

## Pre-Qualification Evaluation

This form must have information for only **one** person. You will need to complete individual forms when seeking equivalency for more than one person.

It is recommended that you first download the PDF to your computer or network drive, open with Adobe Reader to complete and save the PDF. Alternatively, you can download the file, print it out and scan the completed form.

Please ensure your Pre-Qualification Evaluation is associated with a current or pending application for licence:

- I am a principal, director, officer, employee ( yes / no)
- I would like my competencies to be included for the licence application for the following entity:

\_\_\_\_\_

\*Entity could be a company, partnership or employer for example.

The completed evaluation form, along with an up-to-date PDF copy of your résumé as well as any degrees, qualifications, professional designations and/or memberships, described below, can be submitted by email to [competency\\_info@hcraontario.ca](mailto:competency_info@hcraontario.ca) or by mail to HCRA, Licensing and Customer Service Department, 40 Sheppard Ave. W, Suite 400, Toronto, ON M2N 6K9.

**Note:** Supporting documentation must be included with this Evaluation. Evaluations submitted with no supporting documents will not be considered.

1. First Name \_\_\_\_\_
2. Last Name \_\_\_\_\_
3. Company Name (If applicable) \_\_\_\_\_
4. Mobile phone number (Optional) \_\_\_\_\_
5. Work phone number \_\_\_\_\_
6. Email address \_\_\_\_\_
7. Please check the Equivalency you are applying for. (*Select all that apply and attach supporting documents as described in each section below*)

### **Business Planning and Management**

#### **Equivalent Experience**

- 5 or more years of experience owning and/or operating a successful business  
**Documentation:** Provide company background, products and services offered, letters of recommendation from clients or relevant neutral third parties, reviews, business card, website, etc.

#### **Education**

- Degree and official transcripts in Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Bachelor of Commerce (BComm)

or

- Completion certificate, course outline, learning objectives and transcript from Business Management course

**NOTE: For international applicants:** submit appropriate documents outlining Equivalent Experience and/or Education (as above) *in addition to* Relevant World Education Services (WES) credential evaluation.

## Licences

- Certified Professional Accountant Licence (CPA).  
**Note:** Accountants with licences from before 2014 will have the CPA designation in addition to their former designations of CA, CGA or CMA.

## Financial Planning and Management

### Equivalent Experience

- 5 or more years of experience owning and/or operating a successful business.  
**Documentation:** Provide company background (e.g., Articles of Incorporation), products and services offered, letters of recommendation from clients or relevant neutral third parties, reviews, business card, website, etc.

### Education

- Degree and official transcripts in Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Bachelor of Commerce (BComm)

or

- Completion certificate, course outline, learning objectives and transcript from Financial Management course

**NOTE: For international applicants:** submit appropriate documents outlining Equivalent Experience and/or Education (as above) *in addition to* Relevant World Education Services (WES) credential evaluation.

## Licences

- Certified Professional Accountant Licence (CPA)  
**Note:** Accountants with licences from before 2014 will have the CPA designation in addition to their former designations of CA, CGA or CMA

## Project Management and Supervision

### Equivalent Experience

- 5 or more years of experience in actively managing or site supervision of residential construction sites  
**Documentation:** Provide letter(s) of employment documenting the length of employment, your role in the company, a list of projects you have been directly involved in that includes addresses and dates of completion.

or

- Provide proof of at least 5 years experience as a principal, director, or officer associated with another active or expired licence with experience actively managing or supervising residential construction sites

## Education

- Degree and official transcripts in Construction Project Management
- or
- Completion certificate, course outline, learning objectives and transcript from Project Management and Supervision related to residential construction course
- or
- Gold Seal Certificate issued by the Canadian Construction Association

**Note:** A Project Management Professional (PMP) designation may be considered if it can be shown that you have applied your PMP qualifications to residential construction project management. A Project Management Professional Certificate alone will not satisfy equivalency requirements and must be accompanied by proof of relevant experience.

**NOTE: For international applicants:** submit appropriate documents outlining Equivalent Experience and/or Education (as above) *in addition to* Relevant World Education Services (WES) credential evaluation.

## Legal Issues in Housing

### Equivalent Experience

- 5 or more years of experience demonstrating an understanding and application of construction law/contract law/real estate law/insurance law/privacy law
- Documentation:** Provide proof of at least 5 years within the past 10 years as a principal, director, or officer associated with another active or expired licence with experience addressing legal issues in housing.

### Education

- Degree and official transcripts in Law
- or
- Completion certificate, course outline, learning objectives and transcripts from a Legal Course that demonstrates your understanding of construction/contract/real estate law and applicable regulations in Ontario
- Note:** Ontario Real Estate Association (OREA)/Real Estate Council of Ontario (RECO) legal courses alone are not considered equivalent to this competency requirement

### Licences

- Licensed as a lawyer in Canada

## Customer Service & Tarion Requirements

### Equivalent Experience

- 5 or more years of experience in addressing customer service and warranty obligations in the construction of new homes in Ontario within the past 10 years
- Documentation:** Provide letter(s) of employment documenting the length of employment, your role in the company, a list of projects you have been directly involved in that includes addresses and dates of completion.

or

- Provide proof of at least 5 years within the past 10 years as a principal, director, or officer associated with another active or expired licence with experience addressing customer service and warranty obligations.

## Building Codes

### Equivalent Experience

- Experience working with the Ontario Building Code, with particular focus on residential construction, for at least the past 5 consecutive years  
**Documentation:** Provide letter(s) of employment documenting the length of employment, your role in the company, a list of projects you have been directly involved in that includes addresses and dates of completion.

*or*

- Provide proof of at least 5 years within the past 10 years as a principal, director, or officer associated with another active or expired licence with experience ensuring the construction of new homes complied with the Ontario Building Code

### Education

- Related degrees and official transcripts, such as Structural Engineering, Civil Engineering and Architectural Engineering, from an accredited Ontario college

**NOTE:** Mechanical, Electrical and Industrial Engineering degrees are not accepted

*or*

- Diploma and official transcripts in Civil Engineering Technology

*or*

- Diploma and official transcripts in Construction Engineering Technology

*or*

- Completion certificate, course outline, learning objectives and transcripts from an Ontario Building Code course within the last 5 years

### Licences

- Building Code Identification Number Licence from the Ontario Ministry of Municipal Affairs and Housing
- Professional Engineers of Ontario (PEO) Licence (with relevant experience such as Structural Engineering, Civil Engineering, Architectural Engineering)
- Ontario Architects Association Licence (OAA)

## Construction Technology

### Equivalent Experience

- 5 years experience working directly in construction technology in Canada within the past 10 years

**Documentation:** Provide letter(s) of employment documenting the length of employment, your role in the company, a list of projects you have been directly involved in that includes addresses and dates of completion.

*or*

- Provide proof of at least 5 years within the past 10 years as a principal, director, or officer associated with another active or expired licence with experience ensuring the construction of new homes complies with up-to-date construction technology principles

## Education

- A degree and official transcripts in Building Sciences or related/relevant degrees, such as Structural Engineering, Civil Engineering and Architectural Engineering, from an accredited college or university

Note: Mechanical, Electrical and Industrial Engineering degrees alone are not accepted.

or

- A 3-year Advanced Diploma and official transcripts in Building Sciences or related/relevant diploma, such as Architectural Engineering, Civil Engineering Technology, Construction Engineering Technology

or

- Natural Resources Canada (NRCan) Certified Energy Advisor

or

- Completion certificate, course outline, learning objectives and transcripts from courses/seminars/workshops related to the building science of residential structures (Energy Star, Leadership in Energy and Environmental Design (LEED), R-2000 Standard, NetZero)

**NOTE: For international applicants:** submit appropriate documents outlining Equivalent Experience and/or Education (as above) in addition to Relevant World Education Services (WES) credential evaluation.

## Licences

- Ontario Architects Association (OAA) Licence
- Registered and licensed as an architect with another provincial or territorial architectural regulator within Canada
- Ontario Association of Certified Engineering Technicians and Technologists (OACETT) Licence
- Association of Architectural Technologist of Ontario (AATO) Licence
- Professional Engineers of Ontario (PEO) Licence
- Registered and licensed as a Professional Engineer with another Provincial or Territorial regulator within Canada