



Surrendering a Certificate of Practice

A Licensed Technologist who surrenders their certificate of practice **may not** be involved in providing any architectural services to the public including design services for buildings of the size and category permitted to unlicensed individuals under Subsection 11(3) of the [Architects Act](#) (the Act) other than as an employee of a holder of a certificate of practice.

When a Licensed Technologist surrenders their certificate of practice, they shall:

- (a) return to the Registrar their OAA seal and remove any scanned or digital images of the seal from the computer system. They must also ensure that the OAA seals of all the OAA members who were authorized to hold a seal in the practice are also returned (refer to Section 41 of the *Architects Act* and Subsection 42(22) of the Ontario [Regulation 27](#), R.R.O. 1990 under the Act).

Note: *If the OAA members involved are to be employed by another holder of a certificate of practice, this must be arranged in accordance with the requirements, which may be obtained by contacting the Office of the Registrar.*

- (b) advise, in writing, all clients whose projects are ongoing that the certificate of practice has been surrendered;
- (c) notify the Excess Insurer, if excess professional liability insurance was carried. The Registrar will notify Pro-Demnity Insurance Company;
- (d) notify Building Departments from which current building permits are held;
- (e) notify all consultants, contractors and authorities having jurisdiction for projects requiring ongoing architectural services about the closure of the practice and the arrangements made for the continued provision of architectural services;
- (f) notify, if applicable, other certificate of practice holders in association;
- (g) ensure that any certificate of practice use of social media, online profiles, professional cards, letterheads, cheques and other forms containing the designation "Licensed Technologist" or "Technologue Agree" are discontinued;
- (h) notify carriers, online platform providers and others to remove the practice from listings and other business directories;
- (i) ensure that any website that promotes the former certificate of practice or the provision of architectural services is deactivated;
- (j) ensure that no drawings are issued by any individual, sole proprietor, partnership, corporation, partnership of corporations, joint venture, or consultant, which contain the holder's name and which incorporate any change from copies issued prior to the surrender of the certificate of practice.

Winding Up the Business

A corporation that previously held a certificate of practice may carry on the activities necessary to the winding up of the corporation, provided that the word "Licensed Technologist" or any derivative thereof is removed from the name of the corporation.

If the premises are to be used by the former holder during the winding-up period or for other activities, all references to "Licensed Technologist" or "Licensed Technologists" or derivatives thereof must be deleted from the office operation, e.g. method of answering the telephone, office directory and office signage, letterhead and other documentation, etc.

Re-establishment of the Practice

If a Licensed Technologist who has surrendered their certificate of practice wishes to provide architectural services or act in a consulting capacity in matters related to the practice of architecture, they must **re-establish** a practice by:

- a) submitting an application to the Registrar for the issuance of a certificate of practice;
- b) providing evidence through a curriculum vitae that the applicant has been engaged in the practice of architecture during the period of five years preceding the application as per the currency requirement outlined in Subsection 17(2) of the *Architects Act*;
- c) providing evidence to the Registrar that the person who will personally supervise and direct the practice of architecture has, before the date of the application, completed a cycle of continuing education that meets the requirements of the Continuing Education Program established under Section 54 of the Regulation.
- d) filing with the Registrar, a Statutory Declaration in which they affirm that they have not engaged in the practice of architecture in the Province of Ontario or held themselves out as engaging in the practice of architecture in the Province of Ontario from the date of surrendering their certificate of practice, except:
 - i. as an employee of a holder of a certificate of practice; or
 - ii. as an employee of an organization which did not offer architectural services to the public.
- e) fulfilling all the requirements for establishing a practice, i.e.
 - i. making application to obtain coverage with Pro-Demnity Insurance Company or, if eligible an application for exemption;
 - ii. maintaining the standards of practice prescribed in Sections 47, 49 and 50 of Regulation 27, R.R.O. 1990 under the Act.
- f) paying all fees, premiums, levies and deductibles in arrears and any other monies owing on the date the certificate of practice was surrendered.

