
 - (g) indemnify the Articling Surveyor/Supervisor and reimburse her/him for any damages that the Articling Surveyor/Supervisor may suffer through wilful or negligent breach of this agreement by the Articling Student.
5. For the avoidance of doubt, this Articling Contract is not a Contract of Employment between the Articling Student and the Articling Surveyor/Supervisor.

Study and assessment performance

6. The AOLS will inform the Articling Surveyor and the Articling Student of upcoming exam timetables for the Oral, Written, and Plan Check Professional Exams. The Articling Student may attempt the Statutes exam at any time, beginning no

sooner than one month following the signing of this articling contract.

7. The Articling Student will be allowed 3 attempts at the Statutes Examination. (O. Reg. 1026, s. 23(11))
8. The Articling Student will be allowed 3 attempts at the Professional Examinations (Plan Check, Written, and Oral). (O. Reg. 1026, s. 23(11))
9. Should the Articling Student be unsuccessful in his or her third attempt at any of the above examinations he or she shall be required to wait one year from the date of said third attempt before being eligible to re-apply for articles. (O. Reg. 1026, s. 23(8.2))

Registering for Examinations

10. The Articling Student is responsible for registering for all examinations before the closing dates given by the AOLS.
11. Should failure to submit the exam registration before the closing date result in the payment of additional fees, the Articling Student will be liable for these fees.

Termination

12. This Articling Contract may be terminated:
 - (a) by mutual agreement between all parties; or
 - (b) during the first 4 weeks of this Contract, by any of the parties, for any reason, by giving not less than 7 days notice in writing to the other parties; or
 - (c) by the Articling Surveyor/Supervisor giving 4 weeks' notice to the Articling Student in writing, if it believes the Articling Student lacks the capability to progress to AOLS membership
 - (d) by either party giving the other a period of notice equal to the period of notice required by the Articling Surveyor/Supervisor to terminate any Contract of Employment between the Articling Student and the Surveyor/Supervisor.
13. This Articling Contract shall automatically terminate:
 - (a) upon termination of an Articling Student's employment with the Articling Surveyor/Supervisor; or
 - (b) when the Articling Surveyor ceases to be a member of the AOLS
 - (c) When the Articling Student has fulfilled all obligations of this Articling Contract
14. This Articling Contract may not be altered or amended except with the approval of the AOLS

Conflict Resolution

15. In the event of a conflict between the Articling Surveyor/Supervisor and the Articling Student concerning this Articling Contract, the conflict should be resolved according to the Articling Surveyor's/Supervisor's internal procedures. If the conflict cannot be resolved the matter can be referred by either party to the AERC.
16. If there is any conflict between the terms of this Articling Contract and the terms of any Contract of Employment between the Articling Student and the Articling Surveyor, the terms of the Contract of Employment shall prevail.

This contract has been executed on

Date: _____

Signed: *Articling Student*

Articling Student's name: (IN CAPITALS)

Signed: *Articling Surveyor*

Name of Articling Surveyor

Signed: *Articling Supervisor*

Name of Articling Supervisor:

Signed: (On behalf of AOLS)

Name: _____

Title: _____ **Date:** _____

THE SURVEYORS ACT

ASSIGNMENT OF ARTICLES

This Assignment made this _____ day of _____ 20__

BETWEEN: _____ Articling Surveyor (Name)

of the _____ (Municipality) in the _____ (County/District/Regional Municipality)

called the "Party of the First Part", AND _____ (Name - Articling Student)

of the _____ (Municipality) in the _____ (COUNTY/DISTRICT/REGIONAL MUNICIPALITY)

called the "Party of the Second Part" AND

_____ Ontario Land Surveyor (Name)

of the _____ (Municipality) in the _____ (COUNTY/DISTRICT/REGIONAL MUNICIPALITY)

called the "Party of the Third Part",

Whereas by Articles dated the _____ day of _____ 20__

And registered with the Registrar of the Association of Ontario Land Surveyors, the Party of the Second Part articles as a Student to the Party of the First Part;

And Whereas the Party of the Second Part has served _____ years _____ months and _____ days of the term, and is now desirous of serving the remainder of the term with the Party of the Third Part as a Student and the Party of the Third Part is ready and willing to accept the Student.

Now This Agreement Witnesseth that the party of the First Part, in consideration of the above, hereby transfers, assigns and sets over to the Party of the Third Part the Articles between the Party of the Second Part as and from the date hereof, and also hereby gives consent to the Party of the Second Part becoming a Student of the Party of the Third Part for the remainder of the term mentioned in the Articles.

And the Party of the Third Part hereby accepts such assignment and transfer, and from this date accepts the Party of the Second Part as a Student in the practice or profession of Ontario Land Surveyor, and agrees with the Party of the Second Part to perform the covenants and stipulations contained in the Articles which are binding on the Party of the First Part according to the true intent and meaning thereof.

And the Party of the Second Part hereby covenants and agrees with the Party of the Third Part to abide by and perform all the covenants and stipulations mentioned in the Articles to be observed or performed by the Student, the Party of the Second Part, during the remainder of the term of the said Articles and the Party of the Second Part consents to such assignment and transfer to the said Articles to the Party of the Third Part from the date hereof.

In Witness Whereof the parties aforesaid have hereunto set their hands and seals, the day and year first above written.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

(SEAL)

(SEAL)

(SEAL)

Approved by Academic & Experience Requirements Committee

on the _____ day of _____ 20____

Registrar

THE SURVEYORS ACT
CANCELLATION OF ARTICLES

BETWEEN: _____ of the _____
(Name) (Municipality)

in the _____ hereinafter called the Student,
(County, District, Regional Municipality)

AND _____ of the _____
(Name) (Municipality)

in the _____ hereinafter called the Articling Surveyor,
(County, District, Regional Municipality)

WHEREAS by Articles dated the ____ day of _____, _____ and registered with the Registrar, the Student was bound unto the Articling Surveyor to receive instruction in the practice or profession of an Ontario Land Surveyor for the term of the said Articles; and;

WHEREAS the Student and the Articling Surveyor have agreed to the cancellation of the aforesaid Articles;

THIS AGREEMENT WITNESSES that in consideration of the premises, covenants and agreements herein contained, the Articling Surveyor and the Student hereto covenant and agree as follows:

1. **THAT** the Articling Surveyor hereby releases the Student from the obligations contained in the said Articles.
2. **THAT** the Student hereby releases the Articling Surveyor from the obligations contained in the said Articles.
3. **THAT** the Student declares that there are no monies due or owing to him by the Articling Surveyor in connection with the said Articles.
4. **THAT** the said Articles shall be cancelled and terminated on the ____ day of _____ 20 ____

Articling Surveyor

Student

Approved by Academic & Experience Requirements Committee on the ____ day of _____ 20__

Registrar

**ACADEMIC AND EXPERIENCE REQUIREMENTS COMMITTEE
OF THE
ASSOCIATION OF ONTARIO LAND SURVEYORS**

**ARTICLING SURVEYOR'S
CERTIFICATE OF COMPLETION OF ARTICLES**

I, _____ an Ontario Land Surveyor, certify that
_____ has served regularly and faithfully with me for _____ years and
_____ months, being from the _____ day of _____ 20____ to the _____ day of _____
20____, during which time the required learning in the Core Competencies and the required term of articling experience
both as set out in Schedule A of this Certificate was received.

I further certify to the Academic and Experience Requirements Committee that, in my opinion, (with input by the Supervising
Professional _____ if applicable)
_____ has reached a level of competence in professional land surveying
sufficient for membership in the Association of Ontario Land Surveyors.

DATED at _____, this _____ day of _____, 20_____.

Signature and Seal of
Ontario Land Surveyor

Core Competencies – Certificate of Completion

Articling Student: _____ Date: _____

Email Address: _____ Cell: _____

Articling Surveyor/Supervisor: _____ Company: _____

Email Address: _____ Cell: _____

Core Competencies - Cadastral (What I'm going to learn)	Work Project or Assignment (How you learned it)	Completion Date (When you completed the work project or assignment)	Evidence (Only required if no assignment was submitted)
Ethics			
Business Practices			
Communications			
Research			
General Boundary Retracement			
Descriptions			
Easements			
Roads			
Water Boundaries			
Original Township Retracement			

Possessory Interests and Adverse Possession			
Spatial Reference			
Land and Resource Development			
Statutes and Regulation			

Articling Surveyor/Supervisor Signature: _____

Date: _____

Articling Student Signature: _____

Date: _____