

## Academic and Experience Requirements Committee

### ARTICLES NOTICE

---

FROM: Penny Connors, B.A., B.Comm., C.R.M., C.A.E.— Registrar  
TO: Evaluated Students and Ontario Land Surveyors  
RE: Applications for Articles  
DATE: July 21, 2023

---

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, August 18, 2023. There will be no exceptions.**

#### PART I

**Please submit the following by Friday, August 18, 2023:**

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 articled). References from a family member or the company for which you are working are not acceptable.
4. **A cheque or Online Banking in the amount of \$454.65 (includes HST)**, payable to the Association of Ontario Land Surveyors. This represents:  
5. \$125.00 + HST Application to Article fee;  
6. \$ 93.75 + HST Articling Fee (3/4-year); and  
7. \$183.60 + HST Associate Membership Fee (3/4-year). 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 (**Total: \$468.29**).  
If you decide to pay by credit card a custom checkout link will be sent out to you

The Articling Information Session will take place **Wednesday, August 30, 2023, from 10:30 am-noon**. Both the student and the Articling Surveyor must attend the session **remotely** using **ZOOM**. Access information will be available closer to the date.

#### PART II

[Articling contract](#), [Schedule A](#), [Reduction application](#) if any (with the payment of \$125.00 + HST), 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 **September 15, 2023**.

The Academic and Experience Requirements Committee will consider the Applications at its meeting scheduled for **October 17, 2023**.

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 apply to article.