



Ontario Association
of Architects

Guidelines and First Application for Licence Licensed Technologist OAA

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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 Canada;
3. Payment of applicable fees. (Refer to Payment of Fees Form);
4. Completed, signed Consent Form

The following documents will be provided by OAAAS on your behalf:

1. Proof of Canadian Citizenship or permanent resident status in Canada;
2. Proof of Certification of Qualifications (Experience) by the Ontario Association for Applied Architectural Sciences; and
3. Proof of successful completion of the Examination requirements of the Ontario Association of Architects and the Ontario Association for Applied Architectural Sciences.

IMPORTANT

A Licensed Technologist shall only use the terms:

Licensed Technologist OAA; or

Lic. Tech. OAA

but may not use the title 'architect' or any derivation thereof.

The Terms, Conditions and Limitations set out in the OAA Council Policy Statement forms part of the Application for Licence.

Architectural services may only be offered to the public through a Certificate of Practice. The provision of architectural services, includes activities such as the preparation of drawings and completion of feasibility studies.

Providing architectural services before getting your Licence and Certificate of Practice may make you ineligible to be licensed 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.

Applying for a seal

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 **Licensed Technologist 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** –The Application Fee and Annual Fee for Licence are set out on the Payment of Fees Form;
9. **POLICY STATEMENT** - [The OAA Council Policy Statement](#) setting out the Terms, Conditions and Limitations that apply to a Licensed Technologist OAA is attached.

COMPLETING THE APPLICATION

A. IDENTIFICATION

QUESTION 7 (seven) requires proof of your date of birth. Photocopies of birth certificate or passport are accepted.

B. EXPERIENCE AND EXAMINATIONS

Tick boxes as appropriate.

C. 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.

D. 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.

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



Payment of Fees - 2021 Licensed Technologist OAA

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

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 with Terms, Conditions and Limitations – submit ONLY the annual fee which is applicable to your application:		
Annual Licence fee	\$717.55 <input type="checkbox"/>	\$358.78 <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"/> Online Banking
<input type="checkbox"/> Credit Card

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

Online Banking:

Online banking bill payment is available for the 5 major Canadian banks (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 and avoid cancellation. Visit the OAA website page, [Methods of Payment](#), for online banking instructions.

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 Lic.Tech.OAA 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 Lic.Tech.OAA 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

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



First Application for Licence Licensed Technologist OAA

A. IDENTIFICATION

1. Full Legal Name: _____
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 Address of Record on the Ontario Association of Architects Register.)

(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. (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

B. EXPERIENCE and EXAMINATIONS

1. I have completed a total of 5580 hours of experience that meets the requirements of the Ontario Association for Applied Architectural Sciences, including 940 hours of experience in Ontario on projects physically located in Ontario under the personal supervision and direction, as certified by the Ontario Association for Applied Architectural Sciences, of a person licensed to engage in the practice of architecture in Ontario, which was completed within three years prior to the date of this application, and 1880 hours of experience, while registered in the Technologist OAAAS Level under the personal supervision and direction of a person authorized to engage in the practice of architecture in Ontario. Yes No

or

I have been exempted by the Council from all or part of the academic and/or experience requirements. Indicate exemption _____ Yes No

1. I have successfully completed the examination requirements of the Ontario Association of Architects and the Ontario Association for Applied Architectural Sciences. Yes No

C. 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

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

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.

D. DECLARATION

I DO SOLEMNLY DECLARE:

THAT I am applying for a Licence with Terms, Conditions and Limitations 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 a holder of a Licence and a Certificate of Practice both with Terms, Conditions and Limitations is only permitted to offer and/or provide to a member of the public a service that is part of the practice of architecture in accordance with said Terms, Conditions and Limitations;

THAT I understand and will comply with the Policy Statement of the Ontario Association of Architects attached hereto and forming part of this application;

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

OAA-12-20