Licensing authorities which recognize the ExAC are:

- Alberta Association of Architects [AAA]
- Architectural Institute of British Columbia [AIBC]
- Architect’s Association of New Brunswick [AANB]
- Architects Association of Prince Edward Island [AAPEI]
- Manitoba Association of Architects [MAA]
- Newfoundland and Labrador Association of Architects [NLAA]
- Nova Scotia Association of Architects [NSAA]
- Ontario Association of Architects [OAA]
- Ordre des architectes du Québec [OAQ]
- Saskatchewan Association of Architects [SAA]
- The Northwest Territories Association of Architects [NWTAA]
**THEME PROGRAMMING**

**general objective**

1.1 **Understand the process for the preparation of an architectural program**

**specific objectives**

1.1.1 Identify the components of an architectural program.

1.1.2 Describe the different process phases for the development of an architectural program.

1.2 **Analyze an architectural program**

1.2.1 Analyze an architectural program regarding its feasibility (project constraints and opportunities).

1.2.2 Analyse the program regarding the site components.

1.2.3 Analyse the program regarding the proposed budget.

1.2.4 Compare program with the client's objectives.

1.3 **Understand the principles of sustainable development within an architectural project**

1.3.1 Describe the principles of sustainable development.

1.3.2 Identify optimal site design.

**THEME SITE AND ENVIRONMENTAL ANALYSIS**

**general objective**

2.1 **Understand the principles related to the siting of a building and its environment: land planning, urban design and environmental evaluation**

**specific objectives**

2.1.1 Describe the physical, cultural and regulatory factors related to site planning.

2.1.2 Explain urban design issues and planning processes that influence the design of a building on a specific site.

2.1.3 Identify strategies for dealing with environmental issues in site evaluation.

2.2 **Apply the principles related to the siting of a building to its environment**

2.2.1 Formulate a building siting solution given a specific site, selected physical factors and design criteria.

2.2.2 Explain the principles of grading and storm water management as they apply to site design.

2.2.3 Describe the relationship between energy consumption and site design.

2.2.4 Describe impacts of universal accessibility as it applies to site design.

2.3 **Analyze data relevant to the siting of a building to its environment**

2.3.1 Explain data from environmental and engineering reports to determine design opportunities/constraints.

2.3.2 Explain data from a legal land survey.

2.3.3 Compare design solutions based on given criteria.
**3.1 Understand engineering systems**

3.1.1 Describe the main properties of the structural system.

3.1.2 Describe the main properties of the mechanical system (plumbing, heating, ventilation, air conditioning, fire protection).

3.1.3 Describe the main properties of the electrical system (lighting, electricity supply and distribution, fire alarm system, security and communications systems).

3.1.4 Describe the main properties of the civil engineering system (drainage, water supply, infrastructure).

3.1.5 List the codes, regulations and standards that apply to the engineering systems.

**3.2 Analyze engineering systems and their impacts on the project**

3.2.1 Compare the advantages and limitations of the structural system.

3.2.2 Compare the advantages and limitations of the mechanical systems.

**3.3 Coordinate engineering systems documentation**

3.3.1 Describe ways to coordinate with the consultants.

3.3.2 Identify the key stages at which coordination should occur.

3.3.3 Coordinate the engineering systems documentation with the architectural documentation.

**4.1 Understand the factors influencing cost**

4.1.1 Identify the factors influencing cost.

4.1.2 Explain how these factors influence cost.

**4.2 Evaluate cost management**

4.2.1 Critique the client’s budget in conjunction with the program and the conditions for completing the project.

4.2.2 Critique the recommendations made to a client following a value analysis.

**4.3 Understand the various methods of estimating cost**

4.3.1 Describe the methods for estimating cost.

**4.4 Apply estimating methods within the framework of a project**

4.4.1 Identify the resources available to do a cost estimate.

4.4.2 Differentiate between the concepts of construction costs, project costs and overall costs.

4.4.3 Use the preferred estimating method in a given situation.
5.1 Understand the scope and application of the National Building Code of Canada to the design, construction and occupancy of buildings

5.1.1 Identify the parts of the Code which apply to specific building projects.
5.1.2 Interpret the Division B appendices in Volume 2 of the Code.
5.1.3 Identify the scope and application of referenced standards included in the Code.

5.2 Apply the minimum standards of Division B of the National Building Code to design development

5.2.1 Apply the classification and construction requirements to a proposed building.
5.2.2 Apply building fire safety requirements to a proposed building.
5.2.3 Apply floor area safety requirements to a proposed building.
5.2.4 Apply barrier free requirements to a proposed building.

5.3 Apply the minimum standards of the National Building Code to construction documents regulated by Division B Part 3

5.3.1 Interpret the Code requirements for fire safety.
5.3.2 Interpret the Code requirements for sound separations.
5.3.3 Interpret the Code requirements for safety in floor areas.
5.3.4 Interpret the Code requirements for exits.
5.3.5 Interpret the Code requirements for health.
5.3.6 Interpret the Code requirements for barrier free design.

5.4 Apply the minimum standards of the National Building Code to construction documents regulated by Division B Part 9

5.4.1 Apply prescriptive Code requirements for structural design.
5.4.2 Apply prescriptive Code requirements for safety.
5.4.3 Apply prescriptive Code requirements for health.
5.4.4 Apply prescriptive Code requirements for envelope design.

5.5 Understand the requirements for achieving design compliance using alternative solutions, as set out in Division A and Subsection 1.1.2. of Division B of the National Building Code

5.5.1 Identify the proper application of an alternative solution in a building design.
5.5.2 Identify Code objectives and their application.
5.5.3 Identify the functional statements associated with a Code requirement.
5.5.4 Identify the documents and information required to file an alternative design solution.
**THEME SCHEMATIC DESIGN**

**general objective** 6.1 **Understand aspects of schematic design**

**specific objectives**

6.1.1 Identify the information required for schematic design, given specific conditions.

6.1.2 Categorize the engineering services required for the schematic design of a given project (program, clients and context).

6.1.3 Identify the documentation typically prepared for the client's approval of the schematic design.

6.1.4 Explain the scope of building code analysis in schematic design.

6.1.5 Explain the principles of sustainable design as they relate to schematic design.

**THEME DESIGN DEVELOPMENT**

**general objective** 7.1 **Understand aspects of design development**

**specific objectives**

7.1.1 Identify the information required for design development, given specific conditions.

7.1.2 Categorize the engineering services required for the design development of a given project (program, clients and context).

7.1.3 Identify the documentation typically prepared for the client's approval of the design development.

7.1.4 Describe the impacts of universal accessibility on design development.

7.1.5 Explain the principles of sustainable design as they relate to design development.

**THEME FINAL PROJECT**

**general objective** 8.1 **Understand the principles of construction**

**specific objectives**

8.1.1 Explain general structural principles.

8.1.2 Explain general mechanical principles (plumbing, heating, ventilation, air conditioning, fire protection, conveyance systems).

8.1.3 Explain the principles of soil mechanics.

8.1.4 Explain the principles of foundations.

8.1.5 Explain the principles of building envelope.

8.1.6 Explain the principles of acoustic design for a building.

8.2 **Know construction materials and their properties**

8.2.1 Choose the appropriate materials for a given project.

8.2.2 Identify the main properties of load-bearing materials (metal, wood, concrete, masonry).

8.2.3 Identify the properties of the types of building framework (metal, wood, concrete, masonry).

8.2.4 Identify the properties of the main types of insulating materials.

8.2.5 Identify the properties of the main types of air/vapour/water barriers.

8.2.6 Identify the properties of the main types of finishing materials.

8.2.7 Identify the impact of materials and processes on health and the environment.
8.3 Understand construction processes
8.3.1 Describe foundation systems as they relate to soil types and conditions.
8.3.2 Describe the role of components in a building envelope.
8.3.3 Choose construction methods that are appropriate to given criteria (cost, timing, durability, aesthetics, performance) and environmental conditions.

8.4 Evaluate material assemblies
8.4.1 Evaluate an acoustic assembly.
8.4.2 Evaluate a firestop assembly.
8.4.3 Evaluate an assembly of materials in relation to its thermal resistance.
8.4.4 Evaluate an assembly of materials in relation to moisture control.
8.4.5 Evaluate an assembly of materials in relation to its air-tightness.
8.4.6 Develop a structural system with a wooden frame from data provided.

8.5 Understand the components of the construction documents
8.5.1 Describe the contents of the specifications.
8.5.2 Describe the function of the specifications.
8.5.3 Describe the function of the working drawings.
8.5.4 List the main components of the working drawings.
8.5.5 Explain the relationships among the components of the construction documents.

8.6 Understand the principles of writing a technical specification
8.6.1 Explain the links between the MasterFormat and the National Master Specification (NMS).
8.6.2 Distinguish among the divisions of the NMS that are common or specific to each of the disciplines (architecture, structural, mechanical, electrical, etc.).
8.6.3 Match a construction element to the appropriate division of the MasterFormat.
8.6.4 Describe the components of a typical MasterFormat specification section.
8.6.5 List the rules related to writing a good specification.

8.7 Evaluate the components of the construction documents
8.7.1 Verify that products, materials and assemblies conform to standards and codes.
8.7.2 Check that architectural documents are coordinated and complete.
**THEME BIDDING AND CONTRACT NEGOTIATIONS**

**General Objective**

**9.1** Understand the different methods of realizing construction projects

**Specific Objectives**

9.1.1 Differentiate between the forms of project delivery.

9.2 Understand the types of construction contract

9.2.1 Identify the different types of construction contract.

9.2.2 Explain the purpose of the CCDC construction documents.

9.2.3 Describe the responsibilities of parties in a construction contract.

9.3 Understand the methods for the awarding of a construction contract

9.3.1 Describe the responsibilities of each party involved in the tendering process.

9.3.2 Describe the role of the local construction associations and bid depositories in the tendering process.

9.3.3 Describe the methods for the awarding of a construction contract.

9.3.4 Describe the stages of a standard tendering process.

9.3.5 Describe the documentation required for each phase of the tendering process.

9.4 Evaluate the bids submitted by the contractors

9.4.1 Describe architect’s responsibility in making recommendations.

9.4.2 Assess bid submissions.

**THEME CONSTRUCTION PHASE — OFFICE**

**General Objective**

10.1 Understand the roles of the architect and other participants in the administration of the construction contract

**Specific Objectives**

10.1.1 Explain the roles and responsibilities of the architect in the administration of a given construction contract.

10.1.2 Explain the roles and responsibilities of the client (owner) in the administration of a given construction contract.

10.1.3 Explain the roles and responsibilities of the contractor in the administration of a given construction contract.

10.2 Understand office administration tasks related to the different stages of a construction contract

10.2.1 Explain the tasks related to the construction phase (from the initial construction meeting, throughout construction and close-out, until the end of the warranty period).

10.2.2 Describe the documentation required of the contractor prior to commencement of construction.

10.2.3 Describe the type of documentation required to effect changes to the construction contract.

10.2.4 Explain the tasks involved in processing payment for the work.

10.2.5 Explain the tasks involved in the review of shop drawings and submittals.

10.2.6 Explain the terms of a contract related to deficiencies, take-over procedures, commissioning, indemnification and warranty.

10.3 Apply the administration forms appropriate to different aspects of construction

10.3.1 Complete a certificate for payment.

10.3.2 Complete a change order.

10.3.3 Complete relevant forms or reports (substantial completion, final inspection, field review, etc.).
** THEME CONSTRUCTION PHASE — SITE **

**general objective**

11.1 Understand the roles of the architect and the other participants in the administration of a construction contract

**specific objectives**

11.1.1 Explain the roles and responsibilities of the architect in the administration of a given construction contract.

11.1.2 Explain the roles and responsibilities of the client (owner) in the administration of a given construction contract.

11.1.3 Explain the roles and responsibilities of the contractor in the administration of a given construction contract.

11.1.4 Explain the roles and responsibilities of the architect with respect to inspection and testing firms.

11.2 Understand site tasks related to the different stages of a construction contract

11.2.1 Explain the tasks related to the construction phase on site (from the initial construction meeting, throughout construction and close-out, until the end of the warranty period).

11.2.2 Describe the procedures for monitoring construction progress.

11.2.3 Explain the terms of the construction contract related to field review.

11.2.4 Explain the terms of the construction contract related to the takeover procedures.

11.2.5 Explain the terms of the construction contract related to issues of hazardous materials and toxic substances.

11.3 Apply the administration forms appropriate to different aspects of construction

11.3.1 Complete relevant forms or reports (meeting report, field review, etc.).

** THEME PROJECT MANAGEMENT **

**general objective**

12.1 Understand the principles of project management and the provision of professional services

**specific objectives**

12.1.1 Explain the project management process.

12.1.2 Describe the role of the individuals involved in a project (project manager, internal and outside resources).

12.1.3 Describe the contents of a project file.

12.2 Evaluate a work plan

12.2.1 Identify the main components of a work plan.

12.2.2 Explain the essential elements of effective team management (communications, objectives, etc.).

12.2.3 Evaluate a given work plan.

12.2.4 Describe the quality insurance process in a project.