

ARTICLING STUDENT HANDBOOK (Cadastral Only)

SECTION A - GENERAL

A:1 BACKGROUND

For over one hundred years, the Association of Ontario Land Surveyors (Association) has been responsible for the examination, commissioning, and registration of cadastral surveyors in this Province. Over this considerable time, the growth of the Province and the changing technology have required changes in the academic and professional skills of those who practice the profession.

In order to keep pace with these changes, the Association has over the years amended or changed the entrance requirements to the profession in order to ensure that the public of Ontario receives the quality of service necessary to ensure the enjoyment and security of quiet possession of land, based on an acceptable degree of certainty.

In 1989, the Association continued to license cadastral surveyors and began to issue Certificates of Registration to qualified applicants engaged in the practice of professional land surveying in one or more of the areas of geodesy, hydrography, and photogrammetry. In 1999, the Association expanded the Certificate of Registration Program to include those qualified applicants engaged in the Practice of Professional Land Surveying in the Discipline of Geographical Information Management.

This Handbook is prepared for the guidance of those persons who are entering a term of articles approved by the Academic and Experience Requirements Committee of the Association of Ontario Land Surveyors. Detailed information is available from the Association office for those considering the articling process or requiring evaluation of their previous academic achievements and experience in order to enter the challenging and ever widening field of professional land surveying.

A:2 DEFINITIONS

- A:2:1 **AERC** means the Academic and Experience Requirements Committee, also referred to as the Committee.
- A:2:2 **Articling Contract** is an agreement that the articling student enters into with the AOLS to ensure that all of the Essential Areas of Knowledge are mastered during the term of articles before the articling student attempts the professional examinations.
- A:2:3 **Articling Student** is a candidate pursuing a licence or certificate of registration as an Ontario Land Surveyor or an Ontario Land Information Professional and who has entered into a term of articles.
- A:2:4 **Articling Surveyor** means the Ontario Land Surveyor, Ontario Land Information Professional, or other person approved by the Academic and Experience Requirements Committee, who is directly supervising the articling student under a term of articles. He or she must ensure that the articling student gains the appropriate work experience or equivalent assignment work in the Essential Areas of Knowledge for the branch for which they seek licensing or registration.
- A:2:5 **Essential Areas of Knowledge (EAKs)** are the areas of knowledge in each particular branch that are fundamental to becoming a licensed or registered member of that respective branch. 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 during the term of articles.
- A:2:6 **Essential Areas of Knowledge Learning Plan**
The purpose of this document is to articulate the Articling Student's EAK learning needs for the Articling Surveyor/Supervisor and for tracking purposes. The Articling Student and his or her Articling Surveyor/Supervisor develop the Learning Plan jointly in order to ensure that, during the term of articles, the Articling Student learns each required EAK to be considered competent in his/her respective field of surveying.
- A:2:7 **Learning Management System (LMS)** is a web-based tool used for tracking student progress, hosting the on-line Statutes examination, housing a repository of EAK assignments and reference materials and links to sites that would benefit the Articling Students.
- A:2:8 **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.
- A:2:9 **Subject Matter Expert** is the Ontario Land Surveyor or Ontario Land Information Professional who has practical experience in one or more Essential Areas of Knowledge and who has agreed to provide expertise in that particular area or areas.
- A:2:10 **Supervising Professional** means the Ontario Land Surveyor, Ontario Land Information Professional, or other person approved by the Academic and Experience Requirements Committee, who is directly supervising the Articling Student and is responsible for the Articling Student gaining appropriate work experience. This may be the Articling Surveyor to whom the student is articulated or his or her designate.

A:2:11 **Team Leader** means the member of the Academic and Experience Requirements Committee appointed by the Committee to oversee a group of Articling Students.

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

A:3 THE ACADEMIC AND EXPERIENCE REQUIREMENTS COMMITTEE

A:3:1 The Academic and Experience Requirements Committee is established under the Surveyors Act and Ontario Regulation 1026, which states that the Committee 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 evaluate prospective candidates for admission to the profession;
- b) to set standards for, and monitor, the articling and training process;
- c) to examine candidates in the prescribed subjects; and,
- d) to recommend the licensing or registration of successful candidates to the Registrar.

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

A:3:2 Address of 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

Inquiries may be made during regular office hours at 1-800-268-0718 or 416-491-9020, by FAX (416) 491-2576, or by e-mail admin@aols.org

A:3:3 Correspondence

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

- a) general correspondence may be by fax, 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", or by Visa or MasterCard;
- d) the Association will accept no responsibility or obligation arising from the non-delivery of correspondence or documentation; and,
- e) Articling Students are required to promptly notify the Association and their respective Monitors, in writing, of any changes in their current mailing address.

A:4 ACADEMIC AND EXPERIENCE REQUIREMENTS

- A:4:1 As set out in ss. 23(3), of *Ontario Regulation 1026* under the *Surveyors Act* 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).
- A:4:2 A detailed evaluation specifying any deficiencies in the Articling Student's academic and other qualifications will be made by the Committee.
- A:4:3 Upon completion of an evaluation the committee will provide the student with a schedule of courses and/or experience that the student will be required to complete either prior to the commencement of articles or during the term of articles as stipulated by the Committee.
- A:4:4 With the approval of the Committee, a person who is within three term courses or the approved equivalent of meeting the requirements to article may apply to commence articles and complete the remaining academic requirements during the term of articles. All academic requirements must be completed six months prior to the completion of the term of articles.
- A:4:5 A person who has successfully completed the CBEPS examination syllabus, and the additional AOLS required courses may be admitted to a term of articles.

A Candidate entering a term of articles should be clear as to the academic and experience requirements particular to their individual situation. If there are any questions or uncertainties in this area they should be discussed with the Articling Surveyor and the Monitor immediately.

A:5 APPROVAL AND SIGNING OF A TERM OF ARTICLES

- A:5:1 Applications for a term of articles are reviewed by the Committee twice annually. Details regarding the submission and scheduling are available from the Association office and on the AOLS website.
- A:5:2 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 Essential Areas of Knowledge 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.
- A:5:3 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. These will be reviewed at a meeting of the Committee and if approved a Monitor will be assigned. The Articling Student and the Articling Surveyor will be notified of any deficiencies in the application or if the articles are not approved by the Committee.
- A:5:4 There shall be a meeting arranged between a representative of the Committee, the Articling Student, and the Articling Surveyor and/or the Supervising Professional. At this meeting, the Committee representative shall make a presentation to the Articling Student and the Articling Surveyor and/or Supervising Professional on the following aspects of the Articling process:
- a) the Articling Contract;
 - b) the guidelines for the use of the Learning Plan;
 - c) the documentation of the work experience on the LMS;
 - d) the Monitor's responsibilities;
 - e) the Articling Surveyor's responsibilities;
 - f) the Supervising Professional's responsibilities if applicable;
 - g) the Articling Student's responsibilities;
 - h) assignments and examinations during the Articling process;
 - i) Certificate of Completion; and,
- A:5:5 Following the meeting, the Articling Student and the Articling Surveyor and/or the Supervising Professional will have approximately three weeks in which to complete and submit the Articling Application.
- A:5:6 Articling applications are considered at the July and January meetings of the Academic and Experience Requirements Committee. The name and contact information for the Monitor, and all pertinent documentation will be given to the parties immediately following the meeting.

A:6 ASSIGNMENT OF ARTICLES

A:6:1 When an Articling Student changes employment during the term of Articles, an application must be made to have the term of articles assigned to another Articling Surveyor. This application must be submitted to the Registrar within three months of leaving the initial Articling Surveyor. An application for Assignment of Articles **must** contain the following:

- a) letters of explanation, from each of the Articling Student and the Articling Surveyor, indicating reasons for the assignment;
- b) a completed Assignment of Articles form; (Appendix B)
- c) the new Articling Contract and Schedule “A” completed by the new Articling Surveyor who is proposing to article the Articling Student; and,
- d) an “Undertaking Form” signed by the holder of a Certificate of Authorization or by the CAO of a firm employing a holder of a Certificate of Registration or an official acting on behalf of a government agency.
- e) payment of requisite fee

A:6:2 See the Membership Documents section of the Join AOLS page on the AOLS website for sample copies of the prescribed forms.

A:7 REDUCTION IN TERM OF ARTICLES

- A:7:1 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 is equal to that required for the term of articles.
- A:7:2 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 (Appendix E) and should be based on the candidate's experience as documented in the Essential Areas of Knowledge 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 EAK. The Academic and Experience Requirements Committee reserves the right to request additional evidence in any area.
- A:7:3 It is understood that experience outside of the candidate's specific Survey 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 accumulation of experience for a Cadastral Licence or a Certificate of Registration, only experience in the specific discipline under consideration will be credited, with the exception that when a registered or licensed member of the Association applies under an additional discipline they may have their required terms of articles reduced by six months and credited to the "other" category.
- A:7:4 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.
- A:7:5 Any individual who has completed a Master's Degree, or Doctorate, related to Geomatics may apply to the AERC for a reduction in the term of articles based on his/her studies.

A:8 MONITORING

- A:8:1 Under *Ontario Regulation 1026* the Academic and Experience Requirements Committee shall assign a Monitor to each Articling Student.
- A:8:2 The name and contact information for the Monitor will be supplied to the Articling Student and the Articling Surveyor and or the Supervising Professional. (See A:5:4, A:5:6)
- A:8:3 Throughout the term of articles, the Articling Student's primary contact with the Committee will be through the Monitor. The Monitor, therefore, plays a vital role in ensuring that the Articling Student receives adequate experience so as to be able to function effectively as an Ontario Land Surveyor or an Ontario Land Information Professional after the training period has been completed. To ensure effective communication the Articling Surveyor and/or Supervising Professional shall be copied on all correspondence between the Monitor and the Articling Student.
- A:8:6 If the Monitor believes, at any time, that further information about an Articling Student's training is required, a discussion will be held with the Articling Student and the Supervising Professional.
- A:8:7 If a Monitor is doubtful about the suitability of the training being received by an Articling Student, the Committee will review the situation and take appropriate action.
- A:8:8 The Monitors shall provide a report on the progress of each of their Articling Students at the January and July meetings of the AERC each year.
- A:8:9 Upon receipt of the completed Certificate of Completion from the Articling Surveyor, the Articling Student shall be notified of the dates of the next Professional Examinations. (See Instructions Regarding the Writing of AOLS Examinations.)

A:9 EXPERIENCE, ASSIGNMENTS, EXAMINATIONS, AND LICENSING OR REGISTRATION

A:9:1 Details of the experience requirements, assignments, and areas of study for examinations specific to each discipline are contained in Sections B, C, D, E and F of the Student Handbook. Specific questions for individual situations will be addressed by the Monitor.

A:9:2 By requiring that these guidelines be followed, the Committee expects that when Articling Students are admitted to Membership in the Association, they will carry out their professional responsibilities in such a manner that the public will be well served and that they will be a credit to themselves and to the Association.

A:9:3 Since a reasonable knowledge of business is vital to any person entering the practice of professional surveying, all Articling Students are expected to familiarize themselves with business practices, contractual arrangements, and office organizations and procedures. If, because of the nature of the Professional office, it is difficult to obtain this experience, the Articling Students must familiarize themselves with these matters through reading, extension courses, or other forms of study. All Articling Students will be required to demonstrate their familiarity with these vital areas of professional practice at the time of their Professional Examination.

A:9:4 The Professional Lecture Course

The Professional **Lecture Course** is presented annually, in September, by the Association. It is intended to be a review of selected topics and must be attended by the Articling Student prior to sitting the Professional Examinations. The course may be attended anytime during the term of articles but will be of most benefit to the Articling Student after some practical experience has been obtained.

A:9:5 The Statutes Examination

The **Statutes Examination** is a closed book, on-line written examination and is available to Articling Students after their first month of articles. A list of statutes for each discipline is included in Sections B, C, D, E and F. The Statutes Examination is three hours in duration and must be successfully completed prior to sitting the Professional Examinations.

A:9:6 The Professional Examination

The **Professional Examination** consists of both a closed book written and an oral examination and must be taken within a period of twelve months after receipt of the Certificate of Completion. The exams are generally held in late May and late November of each year. The oral examination is on the day preceding the written examination and is approximately one hour in duration. The written examination is four hours in duration. Candidates who do not present themselves at the required time prescribed by the Committee shall, at the discretion of the Committee, be deemed to have failed.

The Professional Examination will be concerned mainly with the Articling Student's knowledge regarding:

- a) the statutes, regulations and by-laws by which the Association is governed;
- b) professional ethics in relation to clients, other members of the Association, and the public;
- c) general business practices regarding the administration and functions of a Professional office, including business law;
- d) professional surveying knowledge and the application of appropriate principles of law to practical situations; and,
- e) other matters under the purview of an Ontario Land Information Professional.

Articling Students who fail the Professional Examination may sit another examination no sooner than six months and not later than twenty-four months after the said examination. Only that portion of the examination failed, i.e. the written or the oral portion, need to be repeated.

The Oral Examination is a testing of the Articling Student by two or three examiners. The method of testing is intended to simulate a professional / client dialogue. Three written questions are presented and the Articling Student has approximately ten minutes to gather his or her thoughts and to make notes. Students are evaluated on their ability to communicate clearly and support their points of view.

Examination questions are to be treated in confidence and not be repeated to other Articling Students.

If the Articling Student passes both the oral and the written parts of the Professional Examination, the Committee will recommend the issuance of a Licence or Certificate of Registration.

Articling Students who do not successfully complete the required examinations may be given two additional opportunities to complete them. Written examinations shall be marked on a percentage basis and a mark of 65% shall be a passing mark. A passing grade for the oral examination requires a majority vote of the examiners.

A:9:7 An appeal of a failing grade of a written examination may be submitted to the Registrar in writing within thirty (30) days of receiving notification of the failure. The request must be accompanied by the prescribed fee. There is no appeal to the Oral Examination.

A:9:8 Licensing or Registration

The Licensing/Registration Ceremony will normally be conducted twice annually. The Student will be required to pay all fees owing to the Association including the annual dues for that year. Licensed surveyors will be required to purchase a seal.

A:9:9 Any Articling Student who has failed a written exam may obtain a copy of his/her unmarked examination paper by contacting the Registrar and paying the prescribed fee.

A:9:10 Copies of previous Professional Written exams are posted on the AOLS website, as well as the entire repository of Statutes questions from which the examination will be composed.

A:10 ARTICLING SURVEYOR / SUPERVISING PROFESSIONAL

A:10:1 In accordance with ss. 23(6), of *Ontario Regulation 1026* under the *Surveyors Act*, R.S.O. 1990, Chapter S.29:

A term of articles shall be under the direction of,

- a) if the applicant is applying for licence, a member who became a licensed member at least three years before the beginning of the term; or
- b) if the applicant is applying for a certificate of registration, a member who has held a certificate of registration for at least three years before the beginning of the term or a person who in the opinion of the Academic and Experience Requirements Committee is competent to provide and direct the approved professional experience.

A:10:2 The terms Articling Surveyor and Supervising Professional are as defined in Section A:2 of this Handbook. Further, when the situation arises, as in large organizations or government ministries, that the person to whom the Articling Student is articulated will have little or no contact with the Articling Student for extended periods of time, the Articling Surveyor shall assign the day-to-day supervision of the Articling Student to another person approved by the Academic and Experience Requirements Committee as the Supervising Professional.

A:10:3 The Articling Surveyor and the Supervising Professional shall attend the meeting arranged between members of the Committee, the Articling Student, and the Monitor, as outlined in Sections A:5:4, A:5:6, and A:5:7 of this Handbook. The Articling Surveyor may be exempt from attending the meeting at the discretion of the Registrar.

A:10:4 In accordance with the terms of the executed Articling Contract the Articling Surveyor undertakes:

- a) to instruct the Articling Student in the practice of Professional Land Surveying to the best of the Articling Surveyor 's ability;
- b) to provide the articling experience that conforms to the requirements of the Committee and *Ontario Regulation 1026*, R.R.O. 1990; and
- c) to supply the Articling Student with the Certificate of Experience confirming the period of time served upon completion of his or her service.

Further, the terms of the executed Articling Contract are transferred to a new Articling Surveyor upon Assignment of Articles.

A:10:5 In accordance with the terms of the executed Cancellation of Articles the Articling Surveyor releases the Articling Student from the obligations contained in the Articling Contract.

- A:10:6 Throughout the term of articles, the Articling Surveyor 's, and where applicable, the Supervising Professional 's, primary contact with the Committee will be through the Monitor. The secondary contact will be through the Registrar.
- A:10:7 In accordance with the information provided in the Candidate Assessment Form, the Articling Surveyor should work with the Articling Student, and the Supervising Professional, if appropriate, to prepare schedules of experience activities and personal supervision. Also, if necessary, the Articling Surveyor and/or the Supervising Professional, should revise and implement schedule changes in response to experience concerns outlined by the Monitor.
- A:10:8 The Articling Surveyor, or where applicable, the Supervising Professional, shall provide a confidential Progress Report to the Monitor, as in Section G, Appendix N of this Handbook, at 6, 12, and 18 month intervals, and at subsequent 6 month intervals thereafter until the Articling Student has completed articles.
- A:10:9 Upon the Articling Student's fulfillment of the experience requirements the Articling Surveyor shall complete and sign the Certificate of Experience (Appendix D), certifying:
- a) the time the Articling Student has served;
 - b) that the experience set out in the EAK Learning Plan reviewed by the Articling Surveyor, or where applicable the Supervising Professional, was correctly stated; and
 - c) that, in the Articling Surveyor 's opinion, with input from the Supervising Professional, when applicable, the Articling Student has reached a level of competence in Professional Land Surveying sufficient for membership in the Association of Ontario Land Surveyors.

A:11 SUBJECT MATTER EXPERTS

A:11:1 The AERC has identified 14 Essential Areas of Knowledge (EAK), where practical experience should be gained during the term of articles. It is critical that the student be exposed to these EAKs and gain a level of proficiency in each, prior to being approved to write the professional exams. It is incumbent on the Articling Surveyor to ensure the level of proficiency is attained in each EAK, and they must “sign off” that the student has a solid understanding prior to the final exams. In areas where the articling firm (or Articling Surveyor) cannot provide the experience, the student can turn to the Subject Matter Experts (SMEs) to provide guidance and experience in the missing EAKs.

A:11:2 Subject Matter Experts

Subject Matter Experts (SME) are self-declared experts in one or more of the EAK's. The SMEs are volunteers, and have agreed to be a resource for Articling Students where specific knowledge is not being obtained through the regular course of employment. The Subject Matter Experts all have unique skill sets and knowledge that will prove valuable to Articling Students during their term of articles. Ideally each EAK will have more than one Subject Matter Expert. It is assumed and encouraged that the experts will collaborate to ensure there is a consistent course of action, and thought process. For example... each EAK will have an associated assignment...perhaps one of the experts prepares the assignment, and the others can work to improve and grade the assignment. In addition, all will be responsible for providing subject matter (in print, or links) that will give a clear understanding of the topic, and be able to field questions, etc. the Articling Student may have about the subject.

A list of people who have volunteered to be subject matter experts can be found on the LMS website.

A:11:3 Selection

Members who wish to apply for SME status must submit to the AERC a letter of intent along with an information form and two letters of reference from their peers recognizing them as an expert in a particular EAK. The applications will be reviewed and discussed by the AERC prior to submission to Council for approval as an assistant to the AERC.

A:11:4 Time Commitment

The time commitment for each of the EAKs will vary with the number of Articling Students and the areas of work the individual firm does. For example, if the firm is in a rural area they may never do condos...conversely a downtown Toronto firm will likely never do a mining claim...a government surveyor may not get the business experience, etc. It also is dependent on the number of Articling Students...so time expectations are a little organic, and hard to predict. Each SME will serve a term of no longer than 5 years, at which point the AERC will petition for replacements.

A:11:5 Liability

Although self-proclaimed experts approved by the AERC to provide guidance and assistance to Articling Students, the SME will have no direct liability for the answers provided in consult with the Articling Student. The AERC and the AOLS indemnify the SME from liability for answers given in response to Articling Student queries.

A:11:6 Queries Of The SME

Students shall have access to the SME through the Learning Management System (LMS). Questions are to be written and submitted with the appropriate material to the SME for his/her response. No questions will be answered unless in written format, with supporting documentation. Should the SME require clarification, or assistance in answering a particular a question, the SME shall contact the AERC with such query. The AERC will determine if the question has merit.

A:11:7 Learning Management System (LMS)

The AERC has been working with “e-knowledge” to provide a Learning Management System (LMS), which will host the reference material, the assignments, the on-line Statutes examination and provide a platform for dialogue between the Subject Matter Expert and the Articling Student. e-knowledge are experts in both the technology of the LMS and in developing learning material.

A:11:8 Essential Areas Of Knowledge (EAKs)

A description of each of the EAKs can be found on the LMS website including an outline of the knowledge expected to be gained during the term of articles. This is not conclusive, but rather a minimum the AERC feels should be obtained. Also, each EAK has at least one suggested assignment, which is available to students who are unable to gain the required knowledge through their normal working environment. The assignment should encompass the minimum requirements that were suggested in the synopsis of each EAK and provide practical, real world experience for the student.

The AERC encourages you to contact the Subject Matter Experts and liaise with them during the articling process.

A:12 CANCELLATION OF ARTICLES

- A:12:1 Where an Articling Student changes employment and does not apply for an Assignment of Articles within a period of three months, or when an Articling Student no longer wishes to continue with the term of articles, a form for Cancellation of Articles should be submitted to the Association. A sample form for Cancellation of Articles is included as Appendix C.
- A:12:2 Where an Articling Student does not respond to Committee correspondence the Committee will cease to monitor the Articles or recognize the accumulation of the Articling Student's experience. The term of articles will be cancelled for the purposes of the Committee.
- A:12:3 Any Articling Student who has
- (a) terminated his/her term of articles voluntarily, or
 - (b) had his/her term of articles cancelled for the purpose of the Academic and Experience Requirements Committee; or
 - (c) not completed his/her term of articles within the four year period; or
 - (d) not successfully completed the Professional Exam within the prescribed period; or failed either the written or the Oral Professional 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.

SECTION E - CADASTRAL SURVEYING

E:1 ARTICLING PERIOD

E:1:1 Unless granted a reduction, the term of articles shall include the following, all completed to the satisfaction of the AERC:

- a) at least 225 working days (12 months) of practical experience in the practice of cadastral surveying in Ontario of which at least 150 working days (8 months) is field experience at the Party Chief level or higher. The 75 working days (4 months) of practical experience at a non party-chief level may include, without limiting the generality of the foregoing:
- field work at an instrument person level;
 - calculation of field returns;
 - analysis of evidence;
 - registry office searching;
 - plan preparation; and,
 - indexing of completed projects;
- and,
- b) at least 113 working days (6 months) experience in the management and administration of professional land surveying, including without limiting the generality of the foregoing:
- 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; and,
 - delivering of final returns.

E:2 SUGGESTED READING LIST FOR STATUTES EXAMINATION FOR CADASTRAL SURVEYING

The following Ontario Acts and the Regulations under them are considered as **Primary Acts** for purposes of the Statutes Examination: *(all are available at www.e-laws.gov.on.ca)*

TITLE

Boundaries Act
Condominium Act
Expropriations Act
Land Registration Reform Act
Land Titles Act
Municipal Act
Planning Act
Registry Act
Surveyors Act
Surveys Act

The following Ontario Acts will be considered as **Secondary Acts** for the purposes of the Statutes Examination:

Aggregate Resources Act
Beds of Navigable Waters Act
Conveyancing and Law of Property Act
Drainage Act
Mining Act
Ministry of Natural Resources Act
Occupational Health and Safety Act
Ontario Underground Infrastructure Notification Systems Act
Public Transportation and Highway Improvement Act
Real Property Limitations Act
Road Access Act
Statutory Powers Procedure Act
Territorial Division Act

The following Ontario Acts and the Regulations under them will be considered as **Tertiary Acts** for the purposes of the Statutes Examination:

Bridges Act
Business Corporations Act
Business Practices Act
Certification of Titles Act
Conservation Authorities Act
Construction Lien Act
Discriminatory Business Practices Act
Employment Standards Act
Evidence Act
Fraudulent Conveyances Act
Freedom of Information and Protection of Privacy Act
Funeral, Burial and Cremation Services Act
Limitations Act
Line Fences Act
Municipal Freedom of Information and Protection of Privacy Act
Oil, Gas and Salt Resources Act
Partnerships Act
Public Inquiries Act
Public Lands Act
Professional Foresters Act
Professional Geoscientists Act
Vendors and Purchasers Act

E:3 Articling Students should also be familiar with the following Federal statutes as published in the *Revised Statutes of Canada, 1985* (available at <http://laws.justice.gc.ca/en/index.html>)

TITLE

Access to Information Act
Aeronautics Act
Canada Evidence Act
Canada Lands Surveys Act
Canada Transportation Act
Competition Act

Copyright Act

Criminal Code

Expropriation Act

International Boundary Commission Act

Navigable Waters Protection Act

Personal Information Protection and Electronic Documents Act

E:4 ESSENTIAL AREAS OF KNOWLEDGE PERTAINING TO THE PROFESSIONAL EXAMINATIONS (Refer to EAK Master List and Candidate Assessment Form)

It is expected that competency in the Essential Areas of Knowledge (EAKs) will be achieved through work experience during the term of articles. The Articling Surveyor/Supervisor and Articling Student may supplement work experience with assignments designed by the Articling Surveyor/Supervisor or obtained from the AOLS Learning Management System and marked by the Subject Matter Experts for that designated EAK.

Following is a summary of the 14 Essential Areas of Knowledge. Additional information and references to resources are contained in the Master EAK List

Ethics and professionalism

- the duties of a Surveyor as a Member of the AOLS
- the Complaints and Discipline process of the AOLS
- the role of Surveyor as an Expert Witness

Business practices

- Professional Writing – preparation of reports, submissions, client letters, etc.
- Client Contact - effective client communications
- Business Finance – invoicing, accounts receivable/payable, collection practices, business and professional liability insurance
- Planning Projects/Project Management – scheduling project timelines and staff
- Contracts – cost estimating and job specifications
- General Office Organization & Procedures – filing systems, electronic record keeping, time sheets, business forms, etc.
- Business Law

Research

- 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
- Verbal (oral and written) evidence from long standing owners and the use of a formal affidavit

General Boundary Retracement

- Hierarchy of evidence
- Priority of registration – priority of severance
- Appropriate use of proportioning
- Use and effect of different types of surveys and plans
- Resolution of boundary problems and conflicting surveys

- Boundaries Act Decisions
- Intention of the original parties
 - Intrinsic and extrinsic evidence

Descriptions

- Types of legal descriptions
- Interpretation of descriptions
- Land Titles Qualifiers
- Conversion into Land Titles Plus
- Conventional Lines
- Misdescriptions
- O. Reg. 43/96 Surveys, Plans and Descriptions of Land

Easements

- know what constitutes a validly created easement
- be able to explain the Land Titles conversion rules for easements
- be able to identify steps required to assess and correct a title as it pertains to easements
- display a basic knowledge of prescriptive easements

Roads

- understand the process for purchasing Road Allowances
- understand and be able to communicate the complexities of surveying a Road Allowance
- understand road access issues
- be aware of Ministry of Transportation Ontario (MTO) Plan Types and their effect
- understand forced road and colonization road differences
- understand the various methods of creating a public highway

Water Boundaries

- Flooded Lands
 - Methods of retracing the limit prior to flooding
- Accretion and erosion
 - Recognizing the signs of accretion or erosion as opposed to flooding or reliction.
 - Ownership and distribution of accreted lands
- Ownership of the Bed, navigability
 - 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

- Original Township Systems
- Original Township Boundary Retracement and Methods of Survey as identified in the Surveys Act

Adverse Possession

- 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
- understand principles of statute and case law regarding adverse possession.
- describe the basic methods of perfecting a claim through adverse possession.

Spatial Reference

- Integration requirements of Reg. 216/10

Mining Act

- understand Staked Mining Claims, Mining Tenure and Mining and Perimeter Surveys
- know how to determine:
 - where a claim is located and who the claim holder is
 - when the claim was staked and recorded
 - if there are any encumbrances

Condominium Act

- know what's required in order to support a client's decision-making to fulfill the requirements for registering a project
- know what basic elements are to be included in a standard condominium description
- understand the purpose of , and OLS contribution to, each schedule that form part of the standard condominium declaration
- be able to complete a Schedule document (i.e. Schedule "C")
- be able to describe the various roles the professionals play in the preparation and registration of a Condominium
- briefly describe the various kinds of Condominiums that can be registered in Ontario

Planning Act

- know the role in land development of the general intent of the Planning Act and other statements, plans and zoning by-law policies
- understand the approval processes for the division of land under the Planning Act

E:5 ADDITIONAL SOURCES OF STUDY MATERIAL

E:5:1 This is a partial list of additional study material sources.

- Statutes (see E:2 and E:3)
- Regulations
- AOLS By-Laws / Bulletins / Interpretive Guides
- AOLS Practice Manual
- Periodicals / Journals (current and past issues)
 - e.g. Ontario Land Surveyor/Ontario Professional Surveyor
 - Geomatica (CIG)
 - AOLS Annual Report (current and past issues)
 - Survey Law in Canada
 - (by Canadian Institute of Surveying & Mapping/CCLS)
 - Legal Aspects of Surveying Water Boundaries
 - (by David W. Lambden and Izaak de Rijcke)
- Law for Professional Engineers
 - (by: D.L. Marston, B.Sc., P. Eng., LL.B. : McGraw-Hill Ryerson Ltd.)
- Contracting Surveying Services (CCLS)
- AOLS Publications and past seminar material
- Previous Examinations



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

 1043 McNicoll Avenue, Toronto, ON, M1W 3W6

Address

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.
 - (d) update the status of the Articling Student's progress using the AOLS online Learning Management System (LMS) and to provide an update to the AERC monitor every 6 months, or as otherwise required by the AERC.
4. The Articling Student agrees to:
 - (a) fulfil 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 Essential Areas of Knowledge (EAKs) 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 Professional examination

- (f) fulfil all experience requirements at the party chief level, non-party chief level, and managerial level, as prescribed by AERC
 - (g) successfully complete the Written Professional examination
 - (h) 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.

Online training file and six monthly reviews

- 6. The Articling Student's progress will be reviewed by the AERC every six months and will be summarized by the Articling Surveyor/Supervisor in a documented report posted to the AOLS on-line LMS.
- 7. An online training file will be maintained on the LMS for each Articling Student. It is the Articling Surveyor's/Supervisor's responsibility to update the online training file on a regular basis and ensure the file is ready for review by AERC when requested.

Study and assessment performance

- 8. The AOLS will inform the Articling Surveyor and the Articling Student of upcoming exam timetables for the Statutes, oral and written 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, and after the approval of an invigilator by the AOLS.
- 9. The Articling Student will be allowed 3 attempts at the Statutes Examination. (O. Reg. 1026, s. 23(11))
- 10. The Articling Student will be allowed 3 attempts at the Professional Written Examination. (O. Reg. 1026, s. 23(11))
- 11. The Articling Student will be allowed 3 attempts at the Professional Oral Examination. (O. Reg. 1026, s. 23(11))
- 12. 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

- 13. The Articling Student is responsible for registering for all examinations before the closing dates given by the AOLS.
- 14. 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

- 15. 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 to 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.

16. This Articling Contract shall automatically terminate:

- (a) upon termination of a 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

17. This Articling Contract may not be altered or amended except with approval of the AOLS

Conflict Resolution

- 18. 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.
- 19. 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: _____, Ontario Land Surveyor
(Name of Current Articling Surveyor)

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

called the "Party of the First Part",

AND _____
(Name of Articling Student)

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

called the "Party of the Second Part",

AND _____, Ontario Land Surveyor
(Name of New Articling Surveyor)

of the _____ in the _____
(Municipality) (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 is currently articulated 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 of articles, 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.

Appendix B

NOW THIS AGREEMENT WITNESSES 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 the day and year first above written.

SIGNED AND DELIVERED IN THE PRESENCE OF:

(Current Articling Surveyor)

(Articling Student)

(New Articling Surveyor)

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 _____, 20____ 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 Essential Areas of Knowledge and the required
term of articling experience both as set out in the Articling Contract and Schedule A 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

**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. Your application must include a completed Candidate Assessment Form.

Type of Experience	Months of Experience			Details Place(s) of Employment, Level of Responsibility, Supervisor, Date(s)
	Manag't & Admin	Field	Total	
Cadastral				
Engineering				
Construction				
Geodetic				
GIS				
Post Graduate Studies				
Other (specify)				
1.				
2.				
Totals				

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			

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.