

# ARTICLES

**ACADEMIC AND EXPERIENCE REQUIREMENTS COMMITTEE**

*THE ASSOCIATION OF ONTARIO LAND SURVEYORS*

# 2014 Changes

- No quarterly Work Reports
- Monitors role changed
- 14 Essential Areas of Knowledge (EAKs) to be attained through experience and/or assignments
- Learning Contract to supplement new Articling Contract
- Web-based Learning Management System (LMS) for assignments, resources, progress tracking
- On-line Statutes Exam available “on demand”

# STUDENT HANDBOOK

- Section A – General Information
- Section E – Cadastral
- Appendices (Forms)

[https://www.aols.org/site\\_files/content/pages/membership/becoming\\_an\\_ols/articling/articling-student-handbook--cadastral-only-\\_0.pdf](https://www.aols.org/site_files/content/pages/membership/becoming_an_ols/articling/articling-student-handbook--cadastral-only-_0.pdf)

# AERC POLICY MANUAL


[https://www.aols.org/site\\_files/content/pages/membership/becoming\\_an\\_ols/aerc/2017-aerc-policy-manual-v1-1-final.pdf](https://www.aols.org/site_files/content/pages/membership/becoming_an_ols/aerc/2017-aerc-policy-manual-v1-1-final.pdf)

# How to Prepare Your Articling Application

- Step 1 The following initial information is submitted to the Registrar (Deadlines will be early February, May, August or November and will be posted on the AOLS website and included in the In Sight Newsletter)
- Student Information Sheet
- Undertaking Form (required only for corporate employees).
- Names and contact information of two character references for the student (not a family member).
- Payment (please contact the AOLS Offices for current fees).

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

# How to Prepare Your Articling Application-Next Steps

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

- Referring to the [Essential Areas of Knowledge Master List](#), complete the [Candidate Assessment Form](#) as per the instructions on the form and use this as a tool to complete the student's EAK [Learning Plan](#). The Learning Plan should reflect the gaps in the student's knowledge that will be addressed during the term of articles. The Learning Plan is not submitted to the AOLS.
- Step 4 If applying for a reduction in the term of articles, complete [the Application for Reduction of Articles](#) form and submit this, along with the [Candidate Assessment Form](#) and any supporting information with your articling application.
- Step 5 Complete the [Articling Contract](#) and [Schedule "A"](#)
- Step 6 Submit the Articling Contract, Schedule "A" and Reduction Application package, if any.

# Essential Areas of Knowledge (EAK's)

- AERC deems essential to a licensed cadastral surveyor
- Not a comprehensive list but focuses on those areas that we feel are essential
- Competency will be achieved through work experience during the term of articles
- Articling Surveyor and Student may supplement work experience with assignments designed by the Articling Surveyor or obtained from the AOLS Learning Management System (LMS).
- Subject Matter Experts for each EAK

# EAK's

- Water Boundaries
- Ethics and professionalism
- Business practices
- Research
- General Boundary Retracement
- Descriptions
- Easements
- Roads
- Original Township Retracement
- Adverse Possession
- Spatial Reference
- Mining Act
- Condominium Act
- Planning Act



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# CANDIDATE ASSESSMENT FORM

Used as a tool to facilitate the recognition of what the student already knows and to assist the OLS and student in designing a Learning Plan to target the gap areas.

Must be submitted with a request for a reduction in the term of articles

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# EAK STUDENT LEARNING PLAN

- Used by the student and OLS to identify student's learning needs, how they will be learned, timelines, evidence and validation information
- Between the articling surveyor and the student and not reviewed by the Academic and Experience Requirements Committee

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# 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  
Completed to the satisfaction of the AERC

***Note: Term of Articles must be completed within 4 years. No extensions other than parental leave are allowed by the Act. Consideration will also be given to the current State of Emergency in Ontario and extensions may be given in that basis.***

# REDUCTIONS

- **Reg. 1026, S.23(5) – Reductions** (See Section A:7 in Handbook)
  - Prior experience comparable to required working experience (Does not generally include experience prior to degree)
  - AERC may approve a reduction in the required working 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

# 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 previous employment experience.
4. Additional details 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. The Fee of \$141.25 (\$125 + \$16.25)

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



**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
- calculation of field returns
- registry office searching
- plan preparation
- indexing of completed projects

## Management & Administration

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


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

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 provide 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 Academic and Experience Requirements Committee at its next available meeting.

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# ARTICLING CONTRACT

- 3 (or 4) parties, including the Articling OLS, supervising OLS (if applicable), student and AOLS
- Onus is on the articling surveyor to provide the training necessary for the student to achieve competency in the 14 EAKs
- Schedule A indicates the outstanding academic requirements, proposed timelines for outstanding requirements and exams and the approved reduction, if any.

# Articling Surveyor's/Supervisor's Responsibilities

- Ensure the student receives required training and completes all EAK's
- Progress reports to monitor via the LMS updated every 6 months (June 30 & Dec. 31)
- Certificate of experience and LMS up to date when articling experience fulfilled.

# ARTICLING CONTRACT – SCHEDULE A

- Attached to the Articling Contract to summarize and document the student's outstanding academic requirements, lecture course attendance, reduction in term of articles granted and examinations
- Proposed timelines are included where appropriate

# AOLS Learning Management System (LMS)

<http://learning.aols.org/>

- A “Question and Answer” forum for students and Subject Matter Experts.
- A repository of assignments based on the Essential Areas of Knowledge. A second repository of response guidelines is available for those marking the assignments.
- A forum for tracking the progress of the articling students.
- Relevant reference materials and links to sites.





Home

### Navigation

[Home](#)
[Offerings](#)

### Technical Support

If there is a problem with course access, [contact](#) the site administrator.

To be licensed or registered as an Ontario Land Surveyor, a candidate must successfully fulfil a term of articles. This site has been developed to assist and complement the articling process set up by the Academic and Experience Requirements Committee (AERC) of the Association of Ontario Land Surveyors (AOLS).

#### ENGLISH LANGUAGE SKILLS

In their roles as describer, investigator, interpreter, mediator, disseminator and advocate, Ontario Land Surveyors liaise with other professionals and engage the public. Thus, the AERC recommends that all articling students attain a [Canadian Language Benchmark](#) level of **8** in each of the four areas of ability: reading, writing, speaking and listening. Furthermore, registration for university courses may require proof of a specific level of English proficiency. Please consult the university's website for their specific requirements.



[Articling Essential Areas of Knowledge - Cadastral Master List](#)

Document describing each Essential Areas of Knowledge for the Cadastral branch.



[New Articling System](#)

Location of the new Articling Student Handbook and related documents.



[Cybrary](#)

An online collection of reference material organized by Essential Areas of Knowledge.

#### Offerings

[▼ Collapse all](#)

##### ▼ [Articling Essential Areas of Knowledge - Cadastral](#)

[Overview](#)

[Ethics and Professionalism](#)

[General Boundary Retracement](#)

[Business Practices](#)





## Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

## Is this your first time here?

If you are an **articling student** or a **surveyor**, you'll need to take a minute to create a new account for yourself. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. You will not have full access to this site's courses and resources until the **Registrar enrolls you**.
6. Once enrolled, you will only need to enter your personal username and password (in the form on this page) to log in and access any course or resources you have been enrolled in.

# ASSIGNMENTS

- Articling OLS will decide if a particular assignment is necessary (e.g. when student is not exposed to the experience necessary to gain competency in a particular area)
- Available through the LMS but submitted to your articling surveyor

# Progress Reporting

1. Log in to the LMS
2. Click on Overview under My Courses & Resources and then click “Turn editing on”
3. A link to printable detailed instructions is under Completion Status on the right side of the next page

## Completion Reporting

1. To report completed days, go to the “Overview” area, then click on the “Progress Report” link, then click on the “Turn editing on” button (top right corner).
2. In the row corresponding to the desired student and type of Statutory Requirement, click on the wheel (icon for edit).

### Progress Report

Separate groups Demo Surveyor

| Overview     |            | Statutory Requirement (Days) |                 |       |                | Exempt        |    |
|--------------|------------|------------------------------|-----------------|-------|----------------|---------------|----|
| Surname      | First name | Party Chief                  | Non-Party Chief | Admin | Category total | Statutes Exam | Ac |
| Demo Student |            | 50                           |                 |       | 50             |               |    |

**Update**

# **EXAMS**

**ACADEMIC AND EXPERIENCE REQUIREMENTS COMMITTEE**

**ASSOCIATION OF ONTARIO LAND SURVEYORS**

# EXAMS

- Statutes Exam – Must be 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 Exam will remain available only in late May & November. The Exam will also be offered by Prolydian.
- Lecture course (once a year in late September) – Mandatory before writing Professional Exam

# EXAM INFORMATION

Instructions for registering and scheduling your exam will be emailed to you after you have sent your exam application form with payment to us.

Application to write must be submitted one (1) month in advance

Fee is \$197.75 for each exam (\$175 + HST)

# STATUTES EXAM

- Closed book, on-line only through Prolydian, using your own laptop. Must have a working webcam and microphone.
- 3 hours long
- Format is 25 short answer questions (4 marks each) and randomly generated exams
- 18 questions from the 10 Primary Acts and 7 from the 13 Secondary Acts (E:2 in Student Handbook)
- All questions are posted on the AOLS website



# IMPORTANT!!!

*CURRENT*

&

*UP-TO-DATE STATUTES*

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

Federal: [laws.justice.gc.ca/eng](https://laws.justice.gc.ca/eng)

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

# PROFESSIONAL LECTURE COURSE

- Help with the professional exam
- 5 days, offered once a year – late September
- Must be taken before writing professional exam
- AOLS operations, survey problems, business ethics & liability insurance
- Due to the current State of Emergency in Ontario, this will be attended via electronic means

# PROFESSIONAL EXAM

- Academic courses must be completed prior to taking
- Articling Surveyor's sign-off required (Appendix D in Student Handbook) and LMS must be up to date (All experience days and EAKs).
- Oral (1 hour), written (3 hour) & plan check (3 hour) portions

# **AREAS OF STUDY PERTAINING TO THE PROFESSIONAL EXAMINATIONS**

The professional examination will be designed to test the student on his or her understanding of the Essential Areas of Knowledge

Refer to Sections E:4 and E:5 in the Articling Student Handbook

# ORAL PROFESSIONAL EXAM

- 50-60 minutes in length
- Via GoToMeeting – Working webcam and Mic required
- Panel of 3 examiners
- 3 questions
  - 1) AOLS
  - 2) business
  - 3) professionalism
- 10 minutes to make notes
- May answer questions in any order
- Examiners will expand question

# WRITTEN PROFESSIONAL EXAM

- 8 - 10 questions
- 3 hours long
- Closed book
- Past exams available on AOLS website
- Done via Prolydian website
- Instructions on scheduling your exam will be sent to you by email after you submit your application form with payment.

# Plan Check Exam

- 2 Questions ( Plan check and report to client)
- 3 hours long
- Question outline available on AOLS website
- The Exam will be proctored via GoToMeeting
- You will be required to have a computer with a working webcam and microphone

# EXAM MARKING

- Each written exam question is marked independently by 2 AERC members or assistants
- Variations over 25% are reviewed by AERC
- 65% is a pass on written & plan check exams (Oral is pass or fail)
- Receive marks within 45 days of exam
- May appeal written within 30 days of notice letter
- No appeal of Oral Exam
- 3 attempts at each, then must sit out 1 year
- Can re-sit oral, plan check or written exam separately



# COVID-19 CONSIDERATIONS

- Documentation to be submitted electronically where possible
- Exams may be offered in a digital, remote setting
- September Lecture Course and Articling Information Session to be offered online

**IMPORTANT HINT!!**

**STUDY  
GROUPS**

**GOOD LUCK!!!!**