



**Ontario
Association
of Architects**

Guidelines for Completion of an Application for Licence – Reapplication or Reinstatement

(Membership in the Ontario Association of Architects)

INDEX

Page Number

General.....	3
Fees	3
Completion of the Application	4
Licence Reapplication.....	4
Licence Reinstatement.....	4
Appendix 1 List of Documents	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, include the following:

1. Completed, signed Application for Licence;
2. Proof of Canadian Citizenship or permanent resident status in Canada, if applicable;
3. Payment of applicable fees. (Refer to Payment of Fees Form)
4. Completed, signed Consent Form - Under the Personal Information Protection and Electronic Documents Act (PIPEDA).

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.**

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 terms "Not Applicable" and "N/A" may be used where sections do not apply.
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 Payment of Fees Form.

COMPLETION OF THE APPLICATION

A. BASIS OF APPLICATION (please check the appropriate application category)

1. LICENCE REAPPLICATION

- a) A former OAA architect who has surrendered his/her Licence (resigned) and makes application to reapply for a Licence **within three (3) years of surrender (resignation)** is exempted from the academic and experience requirements set out in Section 31. of Regulation 27.

or

- b) A former OAA architect who has surrendered his/her Licence (resigned) and makes application to reapply for a Licence **more than three (3) years after surrender (resignation)** is required to comply with the academic and experience requirements set out in Section 31. of Regulation 27, except that an application may be made to Council for exemption under Section 13. of the *Architects Act* and Section 33. of Regulation 27 along with submission of the required fee.

Council's options when reviewing an exemption request may include:

- denial of the request, or
- completion of further experience and/or examination.

2. LICENCE REINSTATEMENT

- a) A former OAA architect whose Licence was cancelled and makes application to reinstate the Licence **within three (3) years of cancellation** is exempted from academic and experience requirements set out in Section 31. of Regulation 27.

or

- b) A former OAA architect whose Licence was cancelled, and makes application to reinstate his/her Licence **more than three (3) years after cancellation** is required to comply with the academic and experience requirements set out in Section 31. of Regulation 27, except that an application may be made to Council for exemption under Section 13. of the *Architects Act* and Section 33. of Regulation 27 along with submission of the required fee.

Council's options when reviewing an exemption request may include:

- denial of the request, or
- completion of further experience and/or examination.

3. ADDITIONAL REQUIREMENTS FOR APPLICANTS SET OUT IN ITEMS A.1. and A.2.

- i) comply with the provision of any outstanding decisions and orders of the Discipline Committee;
- ii) file with the Registrar, a Statutory Declaration in which the applicant affirms that the applicant has not engaged in the practice of architecture in the Province of Ontario or held himself/herself out as engaging in the practice of architecture in the Province of Ontario, from the date of resignation/cancellation to the date of application;
- iii) provide evidence to the Registrar that the applicant has, before the date of application, completed a cycle of continuing education that meets the requirements of the Continuing Education Program established under Section 54. of Regulation 27;
- iv) pay all fees, premiums, levies and deductibles in arrears on the date of resignation/cancellation;
- v) pay the annual fees prescribed by the by-laws for the two years before the date of application, except that no payment is required for the first year after the date of resignation/cancellation;
- vi) pay the annual fees prescribed by the by-laws due and owing on the date of filing of the application.

B. IDENTIFICATION

Questions 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. With respect to questions 10. a) and 10. b), please enclose proof.

C. LICENCE HISTORY

Indicate Licence status in all jurisdictions where a Licence is currently 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.

D. 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. The OAA Official Documents are only available for downloading from the OAA's Web site.

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/professional+resources/documents/core+documents>
- 5.¹ Regulatory Notices (formerly Practice Bulletins)
<http://www.oaa.on.ca/professional+resources/practice+tips+&+regulatory+notices/overview>
- 6.¹ Practice Tips (formerly Practice Bulletins)
<http://www.oaa.on.ca/professional+resources/practice+tips+&+regulatory+notices/overview>

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 College Park Building, 777 Bay Street, Toronto, Ontario M6G 2C8 (416) 326-5300** or through **ServiceOntario Publications** at www.publications.serviceontario.ca

Superscript 1 - acquired **general** knowledge



**Ontario
Association
of Architects**

1 Duncan Mill Road, Toronto, Ontario M3B 1Z2
Telephone 416-449-6898 Fax 416-449-5756 www.oaa.on.ca

Payment of Fees - 2018

Application for Licence – Reapplication or Reinstatement

The Ontario Association of Architects accepts payment of fees by cheque (including: money order, bank draft) made out to the OAA in Canadian Funds only, and cash. The fees listed below are in Canadian funds and include the Harmonized Sales Tax (HST).

Licence Fees	Applications approved between Jan 1 to June 30	Applications approved between July 1 to Dec 31
Application fees – submit ONLY the application fee which is applicable to your application:		
Reapplication fee (previously resigned membership) OR	\$172.89 <input type="checkbox"/>	\$172.89 <input type="checkbox"/>
Reinstatement fee (Licence previously cancelled)	\$431.66 <input type="checkbox"/>	\$431.66 <input type="checkbox"/>
Annual Licence fee	\$960.50 <input type="checkbox"/>	\$480.25 <input type="checkbox"/>
Outstanding Requirements (<i>Former members whose Licence was cancelled should contact the Office of the Registrar to ascertain whether there are any outstanding requirements.</i>)	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
Total	\$	\$

NAME OF APPLICANT:
PAYMENT METHOD:
<input type="checkbox"/> Cheque
<input type="checkbox"/> Money Order
<input type="checkbox"/> Bank Draft
<input type="checkbox"/> Cash
<input type="checkbox"/> Online Banking *

*If you **already** have an OAA account/identification number, you may use online banking at this time.

Online Banking:

Online banking bill payment is available for the 5 major Canadian banks (CIBC, RBC, Scotia, TD, BMO, Credit Union and National). Note: You must use your account/ID number to ensure the OAA receives the correct information from the bank to process your payment and avoid cancellation. Contact oaafees@oaa.on.ca for more information.



Ontario Association of Architects

1 Duncan Mill Road, Toronto, Ontario M3B 1Z2
Telephone 416-449-6898 Fax 416-449-5756 www.oaa.on.ca

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.

<p>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.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
---	--

* 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



Application for Licence Reapplication or Reinstatement

A. BASIS OF APPLICATION (please check the appropriate application category)

Reapplication within three (3) years after surrender (resignation)
 more than three (3) years after surrender (resignation)

Reinstatement within three (3) years after cancellation
 more than three (3) years after cancellation

B. IDENTIFICATION

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

Please check one Miss Mrs. Ms. Mr. Dr.

Name as it should appear on the Certificate: _____

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 _____

10. (a) I am a Canadian citizen (Attach copy of proof) or Yes No
(b) I hold the status of a permanent resident of Canada (Attach copy of certificate) Yes No

C. 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

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 that licenses or authorizes the practice of architecture in a jurisdiction other than Ontario 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

If you have answered "yes" to questions 4. to 9., use a supplementary sheet to provide dates and details.



D. DECLARATION

I DO SOLEMNLY DECLARE:

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

THAT in regard to the documents listed in Appendix "1" of the Guidelines for Completion of an Application for Licence, I have and will continue to maintain:

- a) the OAA Official Documents
- b) unrestricted access to all other listed documents
- c) **general** knowledge of the contents of the documents identified by the superscript 1
- d) **specific** knowledge of the contents of the documents identified by the superscript 2

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 as a former architect licensed by the OAA, since my resignation or cancellation of Licence, I have not engaged in or held myself out as engaging in the practice of architecture in Ontario, except:

- 1. as an employee of a holder of a Certificate of Practice; or
- 2. as an employee of an organization which did not offer architectural services to the public where all architectural services performed by me were under the personal supervision and direction of an architect

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.

Signature of Applicant

Date

FOR OAA USE ONLY