
Architects Licensed in Canada

(Membership in the Ontario Association of Architects)

Issued August 2026



Ontario Association
of Architects

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Index

Reciprocal Licence Application

- General Information
- Mobility of Architects to Ontario
- Appendix 1
- Payment of Fees Form
- Consent Form
- Application

IMPORTANT

The issuance of a licence entitles an individual to become an Architect licensed by the Ontario Association of Architects (OAA).

In order to offer or provide architectural services in Ontario to the public (as defined in the [Architects Act](#)), these services must be offered via a certificate of practice (CoP) issued by the OAA. An application for certificate of practice may be submitted together with the application for licence.

Prior to the awarding of a commission when only interviews or requests for proposals are underway, the persons or entities submitting the proposal, if not licensed in Ontario, are advised to notify the OAA in writing that they are being considered for a commission in the province and that they will comply with the requirements for licensing immediately upon obtaining the commission. By so doing, they avoid any potential perception that the *Architects Act* may be contravened by holding themselves out as engaging in the practice of architecture without a licence and certificate of practice.

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



General Information

When filing an application for licence, include the following:

- completed, signed application for licence for Architects licensed in Canada;
 - proof of date of birth;
 - confirmation of licence/registration from the reciprocal jurisdiction;
 - payment of applicable fees (refer to Payment of Fees Form); and
 - completed, signed Consent Form (under PIPEDA).
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1. Within 30 calendar days from the date of receipt of a *complete application*¹ inclusive of all required documentation, you will receive a registration decision. Processing of an incomplete application will be delayed as it may be returned for completion.
 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 documentation submitted will be verified.
 4. A complete application includes the confirmation of licence from the reciprocal jurisdiction.
 5. The licence term is January 1 to December 31 each year. The onus is on the Architect to pay the fee within the time prescribed. Non-payment may lead to licence cancellation.
 6. All documents prepared by an Architect licensed in Ontario that govern a project’s construction, alteration, or enlargement must be sealed with a seal issued to an Architect by the OAA. For more information regarding OAA professional seals, visit the [OAA Website](#).
 7. Every holder of a licence shall display their licence certificate prominently in their place of business (Subsection 49.(7), Regulation 27).
 8. The OAA has a mandatory Continuing Education program. Detailed information can be found on the [OAA Website](#).
 9. In order to offer or provide architectural services in Ontario to the public (as defined in the *Architects Act*), these services must be offered via a certificate of practice issued by the OAA. If required, an application for CoP may be submitted together with the application for licence.

¹ The term “complete application” refers to an application that meets all the requirements established by the OAA. This includes submitting all necessary documents, and ensuring the application is free from errors or omissions.



Mobility of Canadian Architects to Ontario

When an Architect licensed by a Canadian Provincial/Territorial Licensing Authority is approached by a client to provide professional services in Ontario, and is contemplating doing so, it is mandatory that the legislation governing the practice of architecture in Ontario be followed. The onus is on the Architect to contact the OAA to obtain the pertinent information and fully comply with the requirements.

Applicants licensed by a Canadian Provincial/Territorial Association of Architects

Architects registered in one Canadian jurisdiction may apply to register in other Canadian jurisdictions under the terms of the [Canadian Reciprocity Agreement](#). The Regulatory Organizations of Architecture in Canada (ROAC) agree to license as an Architect, in their respective province or territory, any Architect holding such a licence in another province or territory, who meets the other conditions contained in the Agreement. To qualify under the Agreement, the Architect must be in good standing in a Canadian province or territory. The [Confirmation of Licence](#) must be sent directly to the OAA from the other ROAC jurisdiction.

To obtain a licence as an Architect in Ontario under the terms of the Canadian Reciprocity Agreement, the Architect must:

1. Complete and submit the required application for licence;
2. Ensure the OAA receives the Confirmation of Licence from the reciprocal jurisdiction;
3. Provide information regarding any record of disciplinary matters, if applicable;
4. Have sufficient knowledge of laws and regulations governing the practice of architecture in Ontario and complete the declaration;
5. Pay the required fees; and
6. Conform, where applicable, with other requirements established by the laws of the province to which an application is being made.



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. [OAA 600-2021 A \(OAA Standard Form of Contract for Architect's Services\)](#)
5. [OAA 600-2021 GUIDE to the Standard Form of Contract for Licensed Member's Services](#)
6. [OAA 800-2021 A \(OAA Standard Short Form of Contract for Architect's Services\)](#)
7. [OAA 800-2021 GUIDE to the Standard Short Form of Contract for Licensed Member's Services](#)
8. [OAA 900-2021 A \(OAA Standard Form of Subcontract Between Architect and Subconsultant\)](#)
9. [OAA 900-2021 GUIDE to the Standard Form of Subcontract Between Licensed Member and Subconsultant](#)

Acquired **general** knowledge:

10. [Regulatory Notices](#)
11. [Practice Tips](#)

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 or through [ServiceOntario Publications](#).





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Payment of Fees – 2026 Application for Licence

Architects Licensed in Canada

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

Licence Fees	Applications approved between Jan 1 to Jun 30	Applications approved between Jul 1 to Dec 31
Application fee (non-refundable)	☐ \$380.81	☐ \$380.81
Annual licence fee (submit ONLY the annual fee applicable to your application)		
	☐ \$1,155.99	☐ \$578.00
Total	\$	\$

NAME OF APPLICANT:	
PAYMENT METHOD:	
☐ Cheque	☐ Online Banking
☐ Money Order	☐ Interac e-Transfer
☐ Bank Draft	☐ Credit Card
☐ 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. 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.
2. Visit secure.oaa.on.ca/store to pay your Architect 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 Architect 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.



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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/Zip Code: _____

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 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, 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)

☐ Middle name option only: Please check this box if you would like your middle name(s) to appear as initials on your licence certificate.

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. The data will be maintained in a secure information system, with access restricted to staff members for the purpose of reporting anonymous aggregate information and analyzing trends.

Professional degree and designations _____

University Country Graduation Date

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 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 _____

B. LICENCE HISTORY AND GOOD CHARACTER QUESTIONS *(Use supplementary sheets if necessary.)*

1. Jurisdiction in which **first** licence issued:

Jurisdiction	Licence Number	Date Licence issued

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

Jurisdiction	Licence Number	Date Licence issued

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

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

4. Have you ever been denied a licence? Yes ☐ No ☐
5. (a) Has your licence ever been suspended or revoked? Yes ☐ No ☐
(b) Has your licence ever been cancelled? Yes ☐ No ☐
6. 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 ☐
- 6.1 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 ☐
9. Do you hold a licence, in any jurisdiction, that is subject to any terms, conditions, or limitations? Yes ☐ No ☐

If you have answered “yes” to Questions 4 to 9, use a supplementary sheet to provide dates and details.

NOTE: ENSURE YOU HAVE ANSWERED ALL QUESTIONS OR YOUR APPLICATION WILL BE DEEMED INCOMPLETE.



C. DECLARATION

I DO SOLEMNLY DECLARE:

THAT I am applying for a 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 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 architects 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 only an Architect who is a holder of a licence who also has a certificate of practice, or is employed by a certificate of practice, is permitted to offer and/or provide to a member of the public a service that is part of the practice of architecture;

THAT the facts set out in this application for 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 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 licensed 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 a licence or currently hold a licence 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

