

Introduction to Articling

Association of Ontario Land Surveyors (AOLS)



Articling Student Handbook

The Articling Student Handbook is a reference document for the Articling Student. It contains the following sections:

- Section A – General Information
 - General information on the AOLS and the articling process
- Section B – Cadastral
 - Information on the cadastral articling and study resources for exam
- Appendices (Forms)

Articling Surveyor Handbook

The Articling Surveyor Handbook is a reference document for the Articling Surveyor. It contains the following:

- Reference documents for Articling Surveyor
- Details on the articling process
- Information on the Articling Surveyor responsibilities
- Appendices with relevant forms for you and your student

How to Prepare for Articling

- By referring to the Cadastral Core Competencies, complete the Candidate Assessment Form as per the instruction on the form and use it as a tool to complete the Articling Student Learning Plan.
- The Articling Student Learning Plan should reflect the gaps in the student's knowledge that will be addressed during the term of articles. The Articling Student Learning Plan is not submitted to the AOLS.
- Complete the Articling Contract and Schedule A with Articling Surveyor
- Submit the Articling Contract
- Submit the Reduction Application, if applicable

Cadastral Core Competencies

- List of competencies that the AERC deem essential for a licenced cadastral surveyor
- Not a comprehensive list but focuses on those areas that we feel are essential
- Competency can be achieved through work experience during the terms of articles
- Articling Surveyor and Student may supplement work experience with assignments designed by the Articling Surveyor or from the AOLS Cadastral Core Competency Assignments

Cadastral Core Competencies

- Professionalism: Ethics
- Professionalism: Communication
- Professionalism: Business Practices
- Cadastral Boundaries: Research
- Cadastral Boundaries: General Boundary Retracement
- Cadastral Boundaries: Description
- Cadastral Boundaries: Easements
- Cadastral Boundaries: Roads
- Cadastral Boundaries: Water Boundaries
- Cadastral Boundaries: Original Township Retracement
- Cadastral Boundaries: Possessory Interests and Adverse Possession
- Spatial Reference
- Land and Resource Development
- Statutes and Regulations

Candidate Assessment Form

The form is used as a tool to facilitate the recognition of what the student already knows and to assist the OLS and student. The form is used for designing a Learning Plan to target the gap areas.

If the student is applying for a Reduction in the Terms of Articles, this form must be included in the application package.

Articling Student Learning Plan

- Document to be used by the Articling Student and Articling Surveyor to identify student's learning needs, develop a plan to address how the Core Competencies will be learned, setting timelines, evidence and validation information
- Is between the Articling Surveyor and the Articling Student only. The document will not be reviewed by the AERC

Term of Articles

- Reg. 1026, S.23(4) Term of Articles - 18 Months (*unless otherwise specified by the AERC*)
- At least 225 working days (1 year) of practical experience of which at least 150 days is field experience at the party chief level or higher
- At least 113 working days (6 months) experience in the management and administration of professional surveying

Note: Term of Articles must be completed within 4 years of signing the contract. No extensions other than parental leave are allowed by the Act.

Reduction Application

- If applying for a reduction in the terms of articles, please complete the Application for Reduction of Articles form and submit this with supporting documents (Candidate Assessment Form, resume, letters for employers, field notes).
- Please note that only experience gained when the student has been within 3 courses of completing their academic requirements will be considered for a reduction.

Reductions

- **Reg. 1026, S.23(5) – Reductions** (See Section A:7 in Handbook) Prior experience comparable to required work experience (Does not generally include experience prior to degree)
- AERC may approve a reduction in the required work experience as they deem appropriate, **to a maximum of 6 months (113 days)**
- Must submit a completed Candidate Assessment Form, Reduction Application Form, and the Fee with your Application to Article or up to 6 months from your contract date

Assessing Reduction Applications

Reduction applications must include the following:

1. A completed Candidate Assessment Form.
2. A completed “Summary of Information for Application for Reduction in Term of Articles” form (Appendix E in the Student Handbook) signed by both the student and the Articling Surveyor or Supervising Surveyor.
3. A detailed résumé outlining the applicant’s related employment experience prior to earning their degree if they are a recent graduate.
4. Additional detail regarding the applicant’s experience, such as letters from previous employers, copies of field notes, plans, reports, etc. that the applicant prepared or was involved in. Note that permission must be obtained from the owner(s) of such information.
5. Payment - \$250 + HST (\$282.50)

In evaluating the application, the AERC member/evaluator will assess the evidence provided by the applicant against each of the three categories: Party Chief, Non-Party Chief, and Management and Administration, as follows, keeping in mind that the total reduction cannot exceed 113 working days.

Please note that only experience gained when the student has been within 3 courses of completing their academic requirements will be considered for a reduction.

Assessing Reduction Applications

Party Chief

(Statutory requirement is 225 days, of which 75 days may be non-Party Chief. Maximum reduction is 113 days)

- Evidence should confirm that the applicant was acting in the capacity of a Party Chief, directing the activities of other crew members, preparing field notes, interpreting evidence, etc.

Non-Party Chief

(Maximum of 75 days allowed. Maximum reduction is 75 days)

Non-Party Chief activities may include:

- field work at an instrument person level
- Engineering or construction surveys
- calculation of field returns
- registry office searching
- plan preparation
- indexing of completed projects

Assessing Reduction Applications

Management & Administration

(Statutory requirement is 113 days. Maximum reduction is 113 days)

This category includes:

- -interacting 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
- -delivery of final returns
- -assisting with crew supervision

Assessing Reduction Applications

If the evidence provided does not support all or some of the claim for one category it may, if appropriate, be applied to another category. For example, party chief days that are not supported by the materials provided may still be applicable to the non-party chief category.

The evaluator should prepare a summary report to the Committee stating the number of days of credit being recommended in each category and the reasons for the recommendations. The report should explain any variances in the days being claimed and the evaluator's recommendations. This report will be reviewed by the full Academic and Experience Requirements Committee at its next meeting.

Articling Contract

- 3 (or 4) parties to the contract. They can include: the Articling OLS, Supervising OLS (if applicable), Articling Student and the Registrar
- Onus is on the Articling Surveyor to provide the training necessary for the student to achieve competency in the 14 Core Competencies

Articling Surveyor/Supervisor's Responsibilities

- Ensure the student receives required training and completes all Core Competencies
- Submit a Certificate of Completion to the AOLS when articling experience is completed

Schedule A

- Document to summarize the student's outstanding academic requirements, lecture course attendance, reduction in term of articles and examinations
- Proposed timelines for completion

Assignments

- Articling Surveyor will decide if a particular assignment is necessary (e.g. when a student will not be exposed to the experience necessary to gain competency in a particular area – Condominium, Mining)
- Assignments are available at the AOLS

Exams

- Exams are prepared by members of the Academic and Experience Requirements Committee (AERC)
- Statutes Exam – Written on-line and is available “on demand”. The Exam will be written through the Prolydian website and can be taken at any time. An online proctor will be provided to you.
- Professional Written Exams are available late May & November. Exam will be written in person. Location to be shared to student closer to the date.
- Professional Lecture Course (once a year in late September) – Mandatory before writing Professional Exams
- Instructions for registering and scheduling the exam will be emailed to you.
- Exams are \$250 + HST (\$282.50) each

Statutes Exam

- Closed book, on-line through Prolydian. Must have a webcam and microphone.
- 3 hours
- 25 short answer questions (4 marks each) and randomly generated exam
- 18 questions from the 10 Primary Acts and 7 from the 13 Secondary Acts (E:2 in Student Handbook)

IMPORTANT!!!

CURRENT

&

UP-TO-DATE STATUTES

Ontario: E-laws <https://www.ontario.ca/laws>

Federal: laws.justice.gc.ca/eng

[Canlii.org](https://www.canlii.org)

Professional Lecture Course

- Assists with preparation for the professional exam
- 3 days, online, offered once a year – late September
- MUST be taken before writing professional exams
- Topics include AOLS operations, survey problems, business ethics and liability insurance
- Notice will be sent out to register for the course

Professional Exams

- All outstanding academic courses must be completed prior to taking your professional exams
- Articling Surveyor's sign-off required (Certificate of Completion - Appendix H in Student Handbook)
- Oral (1 hour), Written Professional Exam (3 hours) and Plan Check (3 hours)

Areas of Study for the Professional Exams

The professional examination will be designed to test the student on their understanding of the Core Competencies, Statutes and Regulations

Refer to Sections B:3 and B:4 in the Articling Student Handbook

Oral Professional Exam

- 50-60 minutes in length
- In Person
- Panel of 3 examiners (includes a member of AERC)
- 3 questions
- 10 minutes to make notes
- You may answer questions in any order
- The examiners will expand the question by asking follow-up questions

Written Professional Exam

- 8 - 12 questions
- 3 hours long
- Closed book
- In person

Plan Check Exam

- 2 Questions (Plan check and report to client)
- 3 hours long
- In person

Exam Marking

- Each written exam question is marked independently by 2 AERC members or assistants (includes plan check)
- Marks with a variation of over 25% are reviewed by AERC
- 65% is a pass on written & plan check exams
- You will receive marks within 45 days of the exam
- You may appeal exams within 30 days of notice letter
- 3 attempts at each, then must sit out 1 year **Reg. 1026 Section 24.3**
- Can attempt oral, plan check, or written exam separately

Good Luck!!!!