



Non-Practising Member Status Request Form

Overview

The Office of the Registrar (OOTR) may address requests for non-practising member status in accordance with the regulations under the *Architects Act*. Members applying for this status must familiarize themselves with its procedures and conditions. All requests will have regard to the OAA's duty to accommodate in accordance with the *Human Rights Code*, R.S.O. 1990, c. H.19 Code (Code).

The Registrar reviews and may grant non-practising status to a holder of a licence or limited licence based on the information provided. The approval process takes approximately three weeks, provided all required documentation is filed. Incomplete applications will not be processed.

Revocation of non-practising member status will be in accordance with the requirements established in the regulations.

Eligibility & Instructions

To be eligible for non-practising status, a member must meet the following requirements:

1. Be in good standing in the Association.
2. Submit to the Office of the Registrar a written request for the designation stating that the member is not engaged in the practice of architecture in the form and manner specified by the Registrar, together with any other documents or information the Registrar may require. More specifically:
 - a. complete all sections of this form;
 - b. attach supporting documentation (if applicable); and
 - c. email all completed PDFs to officeoftheregistrar@oaa.on.ca, with "Request for Non-Practising Status" in the subject line.
3. All members who are approved for non-practising member status are still subject to all the rights and responsibilities of regulated members, as established in OAA's legislation, regulations, and Bylaws, including compliance with the Continuing Education Program. However, members with non-practising status are only required to complete and report 35 hours of Unstructured Learning for a reporting period. Refer to the [OAA Continuing Education policies](#) for more information.
4. Members holding non-practising status are not eligible to personally supervise and direct the practice of architecture for a certificate of practice.

Rationale for Non-Practising Status

I, the undersigned, request that the Registrar, pursuant to Section 40 of Regulation 27, made under the *Architects Act*, grant me non-practising status for the following reason (please check applicable situation):

I am enrolled in a post-graduate program and do not practise architecture or provide architectural services.

I am in full-time employment at a university, college, or designated educational institution within the meaning of the *Income Tax Act* (Canada) and do not practise architecture or provide architectural services.

I am on maternity, paternity, or other family leave and do not practise architecture or provide architectural services.

I am unemployed, and not practising architecture.

I have a long-term health condition or impairment that prevents me from practising architecture.

Other (provide description) _____

Declaration

I, _____ (print name), hereby declare that I am not engaged in the practice of architecture as defined by the *Architect Act* and agree not to practise architecture during the time I hold non-practising status with the OAA. I agree to the conditions of non-practising status as established in the regulations. I undertake to immediately notify the Registrar in writing if I intend to resume the practice of architecture.

Signature	
Licence or Limited Licence Number	
Date	

Non-Practising Status Fees

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

Applications approved between January 1 & June 30: \$571.22

Applications approved between July 1 & December 31: \$285.61

For more information, please visit the [OAA website](#).

