

Guidelines for Completion of an  
Application for Licence

**Application for Licence**

with

Terms, Conditions and Limitations

for a

Non-Practising Architect

(Membership in the Ontario Association of Architects)

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Payment of Fees form – Refer to item 4. below.

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.

Application for Licence—Non-Practising Architect with Terms, Conditions and Limitations including the **attached** Policy Statement of the Ontario Association of Architects with respect to a Non-Practising Architect.

**When filing an Application for Licence as a Non-Practising Architect with Terms, Conditions and Limitations, include the following:**

1. A letter surrendering your current Licence (if applicable)
2. Completed, signed Application as a Non-Practising Architect with Terms, Conditions and Limitations
3. Payment of applicable fees. (Refer to Payment of Fees Form)
4. Completed, signed Consent Form

### IMPORTANT

**The approval of an Application for Licence with Terms, Conditions and Limitations (Licence) entitles a Non-Practising Architect to become a Member of the Ontario Association of Architects (OAA).**

The Non-Practising Architect may use the title 'architect' or architecte, in accordance with the Terms, Conditions and Limitations set out in the Policy Statement which forms part of the Application for Licence.

A Non-Practising Architect is **not permitted** to provide architectural services either to the public or to his/her employer or to any other person under any circumstances.

## GENERAL

### 1. **Criteria for Eligibility**

To be eligible to become a Non-Practising Architect with Terms, Conditions and Limitations an individual must:

- a) surrender his/her current Licence as an architect and return his/her seal if applicable; **or**
- b) have surrendered his/her Licence as an architect (resigned); **or**
- c) relinquish his/her status as a Retired Member; **or**
- d) work in a setting that does not provide architectural services to the public either as an employee of:
  - i. A holder of a Certificate of Practice; **or**
  - ii. Other than a holder of a Certificate of Practice, i.e. Federal or Provincial Government, banks, etc.

2. Allow approximately **4 - 6 weeks** processing time from the date of receipt of the completed application. An incomplete application will be delayed as it may be returned for completion.

3. All sections of the application are to be completed and should be typed or printed. The terms "Not Applicable" and "N/A" may be used where sections do not apply.

4. All documentation submitted will be verified.

5. **Licence Term** - January 1 to December 31 each year. The onus is on the architect to pay the fee within the time prescribed.

6. **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.

### 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.

### 10. **Policy Statement**

For the Policy Statement, including the Terms, Conditions and Limitations on a Licence issued to a Non-Practising Architect, please refer to the attachment to the Application for Licence—Non-Practising Architect with Terms, Conditions and Limitations.

### 11. **To Re-establish Your Licence**

A Non-Practising Architect with Terms, Conditions and Limitations who surrendered his/her Licence (resigned) and desires to make application to reapply for a (full) Licence **within three (3) years of surrender (resignation)** of the (full) Licence is exempted from the academic and experience requirements set out in Section 31 of Regulation 27.

A Non-Practising Architect with Terms, Conditions and Limitations who surrendered his/her Licence (resigned) and desires to make application to reapply for a (full) Licence **more than three (3) years after surrender (resignation)** of the (full) Licence, is required to comply with the academic and experience requirements set out in Section 31 of Regulation 27, except that an application may be made to Council for exemption under Section 13 of the *Architects Act* and Section 33 of Regulation 27 along with submission of the required fee.

Council's options when reviewing an exemption request may include:

- denial of the request, or
- completion of further experience and/or examination.

## COMPLETION OF THE APPLICATION

### A. BASIS OF APPLICATION (please check the appropriate application category which reflects your current status)

An architect licensed by the OAA [(full) Licence];

or

A Retired member;

or

A former member who previously surrendered his/her Licence (resigned).

### B. 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.

### C. 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. Include foreign membership and Licences held in any other professions. Attach supplementary sheets if necessary.

### D. DECLARATION

It is the statutory responsibility of the OAA to ensure that applicants for Licence as Non-Practising Architects in Ontario understand that by signing this application form, the applicant shall not provide architectural services either to the public or to his/her employer or to any other person under any circumstances.



Ontario Association  
of Architects

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Telephone 416-449-6898 Fax 416-449-5756 www.oaa.on.ca

# Payment of Fees - 2020

## Application for Licence

With

### Terms, Conditions and Limitations

for a

### Non-Practising Architect

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
Annual Licence fee	\$510.20 <input type="checkbox"/>	\$255.10 <input type="checkbox"/>
Outstanding Requirements ( <i>Former members who surrendered their Licence should contact the Office of the Registrar to ascertain whether there are any outstanding requirements.</i> )	<input type="checkbox"/>	<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 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. Once the application form is received, the Office of the Registrar will begin the review process.
3. When your application has been reviewed, OAA Finance will provide a link to pay your Non-Practising Architect licence fee.
4. 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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Telephone 416-449-6898 Fax 416-449-5756 www.oaa.on.ca

# Application for Licence with

## Terms, Conditions and Limitations for a

### Non-Practising Architect

#### A. BASIS OF APPLICATION

(please check the appropriate application category)

- An architect licensed by the OAA
- A Retired Member
- A former member who surrendered his/her Licence (resigned)

#### B. IDENTIFICATION

1. Name in Full: \_\_\_\_\_  
Surname First Name Middle Name(s)
- Please check one  Miss  Mrs.  Ms.  Mr.  Dr.
- 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
- (c) I am a Member of an organization of architects that is recognized by the Council and that has objects, standards of practice and requirements for membership similar to those of this Association (i.e. from a jurisdiction which is signatory to a reciprocal agreement with the OAA). Yes  No

**C. LICENCE HISTORY** (Use supplementary sheets if necessary.)

1. List all jurisdictions in which you **currently** hold a Licence:

Jurisdiction	Licence Number	Date Licence issued

2. 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

3. 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
5. 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
6. Have you ever been convicted of an offence which may be relevant to your suitability to practise architecture? Yes  No
7. (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
8. Was your conduct or competence under review at the time of your resignation or cancellation? Yes  No

**If you have answered "yes" to questions 3. to 8., 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 I agree to waive my right to a hearing by the Registration Committee under Section 25 of the *Architects Act*;

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 with Terms, Conditions and Limitations as a Non-Practising Architect is not permitted to provide architectural services either to the public or to his/her employer or to any other person under any circumstances;

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 with Terms, Conditions and Limitations, 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



POLICY OF THE COUNCIL OF THE  
ONTARIO ASSOCIATION OF ARCHITECTS (“OAA”)  
WITH RESPECT TO APPLICATIONS FOR LICENCE  
BY A PERSON WHO DOES NOT INTEND AND WILL NOT  
PRACTISE ARCHITECTURE

**POLICY STATEMENT**

The *Architects Act*, R.S.O. 1990, c. A. 26, s.13 sets out the requirements for the issuance of a licence.

Every applicant must comply with the academic and experience requirements specified in the regulations and have passed such examinations and completed such courses of study as the Council may set or approve unless the Council has exempted the applicant from these requirements.

The academic and experience requirements for the issuance of a licence are stipulated in the *Architects Act* Regulations, R.R.O. 1990, Reg. 27 s. 31.

A person who is the holder of a licence under the *Architects Act* or has at any time in the past been the holder of a licence under the *Architects Act* may, in accordance with this Policy Statement, apply for the issuance of a licence as a non-practising architect.

Every holder of a licence, as a non-practising architect, is on the issuance of such a licence, a member of the Association, but is subject to the terms, conditions and limitations as incorporated and part of the licence.

**PROCEDURE**

A person who is the holder of a licence under the *Architects Act* and wishes to apply for a licence as a non-practising architect must resign his or her membership by filing with the Registrar his or her resignation in writing under subsection 5(2) of the *Architects Act*. Any existing policies and procedures related to resignation of licences apply to such a person, including the return of the seal, if applicable.

A person who has previously held a licence under the *Architects Act*, or a predecessor thereof, other than a former member who resigned his or her membership under subsection 5(2) of the *Architects Act* or a predecessor thereof, whose licence was either cancelled or revoked or suspended by the Discipline Committee, is not eligible to apply for the issuance of a licence as a non-practising architect under this Policy Statement.

No licence shall be issued by the Registrar to an applicant for a licence as a non-practising architect unless he or she has agreed to waive the right to a hearing by the Registration Committee under Section 25 of the *Architects Act*.

## **TERMS, CONDITIONS and LIMITATIONS OF LICENCE**

A person who is a holder of a licence as a non-practising architect under this Policy Statement:

- (a) shall not provide architectural services either to the public, or to his or her employer or to any other person under any circumstances;
- (b) may not apply for a certificate of practice;
- (c) may not act as a Mentor under the Association's Intern Architect Program;
- (d) may not sign an Intern Architect's Experience Record Book under the Intern Architect Program;
- (e) may not be a member of any Committee established under Section 9 of the *Architects Act* or the Practice Committee;
- (f) is qualified to vote in an election of members of the Council, is not eligible for election to the Council and may vote at the annual or other general meeting of the members of the Association;
- (g) may use the title of "architect" or "architecte" as an occupational designation but must not use:
  - (1) an addition to or an abbreviation of the title "architect" or "architecte" that will lead to the belief that the person may engage in the practice of architecture;
  - (2) an occupational designation that will lead to the belief that the person may engage in the practice of architecture; or
  - (3) a term, title, addition or description that will lead to the belief that the person may engage in the practice of architecture;
- (h) will be subject to the following requirements under the Association's program of continuing education for members: Total requirement for two year cycle will be 35 hours, all of which will be unstructured learning;
- (i) shall not legally or beneficially own, directly or indirectly, or exercise control or direction of any shares or any class of shares of a corporation to whom a certificate of practice has been issued under Section 14 of the *Architects Act*;
- (j) who wishes to engage in the practice of architecture without terms, conditions or limitation must, as a condition for applying for a licence under Section 13 of the *Architects Act* and the Regulation, resign his or her membership as a non-practising architect by filing with the Registrar his or her resignation in writing before applying for a licence and must then meet all of the academic and experience requirements for the issuance of a licence under Section 31 of the regulations.

*Specific Questions related to this Policy should be directed to Kim Wray, Administrator Licence, Office of the Registrar.*

*Approved OAA Council December 7, 2006*

*Revised June 5, 2013*