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Guidelines for Completion  
of an Application for Licence

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# Broadly Experienced Foreign Architect (BEFA)

(Membership in the Ontario Association of Architects)

Issued January 2025



Ontario Association  
of Architects

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## **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 to the public (as defined in the [Architects Act](#)), these services must be offered via a certificate of practice issued by the OAA. An application for certificate of practice may be submitted together with the application for licence.

The provision of architectural services, as defined under the *Architects Act* and further elaborated on the [OAA Website](#), 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.



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# General

## When filing an application for licence, include the following:

- Completed, signed application for licence;
  - Proof of Canadian Citizenship or permanent resident status in Canada;
  - Proof of Broadly Experienced Foreign Architect (BEFA) certification by the Canadian Architectural Certification Board (CACB);
  - Payment of applicable fees (refer to Payment of Fees Form); and
  - Completed, signed Consent Form (under PIPEDA).
1. Allow approximately **four to six weeks** of 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. **NOTE: ENSURE YOU HAVE ANSWERED ALL QUESTIONS OR YOUR APPLICATION WILL BE DEEMED INCOMPLETE.**
  2. All sections of the application are to be completed. The terms “Not Applicable” and “N/A” may be used where sections do not apply.
  3. All documentation submitted will be verified.
  4. The **Licence Term** is January 1 to December 31 each year. The onus is on the Architect to pay the fee within the time prescribed. Non-payment may lead to licence cancellation.
  5. Applications received after December 1 will not be finalized in that calendar year (unless otherwise requested). Applicants should contact the Office of the Registrar after December 1 for information with respect to fees.
  6. All documents prepared by an Architect licensed in Ontario that govern a project’s construction, alteration, or enlargement must be sealed with a seal issued to an architect by the OAA. For more information regarding OAA professional seals, visit the OAA Website [here](#).
  7. Every OAA licensed members hall display their licence certificate prominently in their place of business (Subsection 49.(7), Regulation 27).
  8. The OAA has a mandatory Continuing Education program. Detailed information can be found on the [OAA Website](#) .
  9. The **fees** for licence are set out on the Payment of Fees Form.



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# Completion of the Application

## A. 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.

B. Self-explanatory

C. Self-explanatory

## D. LICENCE HISTORY

In Section D, Questions 4 through 8, if the applicant for licence makes a positive declaration, the OAA will ask for full details and make any additional inquiries to confirm completeness and accuracy of the information. The OAA will then assess the suitability of the applicant for licensure.

## E. DECLARATION

The solemn declaration serves as a formal attestation by the applicant that all the information provided is truthful and accurate. This verification helps ensure the integrity of the registration process by preventing the submission of false information. Additionally, it holds the applicant legally accountable, as providing misleading details can result in legal consequences.

The declaration underscores the seriousness and professionalism of the application process. By signing, applicants confirm their understanding of and commitment to adhering to the relevant laws, regulations, and ethical standards governing their profession once issued a limited licence.

Where the Registrar proposes to refuse to issue a licence the *Architects Act* provides that the applicant is entitled to a hearing by the Registration Committee. If the applicant chooses to attend a hearing with the Registration Committee, they must deliver to the Registrar, within 30 days from the dated Notice of Proposal, a written notice of their intent to attend the hearing, coupled with the reasons that had been served upon them. A Decision by the Registration Committee may be appealed through the courts.



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# Appendix 1 – List of Documents

## OAA Official Documents

Acquired **specific** knowledge:

1. The *Architects Act*, R.S.O. 1990, c.A.26  
<https://www.ontario.ca/laws/statute/90a26>
2. Ontario Regulation 27, R.R.O. 1990, Reg. 27  
<https://www.ontario.ca/laws/regulation/900027>
3. [Bylaws of the Ontario Association of Architects](#)
4. [OAA 600-2021 A \(OAA Standard Form of Contract for Architect's Services\)](#)
5. [OAA 600-2021 GUIDE to the Standard Form of Contract for Licensed Member's Services](#)
6. [OAA 800-2021 A \(OAA Standard Short Form of Contract for Architect's Services\)](#)
7. [OAA 800-2021 GUIDE to the Standard Short Form of Contract for Licensed Member's Services](#)
8. [OAA 900-2021 A \(OAA Standard Form of Subcontract Between Architect and Subconsultant\)](#)
9. [OAA 900-2021 GUIDE to the Standard Form of Subcontract Between Licensed Member and Subconsultant](#)

Acquired **general** knowledge:

10. [Regulatory Notices](#)
11. [Practice Tips](#)

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## **Ontario Building Code Act 1992, 1992, S.O. 1992, c. 23 and the Building Code, O. Reg 332/12**

Acquired **general** knowledge of **provincial statutes, regulations, and codes** applicable to the design, construction, enlargement, or alteration of buildings, such as but not limited to:

- *Construction Act*, R.S.O. 1990, c .C. 30;
- *Planning Act*, R.S.O. 1990, c. P.13;
- *Occupational Health & Safety Act*, R.S.O. 1990, c. O.1;
- *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4 and the *Ontario Fire Code*, O. Reg 213/07;
- *Health Protection & Promotion Act*, R.S.O. 1990, Chapter H.7;
- *Ontario New Home Warranties Plan Act*, R.S.O. 1990, Chapter O.31; and
- *Technical Standards and Safety Act*, 2000, S.O. 2000, c. 16.

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

The above documents are available for download at [www.e-laws.gov.on.ca](http://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](http://www.publications.serviceontario.ca)





The fees listed below are in Canadian funds and include the Harmonized Sales Tax (HST).

Licence Fees	Applications approved between Jan 1 to Jun 30	Applications approved between Jul 1 to Dec 31
Application fee (non-refundable)	<input type="checkbox"/> \$376.29	<input type="checkbox"/> \$376.29
Annual Licence fee	<input type="checkbox"/> \$1,142.43	<input type="checkbox"/> \$571.22
<b>Total</b>	\$	\$

<b>NAME OF APPLICANT:</b>	
<b>PAYMENT METHOD:</b>	
<input type="checkbox"/> Cheque	<input type="checkbox"/> Online Banking
<input type="checkbox"/> Money Order	<input type="checkbox"/> Interac e-Transfer
<input type="checkbox"/> Bank Draft	<input type="checkbox"/> Credit Card
<input type="checkbox"/> Cash	

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

**Online Banking:**

Online banking bill payment is available for major Canadian banks (i.e. CIBC, RBC, Scotia, TD, BMO, Credit Union, and National). Note: You must use your OAA account/ID number to ensure the OAA receives the correct information from the bank to process your payment. Visit the OAA Website ([Methods of Payment](#)) for online banking instructions.

**Interac e-Transfer**

Interac e-Transfers can be sent to [OAAFees@oaa.on.ca](mailto:OAAFees@oaa.on.ca). Note: You must enter your OAA ID in the message box to ensure the OAA receives the correct information from the bank to process your payment. Visit the OAA Website ([Methods of Payment](#)) for Interac e-Transfer instructions.

**Credit Card**

Note: There is 2.5% convenience fee for Credit Card payments that is non-refundable once the payment has been made.

1. Complete the application package and submit by email to [officeoftheregistrar@oaa.on.ca](mailto:officeoftheregistrar@oaa.on.ca).
2. Visit [secure.oaa.on.ca/store](https://secure.oaa.on.ca/store) to pay your Architect application fee by credit card.
3. Once the application fee and form are received, the Office of the Registrar will begin the review process.
4. When your application has been reviewed, OAA Finance will provide a link to pay your Architect Licence fee.
5. Once the Office of the Registrar receives notification of payment from OAA Finance, a letter of approval will be issued in due course.



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# Personal Information Protection and Electronic Document Act (PIPEDA) Consent Form

**For the collection, use, disclosure, and retention of personal information by the Ontario Association of Architects (OAA) in the course of its commercial activities.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov./State: \_\_\_\_\_ Postal/ ZipCode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Through this Consent Form:

I hereby consent to the release of my name, address of correspondence, telephone number, and email address by the OAA to the organization offering the OAA Group Insurance Plan for architects licensed by the OAA and other classes of persons with the OAA for the purpose of enabling this organization to contact me.

Yes

No

I hereby consent to the release of my name, address of correspondence, telephone number, and email address by the OAA to the entities and/or individuals offering the OAA Conference, event planning, and/or event registration services for the purpose of enabling them to contact me.

Yes

No

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please Note – by opting out, you may not receive important information about your professional liability insurance requirements and/or opportunities to complete your continuing education requirement.*

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A. IDENTIFICATION

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

Please check one  Woman  Man  Non-Binary  Prefer not to answer

*The information will be used to prepare statistics about the architectural profession. It will allow the OAA to assess the representation of the profession, identify trends, and monitor progress as it relates to gender. The data will be maintained in a secure information system, with access restricted to staff members for the purpose of reporting anonymous aggregate information and analyzing trends.*

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: \_\_\_\_\_  
or Employment 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 licence Address of Record on the Ontario Association of Architects Register. If your residence and business addresses are in different electoral districts, you will be permitted to vote only in the electoral district that corresponds with your licence Address of Record.)

(b) Permission to share contact information with public, upon request: Yes  No

5. Residence Tel: ( ) \_\_\_\_\_ Business Tel: ( ) \_\_\_\_\_

6. Email: \_\_\_\_\_

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



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**B. BEFA CERTIFICATION**

1. BEFA Certification with the Canadian Architectural Certification Board (CACB) (attach proof):

BEFA Certification Number:

Year Granted:

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**C. EDUCATION, EXPERIENCE, AND EXAMINATION REQUIREMENTS**

1. Architectural degree/education (e.g. B.Arch., M.Arch.) \_\_\_\_\_ Year of Graduation: \_\_\_\_\_  
in the country of \_\_\_\_\_.
2. I have completed the BEFA Program through the Canadian Architectural Certification Board. Yes  No
3. As part of the BEFA Program, I attended the OAA Admission Course. Yes  No
4. As part of the BEFA Program, I wrote the ExAC examination: Yes  No   
(If yes, please check the Sections that you completed) Section 1   
Section 2   
Section 3   
Section 4
5. As part of the BEFA Program, I completed additional requirements Yes  No   
If yes, please list: \_\_\_\_\_

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**D. LICENCE HISTORY AND GOOD CHARACTER QUESTIONS** *(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
- 6.1 Was your conduct or competence under review at the time of your resignation or cancellation? Yes  No
7. Have you ever been found guilty of, or convicted of, any offence under any statute? Yes  No
- Please exclude:*
- i) municipal bylaws or ordinances;*
  - ii) speeding and parking tickets;*
  - iii) offences for which more than one year has passed since you were discharged absolutely or more than three years have passed since you were discharged on conditions prescribed in a prohibition order; and*
  - iv) convictions or findings of guilt under the Controlled Drugs and Substances Act for possession of cannabis not exceeding 30 grams or cannabis resin not exceeding 1 gram that did not include a term of incarceration. (If you are unsure of whether these exclusions apply to you, please contact a criminal lawyer. The OAA cannot conduct preliminary reviews of these issues.)*
- 7.1 Are you currently the subject of criminal proceedings ? Yes  No
8. (a) Have you ever been found guilty of professional misconduct or incompetence? Yes  No   
 (b) Is your conduct or competence presently the subject of proceedings? Yes  No

**If you have answered “yes” to Questions 4 to 8, use a supplementary sheet to provide dates and details.**

**NOTE: ENSURE YOU HAVE ANSWERED ALL QUESTIONS OR YOUR APPLICATION WILL BE DEEMED INCOMPLETE**

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**E. DECLARATION**

I DO SOLEMNLY DECLARE:

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

THAT, I have and will continue to maintain general and specific knowledge of:

- The *Architects Act* and its regulations
- The OAA Bylaws
- Standard Form Contracts for Architects Services as available on the OAA Website
- The Regulatory Notices available on the OAA Website
- The Practice Tips available on the OAA Website;
- The Ontario Building Code;
- *Accessibility for Ontarians With Disabilities Act*
- *Elevating Devices Act*
- *Fire Protection and Prevention act*
- *Health Protection and Promotion Act*
- *Ontario New Home Warranties Plan Act*
- *The Construction Lien Act*
- *The Occupational Health and Safety Act*
- *The Planning Act* and
- All other provincial statutes, regulations, and codes applicable to the design, construction, enlargement, or alteration of buildings.

THAT I agree to comply with the *Architects Act*, the regulations, and the OAA Bylaws;

THAT I understand that only a holder of a certificate of practice may offer and/or provide services to the public that are part of the practice of architecture;

THAT the facts set out in this application for licence are true and correct in every particular;

THAT I have an ongoing obligation to update the OAA if there have been any changes to the Good Character questions in this application and a failure to do so may constitute professional misconduct;

THAT I will respond within the timeframes specified by the OAA to any inquiries related to my licence history and good character and I will cooperate with any investigation related thereto;

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 ADDITION, I consent and authorize other jurisdictions where I have been or continue to be licensed to practise architecture, to provide the OAA with all information and documents that relate to any past, current, or pending investigations or proceedings involving my conduct or competence;

AND, I consent and authorize the OAA to release and disclose to any other jurisdictions where I am seeking a Licence or currently hold a Licence to practise architecture, all information and documents that relate to any past, current, or pending investigations or proceedings involving my conduct, competence, or good character.

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Signature of Applicant

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Date

