



Guidelines and Application for Licence

Reciprocal Architects Licensed in the United States

(Membership in the Ontario Association of Architects)

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Payment of Fees form

When filing an Application for Licence, enclose the following:

1. Completed, signed Application for Licence;
2. Proof of Citizenship or lawful permanent residency status in the United States of America (USA);
3. Contact NCARB to apply for an NCARB Certificate and/or have your current records updated; NCARB will send directly to the OAA:
 - Proof of licensure in good standing with one or more NCARB Member Board(s) signatory to the current Agreement (template attached);
 - Signed affidavit attesting to the completion of 2,000 cumulative hours of post-licensure experience, practising as an architect in the USA (template attached);
4. Payment of applicable fees. (Refer to Payment of Fees Form);

You are advised to notify the OAA in writing in advance of being considered for a commission in Ontario. You must also promise to comply with the requirements for licensing immediately upon obtaining the commission. This avoids the perception that you are trying to practise architecture without a Licence and Certificate of Practice in Ontario.

IMPORTANT

Ontario has two (2) tier licensing. You must obtain a Licence for yourself (individual) and a Certificate of Practice (individual or business) to offer or provide architectural services to the public.

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

Providing architectural services before getting your Licence and Certificate of Practice may make you ineligible to practise in Ontario.

GENERAL

1. **PROCESSING** takes **4 - 6 weeks** from the date of receipt. The forms must be complete with all the required documentation.
2. **APPLICATIONS** should be printed. The terms "Not Applicable" and "N/A" may be used where sections do not apply.
3. **VERIFICATION** – all documentation submitted will be verified.
4. **LICENCE TERM** – January 1 to December 31 each year. **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.
5. All documents prepared by an Architect or Licensed Technologist OAA licensed in Ontario that govern a project's construction, alteration or enlargement must be sealed with a seal issued to that member by the OAA.

To obtain a seal, a licensee who is:

1. **An applicant for a Certificate of Practice** must apply for a seal after their Certificate of Practice has been approved, or have a seal, when making application for the Certificate of Practice;
2. For an **employee of a holder of a Certificate of Practice** to be eligible for a seal the holder of the Certificate of Practice must provide confirmation in writing to the OAA indicating that the seal will be used only for projects under that holder;
3. For an **employee of other than a holder of a Certificate of Practice** (e.g. federal or provincial government, banks, etc.) to be eligible, the employer must provide confirmation in writing to the OAA indicating that the seal will be used only for projects owned by the employer; the entity that owns the projects must be one in the same that employs the licensee.

Once you have a seal:

1. The employer must notify the Office of the Registrar at officeoftheregistrar@oaa.on.ca of any changes to the Certificate of Practice; and
2. the employee must immediately notify the Office of the Registrar at officeoftheregistrar@oaa.on.ca of any changes to their employment status.

How to Obtain a Physical OAA Seal:

To obtain your **Architect OAA Seal**, please complete the [application form](#). Please ensure you have read and understand the guidelines.

Once complete, submit your application to the Administrator, Certificate of Practice. To accompany the physical or digital seal, the OAA will provide the applicant with high-resolution images of their seal.]

How to Obtain an OAA Digital Seal:

To obtain your digital seal, visit <https://notarius.com/oaa>.

For more information, please check out the following links:

- Signing up information: <https://notarius.com/signup/certifioforprofessionals>
- CertifiO for Professional Product brochure: <https://notarius.com/info/certifioforprofessionals>
- ConsignO Desktop Product brochure: <https://notarius.com/info/consignodesktop>

For technical assistance, contact Notarius Customer Support by calling 1-855-505-7272 or by e-mailing support@notarius.com.

Questions regarding the seal can be directed to the Office of the Registrar at officeoftheregistrar@oaa.on.ca.

OAA Seals must remain under the sole control of the licensee; it cannot be shared or delegated under any circumstances.

6. **CERTIFICATE** - Every holder of a Licence shall keep his/her Licence certificate prominently displayed in his/her place of business.

7. **MANDATORY CONTINUING EDUCATION/PROFESSIONAL DEVELOPMENT** - The OAA has a mandatory Continuing Education program and detailed information can be found on the OAA's Web site (www.oaa.on.ca).
8. **FEES – There are Application Fees and Annual Fees for each Licence and Certificate of Practice.**
The application fee and annual fee for Licence or Certificate of Practice are set out on their separate Payment of Fees Form which are attached to the separate applications;

COMPLETING THE APPLICATION

A. IDENTIFICATION

QUESTION 7 (seven) requires proof of your date of birth. Photocopies of birth certificate, passport or driver's licence are accepted.

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

MOBILITY OF ARCHITECTS TO ONTARIO

Sometimes clients want you to start work in Ontario or provide design ideas, programming or other architectural services before you are licensed in Ontario.

ARCHITECTURAL SERVICES IN ONTARIO can only be provided by an Architect licensed by the OAA and the holder of a Certificate of Practice issued by the OAA.

COMMISSIONS – You are advised to notify the OAA in writing in advance of being considered for a commission in Ontario. You must also promise to comply with the requirements for licensing immediately upon obtaining the commission. This avoids the perception that you are trying to practise architecture without a Licence and Certificate of Practice in Ontario.

COLLABORATION AND TEMPORARY LICENCES – As an alternative to the process of licensure as an Architect and issuance of a Certificate of Practice, or in the case of an Architect who is licensed in a jurisdiction which does not have reciprocity with the OAA, the process of Temporary Licence and Certificate of Practice under 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.

APPENDIX 1

LIST OF DOCUMENTS

OAA Official Documents

- 1.² The *Architects Act*, R.S.O. 1990, c.A.26
<https://www.ontario.ca/laws/statute/90a26>
- 2.² Ontario Regulation 27, R.R.O. 1990, Reg. 27
<https://www.ontario.ca/laws/regulation/900027>
- 3.² [By-Laws of the Ontario Association of Architects](#)
- 4.² [Ontario Association of Architects Standard Form of Contract for Architect's Services, Document 600, 2013 with July 1, 2018 Amendments](#)
- 5.¹ [Regulatory Notices \(formerly Practice Bulletins\)](#)
- 6.¹ [Practice Tips \(formerly Practice Bulletins\)](#)

Superscript 1 - acquired **general** knowledge

Superscript 2 - acquired **specific** knowledge

¹Ontario Building Code Act 1992, 1992, S.O. 1992, c. 23 and the Building Code, O. Reg 332/12

¹Provincial 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

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 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

OAA-2018-01-07

APPENDIX 2

Excerpts from the MUTUAL RECOGNITION AGREEMENT (CANADA/USA)

The following is a summary of the requirements as set out in the Mutual Recognition Agreement between the National Council of Architectural Registration Boards (NCARB) and the Canadian Architectural Licensing Authorities (CALA) which took effect January 1, 2014 in Ontario, Canada.

1. Mutual Recognition Agreement

Definitions:

- (a) **Demonstration of Required Experience:** 2,000 cumulative hours of post-licensure experience shall be demonstrated by individual applicants through the provision of proof of licensure in good standing and a signed affidavit attesting to the experience.
- (b) **Principal Place of Practice:** The address declared by the architect to be the address at which the architect is predominantly offering architectural services. The architect may only identify one principal place of practice.
- (c) **Limitations:** Nothing in this Agreement limits the ability of an NCARB Member Board or CALA jurisdiction to refuse to license/register an architect or impose terms, conditions or restrictions on his/her licence/registration .

2. Eligibility and Conditions

All applicants for registration in the Province of Ontario, and all architectural practices, must comply with the local requirements.

A. Eligibility

- (1) Architects who are able to benefit from the provisions of this agreement must be citizens respectively of the United States or Canada or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in the other country as the host country under this Agreement. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under this Agreement.
- (2) Architects must also be licensed/registered in a jurisdiction of their home country and must have completed at least 2,000 hours of post-licensure/registration experience practising as an architect in their home country.
- (3) Architects who have been licensed by means of a Broadly Experienced Foreign Architect program of either two countries or other foreign reciprocal licensing agreement are not eligible under this agreement.

B. Conditions

US Architect to Canadian Jurisdiction

Upon application, those CALA jurisdictions who are signatories to this Agreement and so long as they remain signatories agree to license/register as an architect in their respective province or territory any architect who:

- 1. Is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a current signatory to this Agreement;
- 2. Holds a current NCARB Certificate;
- 3. Meets the eligibility requirements listed above; and
- 4. Whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement

C. Applicant Must Provide:

1. a letter of good standing from the architectural licensing authority in the architect's principal place of practice (template attached);
2. a letter of declaration from the applicant attesting to at least 2,000 hours of post-licensure experience (template attached); and
3. proof of citizenship/permanent residency in the home country.

3. Practice (Certificate of Practice)

1. (a) To promote, offer or provide architectural services in Ontario, a registered architect must apply for and have approved a Certificate of Practice .
 - (b) In order to obtain and continue to hold a Certificate of Practice, a registered architect under the Mutual Recognition Agreement must maintain his/her Principal Place of Practice in a jurisdiction which allows an OAA member to become registered on a reciprocal basis.
 - (c) In order to hold a Certificate of Practice, a registered architect is subject to the local requirements including those relating to professional liability insurance coverage.
2. Permissible forms of practice are set out in the *Architects Act*, R.S.O. 1990, c. A. 26 and Regulations. Information is available from the Office of the Registrar at 416-449-6898.

SCHEDULE 1

SIGNATORY STATES/TERRITORIES

Schedule 1 lists those State Licensing Boards which will accept Certificate Holders for registration to practise architecture in its jurisdiction without any further demonstration of qualification by the Certificate Holder other than, in the case of certain State Licensing Boards, a demonstration that the Certificate Holder is familiar with local laws, conditions and practice requirements.

Alabama	Louisiana	Rhode Island
Alaska	Maryland	South Carolina
Arizona	Massachusetts	Tennessee
Arkansas	Michigan	Texas
California	Missouri	US Virgin Islands
Colorado	Montana	Vermont
Connecticut	Nebraska	Virginia
Delaware	New Hampshire	Washington
District of Columbia	New Mexico	West Virginia
Georgia	North Carolina	Wisconsin
Guam	North Dakota	Wyoming
Illinois	Ohio	
Indiana	Oregon	
Iowa	Pennsylvania	
Kansas	Puerto Rico	

SCHEDULE 2

SIGNATORY PROVINCES / TERRITORIES

Schedule 2 lists those Canadian Provincial Associations and Territories which will Register as Registered Architects those Certificate Holders whose Principal Place of Practice is in the jurisdiction of a Member Board listed in Schedule 1, without further demonstration of qualification by the Certificate Holder other than, in the case of certain Associations, a demonstration that the Certificate Holder is familiar with local laws, conditions and practice requirements.

Alberta
British Columbia
Manitoba

New Brunswick
Newfoundland & Labrador
Northwest Territories
Nova Scotia

Ontario
Prince Edward Island
Quebec
Saskatchewan



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: _____ E-mail: _____

Through this Consent Form:

I hereby consent to the release of my name, address*, telephone number and e-mail 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, business address*, telephone number and e-mail 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

Payment of Fees - 2021

Application for

Licence

Architects Licensed in the United States



Ontario Association
of Architects

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

The Ontario Association of Architects accepts payment of fees with US cheques. The fees listed below are in Canadian funds and include the Harmonized Sales Tax (HST). Visit the OAA website page, [Methods of Payment](#), for US cheques.

Licence Fees	Applications approved between Jan 1 to June 30	Applications approved between July 1 to Dec 31
Application fee (non-refundable)	\$336.18 <input type="checkbox"/>	\$336.18 <input type="checkbox"/>
Annual Licence fee – submit ONLY the annual fee which is applicable to your application:		
Annual Licence fee	\$1,020.96 <input type="checkbox"/>	\$510.48 <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"/> Credit Card

Credit Card

1. Complete the application package and submit by email to officeoftheregistrar@oaa.on.ca.
2. Visit 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.



Ontario Association
of Architects

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

Application for Licence Architects Licensed in the United States

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 State Country 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. School of Architecture _____

Degree/Diploma Received _____ Date Degree/Diploma Received _____

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

4. Have you ever been denied a Licence? Yes No
4. (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.

C. 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 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 under "General Knowledge"
- d. specific knowledge of the contents of the documents identified as "documents architects must be familiar with"

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

THAT I understand that only an architect who is a holder of a licence who also has a certificate of practice, or is employed by 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 THAT 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

DECLARATION AND UNDERTAKING
For The
MUTUAL RECOGNITION AGREEMENT
Between The
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)
And The
CANADIAN ARCHITECTURAL LICENSING AUTHORITIES (CALA)

I, [*NAME*], declare and affirm that:

I am a citizen or hold permanent residency status in [*UNITED STATES or CANADA*];

I am a licensed/registered architect, and currently a licensee/registrant in good standing with the [*NAME OF LICENSING AUTHORITY*] which is my principal place of practice;

I was licensed on [*MONTH / DAY / YEAR*] with the [*NAME OF LICENSING AUTHORITY*] who will separately be confirming that I am in good standing with that Authority, and I did not obtain licensure in that jurisdiction by means of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program.

I have completed a minimum of 2,000 hours of post-licensure experience as an architect engaged in the lawful practice of architecture; and

I meet all of the eligibility requirements of the Mutual Recognition Agreement for reciprocal licensing between NCARB and CALA.

I have had a disciplinary action registered against me by a licensing authority.
(circle one) YES / NO

(The accepting licensing authority has the right to request further details with respect to disciplinary actions)

I affirm that the above statements are accurate and true to the best of my knowledge and belief.

Signature

Date

Name (print)

DATE

NAME
ADDRESS
ADDRESS
ADDRESS
ADDRESS

Dear Sir or Madam:

This is to confirm that [*NAME OF INDIVIDUAL*] was licensed/registered on [*MONTH / DAY / YEAR*] with the [*NAME OF LICENSING AUTHORITY*] and was not licensed by means of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program.

[*NAME OF INDIVIDUAL*] is currently a licensee/registrant in good standing with the [*NAME OF LICENSING AUTHORITY*] and is not currently the subject of disciplinary action by this licensing authority nor has a record of unresolved disciplinary action on file with this licensing authority.

Sincerely,

NAME
Registrar