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Guidelines for Completion of an  
OAA Seal Application

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# OAA Seal – Licensed Technologist

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# Guidelines for Completing Application

In filing your application for an OAA Seal, please ensure that you have completed the following steps:

## 1. Format

- a. Complete, sign, and date the application. The application should be typed or printed, and all sections completed, signed, and dated.
- b. Correctly spell your name as it appears on the limited licence certificate.
- c. Provide the full address to where the seal should be shipped.

## 2. Fees

Submit the appropriate fee for the type of seal selected. Please see [Payment Options](#) on the OAA website. If you wish to pay via Credit Card you will need to go to OAA Store [Other Fees and Items](#).

## 3. Employer Authorization (if applicable)

- i) In order for a Licensed Technologist who is an employee of a holder of certificate of practice to obtain a seal, the supervisor must sign Section E on the application indicating that the seal will be used only for projects under that holder and only for projects on which the Licensed Technologist is permitted to seal in accordance with the [Architects Act](#) and [GENERAL Regulation 27](#) (the regulations).
- ii) In order for a Licensed Technologist who is an employee of other than a holder of a certificate of practice (e.g. federal or provincial government, banks, etc.) to obtain a seal, the supervisor must sign Section E on the application, indicating that the seal will be used *only* for projects owned by the employer and only for projects on which the Licensed Technologist is permitted to seal in accordance with the *Architects Act* and regulations.
- iii) When an employee with an OAA 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.

**Note: The OAA Seal issued to a Licensed Technologist is to be used only for projects on which the Licensed Technologist is permitted to seal in accordance with the *Architects Act* and regulations.**

## 4. Ordering an OAA Seal

Seals are not ordered until:

- i) The application for certificate of practice is approved (the application for an OAA seal should be submitted along with the certificate of practice application); **or**,
- ii) Section E of the application, "*The Employer's Declaration/Authorization*," is signed.

**Important information is contained in the following:**

- OAA Regulatory Notice RN.01

**IMPORTANT:** Please be reminded that this Seal has been issued specifically to you for use in the capacity stated on your application. If your status changes and you no longer need to use the seal for your practice or employer, you are required to return it immediately to the Office of the Registrar.





**A. LIMITED LICENCE CLASS OF Licensed Technologist**

- i I am a Licensed Technologist who is one of the following:
  - a) A sole proprietor who is the holder of a certificate of practice
  - b) A partner in a partnership which is the holder of a certificate of practice
  - c) An Officer and/or Director of a corporation, which is the holder of a certificate of practice
    - An Officer
    - A Director
    - An Officer and a Director
  - d) An employee of a sole proprietorship, partnership, or a corporation which is the holder of a certificate of practice, required to use an OAA Seal in my capacity as an employee: *(refer to Guidelines for Completion, Employer Authorization, item 3.i)*

**Name of Certificate of Practice issued by the OAA**

\_\_\_\_\_ (please print)

**OR**

- ii I am a Licensed Technologist who is an:
  - a) An employee of the Crown of Ontario or of Canada, a crown agency, sole proprietorship, partnership, or a corporation that is not a holder of a certificate of practice, if required to use an OAA Seal in my capacity as an employee (refer to Guidelines for Completion, Employer Authorization, item 3.ii)

**Name of Employer**

\_\_\_\_\_ (please print)

Licensed Technologist employees who are not working under a certificate of practice must provide an explanation for why a Seal is required in their capacity as an employee. Please include the explanation in the space below or include the explanation as an attachment. The Office of the Registrar may request further information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**B. Description of OAA Seals Available** (Indicate type required)

- Type 1  
Mark It Rubber Stamp
  - Plastic handle with plastic case cover.
  - Height: 3", Length: 2 1/4", Width: 2 1/4"
  - Cost: \$47.89 (42.38 plus 5.51 HST)
  
- Type 2  
Automark Stamp
  - Re-inkable pre-ink 2" diameter circular base with clip on cap for protection of die area.
  - Microscopic cells line die and hold enough ink for thousands of impressions before re-inking.
  - Slight spring action for soft touch stamping..
  - Handle is 1 5/8" high and 1 5/8" diameter at top, which gently tapers to 1 3/8" at bottom.
  - Cost: \$91.81 (81.25 plus 10.56 HST)

**C. Name of Licensed Technologist** (please print exactly as name appears in OAA Register, including upper and lowercase)

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Signature

**D. Shipping Address** (Note: Signature is required upon delivery)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Suite No.

\_\_\_\_\_  
City Province/State/Territory Country Postal/Zip Code

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



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of Architects

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# Application for OAA Seal

Licensed Technologist

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## E. Employer's Declaration/Authorization (if applicable)

This OAA Seal will be used only for projects carried out in the name of the:

- a) Certificate of practice in A i)

**OR**

- b) Employer named in A ii) where the OAA Seal is required and will be used only for projects owned by the employer.

I understand that the OAA Seal must be returned to the OAA should the Licensed Technologist identified above no longer require the OAA Seal for use in their capacity as employee of the certificate of practice holder or non-holder, or if the Licensed Technologist changes employment.

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Supervisor's Name (please print)

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Supervisor's Signature

Date

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