Licence Surrender: Architect

Issued September 2026

General

1. Before completing a request to surrender your licence, read the Licence and Certificate of Practice Guidelines for Surrender.
2. Allow approximately two weeks of processing time from the date of receipt of the request and any required documentation. An incomplete form may be returned for completion.
3. All sections of the form are to be completed. Use “Not Applicable” and “N/A” where sections do not apply.
4. Submit the surrender request form to officeoftheregistrar@oaa.on.ca. All submitted documentation will be verified.

Regulatory Information

From the *Architects Act* of Ontario:

“architectural services” means services that are part of or are related to the practice of architecture

“design” means a plan, sketch, drawing, graphic representation, or specification intended to govern the construction, enlargement, or alteration of a building or a part of a building

“practice of architecture” means

(a) the preparation or provision of a design to govern the construction, enlargement or alteration of a building,

(b) evaluating, advising on or reporting on the construction, enlargement or alteration of a building, or

(c) a general review of the construction, enlargement or alteration of a building

Membership

5. (1) Every holder of a licence or limited licence is a member of the Association, subject to any term, condition, or limitation to which the licence is subject.

Resignation of membership

(2) A member may resign [their] membership by filing with the Registrar [their] resignation in writing and the member’s licence or limited licence is thereupon cancelled, subject to the continuing jurisdiction of the Association in respect of any disciplinary action arising out of [their] professional conduct while a member.

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Licence Surrender Request

Architect

A. **IDENTIFICATON**

1 Name in Full: _____

Family Name Given Name Middle Name(s)

2 OAA Licence Number: _____

3 Residence Address: _____ _____

Street Apt.No.

_____

City Province/Territory Country Postal Code

4 Residence Tel: _____ Business Tel: _____

5 Email: _____

B. **PRACTICE INFORMATION**

Are you the holder of an OAA certificate of practice*? ☐ Yes ☐ No

If yes, enter certificate of practice name: _____

** For sole proprietorships, the certificate of practice must be surrendered with licence or otherwise indicate new ownership.*

Are you the Personally Supervising and Directing (PSD) Architect for a certificate of practice? ☐ Yes ☐ No

If yes, enter certificate of practice name (if different from above): _____

Are you currently the subject of a complaint? ☐ Yes ☐ No

Is your conduct or competence under review? ☐ Yes ☐ No

Are you currently the subject of discipline proceedings? ☐ Yes ☐ No

Are you a shareholder or director for a corporate certificate of practice or a partner in a partnership certificate of practice?** ☐ Yes ☐ No

*** The OAA will require information regarding any new ownership and/or Directorship arrangements.*

C. **SURRENDER REQUEST**

Requested Effective Date of Surrender: _____

I, _____ (type or print full name), hereby request that the OAA accept the resignation of my membership and the surrender of my licence (and, if applicable, my certificate of practice) under the *Architects Act* effective as of the date above.

In making this request I confirm the following:

1 I understand that upon surrender of my licence I must immediately cease use of the designation "OAA" after my name and cease use of the title "Architect" with respect to the practice of architecture.

2 I understand that if I held an OAA issued seal, I must return it to the Office of the Registrar and remove any scanned or digital images of it from my computer system or other locations. I understand that the OAA will destroy the seal and if I subsequently require an OAA seal, I will need to obtain a new seal and may be required to pay the applicable fee.

3 I will notify my employer (if applicable) that I am no longer a licensed member of the OAA and ensure that any promotional materials, professional cards, letterhead, website, or other signage that contain "Architect," "Architects," or "OAA" will be discontinued.

4 If I am currently providing architectural services under a certificate of practice, I have arranged for completion or transfer of those services to another holder of a certificate of practice. I have also notified all clients, consultants, contractors, and relevant authorities (including building permit holders).

5 I understand that if I wish to re-apply for a licence in the future, specific rules apply:

- If within three years of surrender, I am exempted from the academic, examination, and experience requirements of Section 31 of Regulation 27.
- If more than three years have passed, the full academic, examination, and experience requirements apply.

6 I understand any outstanding fees, premiums, levies, or deductibles owing to the OAA must be paid.

D. **CHANGE IN STATUS**

Please check one:

☐ I wish to request appointment as a Retired Member of the OAA. I understand that if approved I may, subject to OAA regulations, use the title "Architect (Retired)," provided it is not misleading.

☐ I do *not* wish to request Retired Member status.

E. **DECLARATION**

I, _____ (type or print full name), hereby declare that:

1 I am the holder of an active licence with the Ontario Association of Architects.

2 I voluntarily request the surrender of my licence with the OAA and understand that, upon acceptance, I will no longer be authorized to practise architecture in Ontario.

3 I understand that surrendering my licence does not absolve me from any obligations, liabilities, or ongoing matters arising from my professional practice while I was licensed, including complaints, investigations, or outstanding fees.

4 I confirm that all statements made in this request are true and complete to the best of my knowledge.

5 I understand that once my licence is surrendered, reinstatement will require compliance with any applicable OAA policies or statutory requirements for re-licensing.

_____ _____

Signature Date