

# Architects Licensed in the United States

Mutual Recognition Agreement between the U.S. National Council of Architectural Registration Boards (NCARB) & the Regulatory Organizations of Architecture in Canada (ROAC), **January 2026**

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## IMPORTANT

The issuance of a licence entitles someone to become an Architect licensed by the Ontario Association of Architects (OAA).

In Ontario, offering or providing to the public architectural services, as defined in the [Architects Act](#), requires an individual or entity to hold a certificate of practice (CoP). Provision of such services prior to this issuance may be prejudicial to the granting of a licence and/or CoP.

Until a certificate of practice has been issued by the OAA, it is a contravention of the *Architects Act* to promote, offer, or provide architectural services in Ontario in the name of the new practice; items such as letterhead, cheques, signs, etc., should not be ordered until a CoP has been obtained.

The OAA must be notified in writing in advance of being considered for a commission in Ontario, and compliance with the requirements for licence must be undertaken immediately upon obtaining a commission.

The use of the term “certificate of practice” or “CoP” in this document always refers to a certificate of practice issued by the OAA unless otherwise stated.



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# General

If you are a U.S. architect seeking licence in Ontario under the Mutual Recognition Agreement (MRA), follow the steps below.

1. Verify you qualify for the MRA by contacting [NCARB](#). To be eligible for reciprocal licence in Ontario under this agreement, U.S. architects must:
  - be licensed and in good standing in a [participating United States jurisdiction](#); and
  - hold an active [NCARB Certificate](#).
2. Submit a transmittal request to a Canadian jurisdiction via the [MyNCARB Portal](#).
3. Complete an *Attestation Letter* that acknowledges current licensure and good standing, date of licence and jurisdiction, confirmation of eligibility for the MRA, and discipline history (if applicable).
4. Wait for NCARB to verify registration and discipline records with the U.S. jurisdiction. On confirmation of registration information and completion of *Attestation Letter*, NCARB will upload records to the transmittal portal for the Canadian jurisdiction to review.
5. Complete and submit the *Architects licensed in the United States* application.
6. Pay applicable fees, referring to the Payment of Fees Form found later in this document.
7. Complete the Consent Form (under the *Personal Information Protection and Electronic Documents Act* [PIPEDA]) found later in this document.

For further information on the MRA between Canada and the United States, visit the [OAA Website](#) and the website for the [Regulatory Organization of Architecture in Canada](#).

## Process Information

- Allow approximately **30 calendar days** of processing time from the date of receipt of the **complete application<sup>1</sup>** 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.
- All sections of the application are to be completed. Use "Not Applicable" or "N/A" where sections do not apply.
- All documentation submitted will be verified.
- Licence term is January 1 to December 31 each year. The onus is on the OAA member to pay the fee within the time prescribed. Non-payment may lead to licence cancellation.
- All documents prepared by an Architect licensed in Ontario that govern a project's construction, alteration, or enlargement must be sealed with an OAA seal issued to an Architect by the OAA. For more information regarding OAA professional seals, visit the [OAA Website](#).
- Every holder of a licence shall display their licence certificate prominently in their place of business (Subsection 49(7), Regulation 27).
- The *Architects Act* establishes mandatory Continuing Education for members. Detailed information can be found on the [OAA Website](#).

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<sup>1</sup> The term "complete application" refers to an application that meets all the requirements established by the OAA. This includes submitting all necessary documents, and ensuring that the application is free from errors or omissions.



- There are application fees and annual fees for each licence and certificate of practice, as set out on the separate Payment of Fees Form attached to the separate applications.



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# Completion of the Application

## A. IDENTIFICATION

Question 7 requires proof of 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, or was previously, held. Identify any licence not currently in good standing and give the particulars. Attach supplementary sheets if necessary.

## C. DECLARATION

The solemn declaration serves as a formal attestation by the applicant that all information provided is truthful and accurate. It helps ensure the integrity of the registration process by preventing the submission of false information and holds the applicant 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 and commitment to adhering to the relevant laws, regulations, and ethical standards governing their profession once licensed.

Where the Registrar proposes to refuse to issue a licence based on good character (which includes past conduct and the belief the applicant will not engage in the practice of architecture in accordance with the law, and with honesty and integrity) 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](#) or may be purchased by contacting the Ontario Government Bookstore in Toronto or through [Service Ontario Publications](#).





The OAA accepts payment of fees with U.S. cheques. **The fees listed below are in Canadian funds and include the Harmonized Sales Tax (HST).** Visit the [OAA Website](#) for more information on U.S. cheques..

Licence Fees	Applications approved between Jan 1 & Jun 30	Applications approved between Jul 1 & Dec 31
Application fee (non-refundable)	<input type="checkbox"/> \$565.00	<input type="checkbox"/> \$565.00
Annual licence fee: submit <b>only</b> the annual fee applicable to your application		
Annual licence fee	<input type="checkbox"/> \$1,155.99	<input type="checkbox"/> \$578.00
<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.

### 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](#) 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](#) 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.

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

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Canada oaa.on.ca

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

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

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

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

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

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

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 OAA members and other classes of persons with Association status 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 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.



A. IDENTIFICATION

1. Name in Full: Family Name Given 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 Practice 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 in 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's 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. School of Architecture:

in the country of

Degree/Diploma Received: Date Received:

**B. LICENCE HISTORY AND GOOD CHARACTER QUESTIONS** (Use supplementary sheets if necessary.)

1. Jurisdiction in which **first** licence was 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 do so:

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

Was your conduct or competence under review at the time of your resignation or cancellation? Yes  No

7. Have you ever been found guilty, 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 any of Questions 4 through 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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**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;” and
- 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 regulations, and OAA Bylaws, 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;

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 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.

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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date