

Academic and Experience Requirements Committee

ARTICLES NOTICE

FROM: Bill Buck, OLS, CLS, P. Eng. — Registrar

TO: Evaluated Students and Ontario Land Surveyors and Associates

RE: Applications for Articles

DATE: January 13, 2017

Please note the following dates in reference to Applications for Articles.

- All initial Applications for Articles must be received at this office **by no later than Friday, February 3, 2017. There will be no exceptions.** Please refer to the [How To Prepare your Articling Application](#) document on the AOLS website.

Please submit the following by Friday, February 3, 2017:

1. [Student Information Sheet](#)
2. [Undertaking Form](#) to be submitted on company letterhead.
3. Two references: Submit the name, address and facsimile number of two individuals who are prepared to give a character reference. The Association will write directly to these individuals asking them to complete a questionnaire. At least one of the references should be a professional (e.g. doctor, lawyer, engineer, surveyor other than to whom you will be articulated). References from the company for which you are working are not acceptable.

A cheque in the amount of **\$226.00 (includes HST)**, payable to the Association of Ontario Land Surveyors. This represents the \$25.00 + HST (1/4 year Articling fee), the \$125.00 + HST Application to Article fee and the \$50.00 + HST Pro-rated Associate Membership Fee. Associate membership is mandatory for Articling Students. **PLEASE NOTE:** A convenience fee of 3% of the total amount will be charged for credit card payments

The Articling Information Session will take place on **Wednesday February 15, 2017**. Both the student and the Articling Surveyor must attend the session **remotely** using **GoToMeeting**. Access information will be available closer to the date.

- [Articling contract](#), [Schedule A](#), [Reduction application](#) if any (with the payment) and [Candidate Assessment Form](#) (only if applying for a reduction), should be prepared after the Information Session, and will be required by this office on or before **March 10, 2017**.
- The Academic and Experience Requirements Committee will consider the Applications at its meeting scheduled for **April 4, 2017**.

Only those persons who have undergone an Association of Ontario Land Surveyors' (AOLS) academic evaluation and are within 3 term courses of completing the AOLS academic requirements are eligible to submit an application to article. <http://aols.org/join/articling>