



**Ontario
Association
of Architects**

**Guidelines for Completion of an
Application for Licence – for Architects Licensed in Canada**
(Membership in the Ontario Association of Architects)

INDEX

	Page Number
General.....	3
Fees	3
Completion of the Application	4
Mobility of Architects to Ontario	4
Appendix 1 List of Documents	5
Appendix 2 Reciprocity Agreement.....	6
Payment of Fees form	

Consent Form

Under the Personal Information Protection and Electronic Documents Act (PIPEDA) for the collection, use, disclosure and retention of personal information collected by the Ontario Association of Architects in the course of its commercial activities.

When filing an Application for Licence, enclose the following:

1. Completed, signed Application for Licence for Architects Licensed in Canada;
2. Payment of applicable fees:
by cash, cheque, bank draft, money order, Visa or MasterCard together with the Payment of Fees form.
3. Completed, signed Consent Form:
under the Personal Information Protection and Electronic Documents Act (PIPEDA).

Prior to the awarding of a commission when only interviews or requests for proposals are underway, the persons or entities submitting the proposal, if not licensed in Ontario, are advised to notify the OAA in writing that they are being considered for a commission in the province and that they will comply with the requirements for licensing immediately upon obtaining the commission. By so doing, they avoid any potential perception that the Architects Act may be being contravened by holding themselves out as engaging in the practice of architecture without a Licence and Certificate of Practice.

IMPORTANT

The approval of an Application for Licence entitles an individual to become an architect licensed by the Ontario Association of Architects (OAA).

In order to offer or provide architectural services in Ontario (*as defined in the Architects Act*) to the public, **an individual must be the holder of a Certificate of Practice with the OAA.**

An Application for Certificate of Practice may be submitted together with the Application for Licence.

The provision of architectural services, which includes activities such as the preparation of drawings and completion of feasibility studies, prior to the issuance of a Licence and Certificate of Practice may be prejudicial to the granting of a Licence and/or a Certificate of Practice.

GENERAL

1. Allow approximately **3 - 5 weeks** processing time from the date of receipt of the completed application and all required documentation. An incomplete application will be delayed as it may be returned for completion.
2. All sections of the application are to be completed and should be typed or printed. The original form must be returned. The terms "Not Applicable" or "N/A" may be used where sections do not apply. An application received via facsimile will not be accepted.
3. All documentation submitted will be verified.
4. **Licence Term** - January 1 to December 31 each year. The onus is on the architect to pay the fee within the time prescribed.
5. **Applications received after December 1** will not be finalized in that calendar year (*unless otherwise requested*) and must include the appropriate fees for the following year. Applicants should contact the Office of the Registrar after December 1 for information with respect to fees.
6. **Application for Seal** (*separate application*)

In order for an architect licensed by the OAA who is an **employee** of a holder of Certificate of Practice to obtain a seal, the holder of the Certificate of Practice must sign the Declaration on the Application for Seal indicating that the seal **will be used only for projects under that holder**.

In order for an architect licensed by the OAA who is an **employee** of other than a holder of a Certificate of Practice (i.e. Federal or Provincial Government, banks, etc.) to obtain a seal, the employer must sign the Declaration on the Application for Seal indicating that the seal **will be used only for projects owned by the employer**.

When an employee with seal changes employment:

- a) the employer must notify the Office of the Registrar of any changes to the Certificate of Practice; and
- b) the employee must immediately return the seal to the Association (Subsection 42.(22), Regulation 27).

7. Display of Certificate

Every holder of a Licence shall keep his/her Licence certificate prominently displayed in his/her place of business (*Subsection 49.(7), Regulation 27*).

8. Continuing Education

The OAA has a mandatory Continuing Education program and detailed information can be found on the OAA's Web site (www.oaa.on.ca).

9. Fees

The fees for Licence are set out on the enclosed Payment of Fees form. Please note that payment of fees must be by cash, cheque, bank draft, money order, Visa or MasterCard. Fees are set out in Canadian funds and include the Goods and Services Tax (GST).

COMPLETION OF THE APPLICATION

A. IDENTIFICATION

Questions 7, 8, and 9 are for statistical purposes only. At times, the OAA has a need to communicate with architects from other countries. In such instances, an architect with knowledge of the specific language would be able to assist.

B. LICENCE HISTORY

Indicate Licence status in all jurisdictions where a Licence is currently held or was previously held. Identify any Licence not currently in good standing and give the particulars. Include foreign membership and Licences held in any other professions. Attach supplementary sheets if necessary.

C. DECLARATION

It is the statutory responsibility of the OAA to ensure that applicants for Licence in Ontario have the requisite knowledge of Ontario laws before being granted a Licence by the OAA.

Applicants must have unrestricted access to all of the documents listed in **Appendix 1** of these Guidelines. The OAA Official Documents are only available for downloading from the OAA's Web site.

MOBILITY OF ARCHITECTS TO ONTARIO

In order to offer or provide any architectural services in the Province of Ontario, the person providing these services **MUST** be licensed as an Architect by the OAA and the person or entity **MUST** be the holder of a Certificate of Practice issued by the OAA.

When an architect licensed by a Canadian Provincial/Territorial Licensing Authority is approached by a client to provide professional services in Ontario, and is contemplating doing so, it is mandatory that the legislation governing the practice of architecture in Ontario be complied with. The onus is on the architect to contact the OAA to obtain the pertinent information and fully comply with the requirements.

As an alternative to the process of licensure as an architect and issuance of a Certificate of Practice, the process of Temporary Licence and limited Certificate of Practice (*Section 23 of the Architects Act*) is available for the purpose of providing architectural services on a specific project. This option requires collaboration with an Ontario architect/holder.

Applicants licensed by a Canadian Provincial/Territorial Association of Architects

A summary of the Reciprocity Agreement is set out in **Appendix 2** of these Guidelines.

The **Confirmation Form** (*form*) is a prerequisite to OAA membership. Processing of the Application for Licence will proceed **only** after receipt of the **completed and certified form directly from the Licensing Authority where the applicant is currently licensed**.

APPENDIX 1

LIST OF DOCUMENTS

OAA Official Documents

- 1.² The *Architects Act*, R.S.O. 1990, c.A.26
<http://www.e-laws.gov.on.ca>
- 2.² Ontario Regulation 27, R.R.O. 1990, as amended
<http://www.e-laws.gov.on.ca>
- 3.² By-Law, as amended (under the *Architects Act*, R.S.O. 1990, c.A.26)
<http://www.oaa.on.ca/client/oa/OAAHome.nsf/web/OAA+By-Laws?OpenDocument>
- 4.² Ontario Association of Architects Standard Form of Contract for Architect's Services, Document 600, 2008
<http://www.oaa.on.ca/client/oa/OAAHome.nsf/web/Document+600?OpenDocument>
- 5.¹ Regulatory Notices (formerly Practice Bulletins)
<http://www.oaa.on.ca/client/oa/OAAHome.nsf/web/OAA+Regulatory+Notices?OpenDocument>
- 6.¹ Practice Tips (formerly Practice Bulletins)
<http://www.oaa.on.ca/client/oa/OAAHome.nsf/web/OAA+Practice+Tips?OpenDocument>

Superscript 1 - acquired **general** knowledge

Superscript 2 - acquired **specific** knowledge

¹**Ontario Building Code Act 1992, as amended by S.O. 1997** and the **Ontario Building Code**, both as amended

¹**Provincial statutes, regulations and codes** applicable to the design, construction, enlargement or alteration of buildings, such as but not limited to:

Construction Lien Act, R.S.O. 1990, Chapter C.30

Planning Act, R.S.O. 1990, Chapter P.13

Occupational Health & Safety Act, R.S.O. 1990, Chapter O.1

Elevating Devices Act (Incorporated into Technical Standards and Safety Act, 2000, S.O. 2000, Chapter 16)

Fire Protection and Prevention Act, 1997 and the Ontario Fire Code

Health Protection & Promotion Act, R.S.O. 1990, Chapter H.7

Ontario New Home Warranties Plan Act, R.S.O. 1990, Chapter O.31

Note: All Provincial statutes, regulations and codes are as amended.

The above documents are available for download at www.e-laws.gov.on.ca or may be purchased by contacting the Ontario Government Bookstore at 880 Bay Street, Toronto, Ontario M7A 1N8 (416) 326-5300 or through ServiceOntario Publications at www.publications.serviceontario.ca

Superscript 1 - acquired **general** knowledge

APPENDIX 2

RECIPROCITY AGREEMENT for Architects Licensed in Canada

The following is a summary of the requirements as set out in the **Reciprocity Agreement** signed by the Canadian Architectural Licensing Authorities which took effect January 1, 2010.

Eligibility

1. The Canadian Architectural Licensing Authorities agree to license as an Architect, in their respective province or territory, any Architect holding such a licence in another province or territory, who meets the other conditions contained in this Agreement.
2. To qualify under this Agreement, the Architect must be *in good standing* in a Canadian province or territory.

Conditions

3. To obtain a licence as an Architect in another jurisdiction in Canada under the terms of this Agreement, the Architect must:
 - a) complete and submit the required Application for Licence for Architects Licensed in Canada
 - b) provide information regarding any record of disciplinary action, if applicable;
 - c) have sufficient knowledge of laws and regulations governing the profession of Architect in the host province or territory and complete the declaration;
 - d) pay the required fees;
 - e) conform, where applicable, with other requirements established by the laws of the province or territory to which an application is being made.



Payment of Fees 2010

Application for Licence for Architects Licensed in Canada

111 Moatfield Drive, Toronto, Ontario M3B 3L6
Telephone 416-449-6898 Fax 416-449-5756 www.oaa.on.ca

The Ontario Association of Architects accepts payment of fees by cheque, money order and bank drafts (all made payable to the OAA), cash, Visa and MasterCard. The fees listed below are in **Canadian funds** and include the Harmonized Sales Tax (HST).

Payment of fees by cheque, bank draft or money order must be received in Canadian funds. Due to high bank charges, cheques made out in Canadian funds and drawn on a U.S. account will not be accepted.

Licence Fees		Applications approved between July 1 to Dec 31
Application fee		\$310.75 <input type="checkbox"/>
Annual Licence fee – submit ONLY the annual fee which is applicable to your application:		
Annual Licence fee		\$456.52 <input type="checkbox"/>
Total	\$	\$

Payment Method	If you are paying by Visa or MasterCard please complete the following:	
<input type="checkbox"/> Cheque		
<input type="checkbox"/> Money Order		
<input type="checkbox"/> Bank Draft	Card Number	Expiry Date
<input type="checkbox"/> Cash		
<input type="checkbox"/> Visa		
<input type="checkbox"/> MasterCard	Name of Card Holder (<i>please print</i>)	Signature



Ontario Association of Architects

Consent Form

Under the Personal Information Protection and Electronic Documents Act (PIPEDA) for the collection, use, disclosure and retention of personal information collected by the Ontario Association of Architects in the course of its commercial activities.

Name: _____
(please print)

Address: _____

City: _____ Prov./State: _____ Postal/Zip Code: _____

Telephone: _____ E-mail: _____

This Consent Form provides the Ontario Association of Architects (OAA) with permission to forward your personal information as set out above to the following organizations as it relates to the commercial activities of the OAA.

I hereby consent to the release by the OAA of my name, address*, telephone number and e-mail address to the organization offering the OAA Group Insurance Plan to architects licensed by the OAA and other classes of persons with the OAA for the purpose of enabling this organization to contact me.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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* Note that the address includes the City, Province/State and Postal/Zip Code.

I acknowledge that I have the right to amend this Consent Form in writing.

Signature

Date



**Ontario
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111 Moatfield Drive, Toronto, Ontario M3B 3L6
Telephone 416-449-6898 Fax 416-449-5756 www.oaa.on.ca

Application for Licence for Architects Licensed in Canada

A. IDENTIFICATION

1. Name in Full: _____
Surname First Name Middle Name(s)

Please check one Miss Mrs. Ms. Mr.

Name as it should appear on the Certificate: _____

Please list professional designations: _____ University and Graduation Date: _____

2. Residence Address: _____
Street Apt. No.

City Province/State/Territory Country Postal /Zip Code

3. Place of Business: _____
Firm Name

Street Suite No.

City Province/State/Territory Country Postal /Zip Code

4. (a) Address for Correspondence: Residence [] or Business []
(The selected address will be your Address of Record on the Register. If your residence and business addresses are in different electoral districts, you will be permitted to vote only in the electoral district which corresponds with your Address of Record.)

(b) Published on Web site: Yes No
(If you choose not to have your address published, only your name and Licence number will be included on the listing.)

5. Residence Tel: () _____ Business Tel: () _____

6. E-mail: _____

7. Date of Birth: _____ (Attach copy of proof)
(mm/dd/yy)

8. Country of Origin _____

9. Language(s): English French Other _____

B. LICENCE HISTORY *(Use supplementary sheets if necessary.)*

1. Jurisdiction in which **first** Licence issued:

Jurisdiction	Licence Number	Date Licence issued

2. List all jurisdictions in which you **currently** hold a Licence:

Jurisdiction	Licence Number	Date Licence issued

3. List all jurisdictions in which you **previously** held a Licence and provide the reason you no longer hold a Licence in those jurisdictions:

Jurisdiction	Licence Number	Date Licence Issued	Date Resigned/Cancelled	Reason Resigned/Cancelled

B. LICENCE HISTORY Cont...

4. Have you ever been denied a Licence? Yes No
5. (a) Has your Licence ever been suspended or revoked? Yes No
(b) Has your Licence ever been cancelled? Yes No
6. Have you resigned your membership in any organization of architects or allowed your Licence to lapse for any reason? Yes No
7. Have you ever been convicted of an offence which may be relevant to your suitability to practise architecture? Yes No
8. (a) Have you ever been found guilty of professional misconduct or incompetence? Yes No
and/or
(b) Is your conduct or competence presently the subject of proceedings? Yes No
9. Was your conduct or competence under review at the time of your resignation or cancellation? Yes No
10. Do you hold a Licence, in any jurisdiction, which is subject to any terms, conditions or limitations? Yes No

If you have answered "yes" to questions 4. to 10., use a supplementary sheet to provide dates and details.

Please list Professional Designations (i.e. M.Arch.,LEED AP): _____

C. DECLARATION

I DO SOLEMNLY DECLARE:

THAT I am applying for a Licence under the *Architects Act* of the Province of Ontario;

THAT I agree to comply with the *Architects Act*, the Regulation and By-laws, all as amended;

THAT I understand that only a holder of a Certificate of Practice is permitted to offer and/or provide to a member of the public a service that is part of the practice of architecture;

THAT the facts set out in this Application for Licence are true and correct in every particular;

AND I MAKE THIS solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

IN ADDITON, I hereby consent and authorize _____(insert Regulator from where you are applying) to release and disclose to the jurisdiction to which I am making this Application for Licence, all information and documents that in any way relate to any past, current or pending investigations or proceedings involving my conduct or competence.

Signature of Applicant

Date
