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Guidelines for Completion  
of an Application for Limited Licence

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# First Application – Licensed Technologist

(Membership in the Ontario Association of Architects)

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## **IMPORTANT**

The approval of this application for limited licence entitles an individual to become a Licensed Technologist licensed by the Ontario Association of Architects (OAA).

In order for a limited licence holder to offer or provide architectural services in Ontario (as defined in the [Architects Act](#)) to the public, these services must be through or under a certificate of practice issued by the OAA.

The scope of practice for a limited licence holder is established in the [GENERAL Regulation 27](#) (the regulations) under the *Architects Act*.

It is a condition of every certificate of practice that is held by a limited licence holder, or under which a limited licence holder personally supervises and directs the practice of architecture, that the certificate of practice is subject to the same terms, conditions and limitations to which the limited licence is subject.

The provision of architectural services, as defined under the *Architects Act* and further elaborated on the [OAA Website](#), prior to the issuance of a limited licence and certificate of practice may be prejudicial to the granting of a limited licence and/or a certificate of practice.



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# General

## When filing an application for limited licence, enclose the following:

- Completed, signed application for limited licence;
  - Proof of citizenship or lawful permanent residency status in Canada;
  - Payment of applicable fees (refer to Payment of Fees form); and
  - Completed, signed Consent Form (under PIPEDA).
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1. Allow approximately **four to six weeks** of 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. **NOTE: ENSURE YOU HAVE ANSWERED ALL QUESTIONS OR YOUR APPLICATION WILL BE DEEMED INCOMPLETE.**
  2. All sections of the application are to be completed. The terms "Not Applicable" and "N/A" may be used where sections do not apply.
  3. All submitted documentation will be verified.
  4. The limited licence term is January 1 to December 31 each year. The onus is on the holder of the limited licence to pay the annual fee within the time prescribed. Nonpayment may lead to limited licence cancellation.
  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 a Licensed Technologist that govern a project's construction, alteration, or enlargement must be sealed with an OAA seal issued to a member by the OAA. For more information regarding OAA professional seals, visit the OAA Website [here](#).
  7. Every holder of a limited licence shall display their limited licence certificate prominently in their place of business.
  8. The OAA has a mandatory Continuing Education Program. Detailed information can be found on the [OAA Website](#).
  9. The **fees** for limited licence are set out on the Payment of Fees form.



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# Completion of the Application

## A. IDENTIFICATION

Question 7 requires proof of date of birth. Photocopies of birth certificate or passport are accepted.

## B. EXPERIENCE AND EXAMINATIONS

Confirm boxes as appropriate.

## D. PROFESSIONAL HISTORY

Indicate any registration or limited licence status in all jurisdictions where a limited licence or authorization to practice architecture is currently or was previously held. Identify any registration or limited licence not currently in good standing and give the particulars. Include international membership and registration held in any other professions. Attach supplementary sheets if necessary. If the applicant for limited licence 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 a limited licence.

## E. DECLARATION

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

Where the Registrar proposes to refuse to issue a limited licence 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. Ontario Association of Architects Standard Form Contracts for Services

Acquired **general** knowledge:

5. [Regulatory Notices \(formerly Practice Bulletins\)](#)
6. [Practice Tips \(formerly Practice Bulletins\)](#)

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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 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)





**FEES COME INTO EFFECT JANUARY 24, 2025. PLEASE MAKE PAYMENT SHORTLY AFTER THAT DATE TO COMPLETE THE APPLICATION PROCESS.**

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

Licence Fees	Applications approved between Jan 1 & Jun 30	Applications approved between Jul 1 & Dec 31
Application fee (non-refundable)	<input type="checkbox"/> \$376.29	<input type="checkbox"/> \$376.29
Annual Licensed Technologist fee—submit <b>ONLY</b> the annual fee applicable to your application		
Annual Licensed Technologist Fee	<input type="checkbox"/> \$802.30	<input type="checkbox"/> \$401.15
<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 at this time.

### 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 ([Methods of Payment](#)) 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 ([Methods of Payment](#)) 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 Limited Licence 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 Limited 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  
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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: \_\_\_\_\_ Email: \_\_\_\_\_

Through this Consent Form:

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 limited licence holders 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, 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 that 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: 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.

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. 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 limited licence 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. 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 [ ]



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**B. EDUCATION REQUIREMENT**

1. Graduate from an Ontario college of applied arts and technology with an advanced diploma for a three-year architectural technology program or from a three-year college architectural technology program accredited by Technology Accreditation Canada. (attach proof).

College:

Year Granted:

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**C. EXPERIENCE and EXAMINATION REQUIREMENTS established in Regulation 27**

1. a) I have completed at least 5,580 hours of experience, under the personal supervision and direction of a person authorized to practice architecture in the jurisdiction in which the experience is obtained, that meets the requirements of the OAA Technology Program published by the Association. Yes  No
- b) At least 940 hours of the required experience have been completed within the three years before the date on which I am applying for limited licence. Yes  No
- c) At least 940 hours of the total hours of required experience were completed on projects in Canada while enrolled in the OAA Technology Program. Yes  No
- OR
- If fewer than 940 of the total hours of experience required by paragraph a) were completed on projects in Canada, I have successfully completed the Council approved courses specified in the OAA Technology Program published by the Association. Yes  No
- d) I have successfully completed the experience assessment provided by the Association. Yes  No
- OR
- I have attended an Experience Requirements Committee assessment interview. Yes  No
2. I have successfully completed the OAA Admission Course that meets the requirements of the OAA Technology Program published by the Association. Yes  No
3. I have successfully completed the Examination for Licensed Technologists published by the Association. Yes  No
4. I have been exempted by the OAA Council, the Registration Committee or the former Advanced Standing Program Committee of the OAA Technology Program from all or part of the academic, examination and/or experience requirements for limited licence. Yes  No
- Indicate exemption(s): \_\_\_\_\_



**D. REGISTRATION HISTORY AND GOOD CHARACTER QUESTIONS** (Use supplementary sheets if necessary.)

1. Jurisdiction in which first limited licence issued:

Jurisdiction	Limited Licence Number	Date issued

2. List all jurisdictions in which you **currently** hold a limited licence:

Jurisdiction	Limited Licence Number	Date issued

3. List all jurisdictions in which you **previously** held a limited licence and provide the reason you no longer hold a limited licence in those jurisdictions:

Jurisdiction	Number	Date Issued	Date Resigned/Cancelled	Reason Resigned/Cancelled

4. Have you ever been denied a limited licence? Yes  No

5. (a) Has your limited licence ever been suspended or revoked? Yes  No   
 (b) Has your limited licence ever been cancelled? Yes  No

6. Have you resigned your membership in any organization that licenses or authorizes the practice of architecture in a jurisdiction other than Ontario or allowed your limited licence to lapse for any reason? Yes  No

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

7. Have you ever been found guilty of, 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 Questions 4 to 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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**E. DECLARATION**

I DO SOLEMNLY DECLARE:

THAT I am applying for a limited 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 limited 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 OAA members 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 it is a condition of every certificate of practice that is held by a limited licence holder, or under which a limited licence holder personally supervises and directs the practice of architecture, that the certificate of practice is subject to the same terms, conditions and limitations to which the limited licence is subject;

THAT the facts set out in this application for limited 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 limited 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 authorized 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 authorization 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

