



Ontario Association  
of Architects

## **Guidelines for Completion of an Application for Seal**

for a Licensed Technologist OAA  
with Terms, Conditions, and Limitations

## GUIDELINES FOR COMPLETING APPLICATION

In filing your Application for Seal, please ensure that you have completed the following steps:

### 1. Format

- a) Complete, sign, and date the application. The application should be typed or printed and all sections completed, signed, and dated. The original form must be returned.
- b) Correctly spell your name as it appears on the Licence Certificate.
- c) Provide the full address to where the Seal should be shipped.

### 2. Fees

- a) Enclose the appropriate fee for the type of Seal selected.

### 3. Employer Authorization (if applicable)

- i) In order for a Licensed Technologist OAA who is an **employee** of a holder of Certificate of Practice to obtain a Seal, the **supervisor must sign Section E** on the Application for Seal indicating that the Seal **will be used only for projects under that holder and only for projects on which the Licensed Technologist OAA is permitted to seal in accordance with the Terms, Conditions, and Limitations on his/her Licence.**
- ii) In order for a Licensed Technologist OAA who is an **employee of other than a holder** of a Certificate of Practice (e.g. federal or provincial government, banks, etc.) to obtain a Seal, the **supervisor must sign Section E** on the Application for Seal, indicating that the Seal **will be used only for projects owned by the employer and only for projects on which the Licensed Technologist OAA is permitted to seal in accordance with the Terms, Conditions, and Limitations on his/her Licence.**
- iii) When an **employee with Seal changes employment**:
  - a) the **employer must** notify the Office of the Registrar of any changes to the Certificate of Practice; and
  - b) the **employee must** immediately **return the Seal to the Association.**

**Note:** The Seal issued to a Licensed Technologist OAA is to be used only for projects on which the Licensed Technologist OAA is permitted to seal in accordance with the Terms, Conditions, and Limitations on his/her Licence.

### 4. Ordering the Seal

Seals are not ordered until:

- i) The Application for Certificate of Practice is approved (the Application for Seal form should be submitted along with the Certificate of Practice application); **or**,
- ii) Section E of the Application for Seal form, "*The Employer's Declaration/Authorization*," is signed.

**Important information is contained in the following:**

- OAA Regulatory Notice [R.11, "Licensed Technologist OAA"](#)

**In addition, we recommend reviewing the following:**

- OAA Regulatory Notice [R.1, "Architect's Professional Seal – Application;"](#) and
- OAA Practice Tip [PT.22, "Employment Agreement – Employed Architects' Liability."](#)

## IMPORTANT

We remind you that this Seal is issued to you and is to be used in your capacity as indicated on your application, and that when your status changes and you are no longer required to use your Seal at the said practice/company, you must immediately return the Seal to the Office of the Registrar.



**A. CATEGORY OF Licensed Technologist OAA with Terms, Conditions, and Limitations**

(Hereafter referred to as Licensed Technologist OAA)

I am a Licensed Technologist OAA who is one of the following:

- i) a) A sole proprietor who is the holder of a Certificate of Practice with Terms, Conditions, and Limitations, **or**
- b) A partner in a partnership of members of Licensed Technologists OAA that holds a Certificate of Practice with Terms, Conditions, and Limitations, **or**
- c) An officer and/or director of a corporation, which is the holder of a Certificate of Practice with Terms, Conditions, and Limitations
- An officer
  - A director
  - An officer & A director
- d) An employee of a sole proprietorship, partnership of members, or a corporation which is the holder of a Certificate of Practice, required to use a Seal in the Licensed Technologist OAA's capacity as an employee: (refer to *Guidelines for Completion, Employer Authorization, item 3.i*)

**Name of Certificate of Practice issued by the OAA**

\_\_\_\_\_ (please print)

or

- ii) An employee who is a Licensed Technologist OAA of the Crown of Ontario or of Canada, a crown agency, sole proprietorship, partnership, or a corporation that is not a holder of a Certificate of Practice, if required to use a Seal in the capacity as an employee: (refer to *Guidelines for Completion, Employer Authorization, item 3.ii*)

**Name of Employer**

\_\_\_\_\_ (please print)

**B. DESCRIPTION OF SEALS AVAILABLE** *(Indicate type required)*

[ ] **Type 1** Mark It Rubber Stamp: Plastic handle with plastic case cover.  
Height: 3", Length: 2 1/4", Width: 2 1/4"  
Cost: \$47.89 (42.38 plus 5.51 HST)

[ ] **Type 2** Automark Stamp: Re-inkable pre-ink 2" diameter circular base with clip on cap for protection of die area. Microscopic cells line die and hold enough ink for thousands of impressions before re-inking. Slight spring action for soft touch stamping..  
Handle is 1 5/8" high and 1 5/8" diameter at top, which gently tapers to 1 3/8" at bottom.  
Cost: \$91.81 (81.25 plus 10.56 HST)

**B. NAME OF LICENSED TECHNOLOGIST OAA**

*(Clearly print or type name as it appears on the Licence Certificate with Terms, Conditions and Limitations)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**D. SHIPPING ADDRESS in full** *(Note: Signature is required upon delivery of Seal) (please print)*

\_\_\_\_\_  
\_\_\_\_\_

daytime telephone no.: \_\_\_\_\_

**E. EMPLOYER'S DECLARATION/AUTHORIZATION** *(if applicable):*

This Seal will be used only for projects carried out in the name of the:

a) Certificate of Practice in A i)

**or**

b) Employer named in A ii) where the Seal is required and will be used only for projects owned by the employer.

I understand that the Seal must be returned to the OAA should the Licensed Technologist OAA identified above no longer require the Seal for use in his/her capacity as employee of the Certificate of Practice holder or non-holder, or if the Licensed Technologist OAA changes employment.

**A. Supervisor's name** *(please print)* \_\_\_\_\_

**B. Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OAA USE ONLY**

**Imprint of Seal Returned**