



Ontario Association  
of Architects

## **Guidelines for Completion of an Application for Licence – First Application**

(Membership in the Ontario Association of Architects)

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### Payment of Fees form

Consent Form - Under the Personal Information Protection and Electronic Documents Act (PIPEDA) for the collection, use, disclosure and retention of personal information collected by the Ontario Association of Architects in the course of its commercial activities.

### When filing an Application for Licence, include the following:

1. Completed, signed Application for Licence;
2. Proof of Canadian Citizenship or permanent resident status in Canada, if applicable;
3. Proof of certification by the Canadian Architectural Certification Board (CACB);
4. Payment of applicable fees. (Refer to Payment of Fees Form)
5. Completed, signed Consent Form - Under the Personal Information Protection and Electronic Documents Act (PIPEDA).

### IMPORTANT

**The approval of an Application for Licence entitles an individual to become an Architect licensed by the Ontario Association of Architects (OAA).**

In order to offer or provide architectural services in Ontario (as defined in the *Architects Act*) to the public, **an individual must be the holder of a Certificate of Practice with the OAA.**

The provision of architectural services, which includes activities such as the preparation of drawings and completion of feasibility studies, prior to the issuance of a Licence and Certificate of Practice may be prejudicial to the granting of a Licence and/or a Certificate of Practice.

## GENERAL

1. Allow approximately **4 - 6 weeks** processing time from the date of receipt of the completed application and all required documentation. An incomplete application will be delayed as it may be returned for completion.
2. All sections of the application are to be completed and should be printed. The terms "Not Applicable" and "N/A" may be used where sections do not apply.
3. All documentation submitted will be verified.
4. **Licence Term** - January 1 to December 31 each year. The onus is on the architect to pay the fee within the time prescribed.
5. **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.
6. 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](mailto: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](mailto: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/oa>.

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](mailto:support@notarius.com).

Questions regarding the seal can be directed to the Office of the Registrar at [officeoftheregistrar@oaa.on.ca](mailto:officeoftheregistrar@oaa.on.ca).

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

**7. Display of Certificate**

Every holder of a Licence shall keep his/her Licence certificate prominently displayed in his/her place of business (Subsection 49.(7), Regulation 27).

**8. Continuing Education**

The OAA has a mandatory Continuing Education program and detailed information can be found on the OAA's Web site ([www.oaa.on.ca](http://www.oaa.on.ca)).

**9. Fees**

The fees for Licence are set out on the Payment of Fees Form.

## **COMPLETION OF THE APPLICATION**

### **A. IDENTIFICATION**

**Questions 8. and 9. are for statistical purposes only.** At times, the OAA has a need to communicate with architects from other countries. In such instances, an architect with knowledge of the specific language would be able to assist. With respect to questions 10. a) and 10. b), please enclose proof.

**B., and C.** Self explanatory

### **D. LICENCE HISTORY**

If the applicant for Licence, in Section D questions 4 through 9 makes a positive declaration, the OAA will ask for full details and make any additional inquiries to confirm completeness and accuracy of the information. The OAA will then assess the suitability of the applicant for licensure.

### **E. 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.

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 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, he/she 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 him/her. A Decision by the Registration Committee may be appealed through the courts.

## APPENDIX 1

### LIST OF DOCUMENTS

#### OAA Official Documents

- 1.<sup>2</sup> The *Architects Act*, R.S.O. 1990, c.A.26  
<https://www.ontario.ca/laws/statute/90a26>
- 2.<sup>2</sup> Ontario Regulation 27, R.R.O. 1990, Reg. 27  
<https://www.ontario.ca/laws/regulation/900027>
- 3.<sup>2</sup> [By-Laws of the Ontario Association of Architects](#)
- 4.<sup>2</sup> [Ontario Association of Architects Standard Form of Contract for Architect's Services, Document 600, 2013 with July 1, 2018 Amendments](#)
- 5.<sup>1</sup> [Regulatory Notices \(formerly Practice Bulletins\)](#)
- 6.<sup>1</sup> [Practice Tips \(formerly Practice Bulletins\)](#)

Superscript 1 - acquired **general** knowledge

Superscript 2 - acquired **specific** knowledge

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#### <sup>1</sup>**Ontario Building Code Act 1992, 1992, S.O. 1992, c. 23 and the Building Code, O. Reg 332/12**

<sup>1</sup>**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

*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](http://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](http://www.publications.serviceontario.ca)**

Superscript 1 - acquired **general** knowledge

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# Payment of Fees - 2021

## Application for Licence

### First Application

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 <b>(non-refundable)</b>	\$336.18 <input type="checkbox"/>	\$336.18 <input type="checkbox"/>
Annual Licence fee	\$1,020.96 <input type="checkbox"/>	\$510.48 <input type="checkbox"/>
<b>Total</b>	\$	\$

<b>NAME OF APPLICANT:</b>
<b>PAYMENT METHOD:</b>
<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](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.
5. Once the Office of the Registrar receives notification of payment from OAA Finance, a letter of approval will be issued in due course.



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## 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





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# Application for Licence First Application

## 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 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 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. 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. EDUCATION HISTORY

1. Canadian Architectural Certification Board (CACB) certification (attach proof):

Number: \_\_\_\_\_ Year Granted: \_\_\_\_\_

**C. EXPERIENCE and EXAMINATIONS**

1. I have completed a total of 3720 or 5600 hours of experience that meets the requirements of the Intern Architect Program, including 940 hours of experience in Ontario on projects physically located in Ontario under the personal supervision and direction 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 2780 hours of experience under the personal supervision and direction of a person authorized to engage in the practice of architecture. 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

2. I have successfully completed the examination requirements of \_\_\_\_\_ Jurisdiction

**D. 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.**

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**E. 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

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**FOR OAA USE ONLY**

OAA-12-20