



**Ontario
Association
of Architects**

Guidelines and First Application for Licence Licensed Technologist OAA

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When filing an Application for Licence, enclose the following:

1. Completed, signed Application for Licence;
2. Proof of Citizenship or lawful permanent residency status in Canada;
3. Payment of applicable fees. (Refer to Payment of Fees Form);
4. Completed, signed Consent Form

The following documents will be provided by OAAAS on your behalf:

1. Proof of Canadian Citizenship or permanent resident status in Canada;
2. Proof of Certification of Qualifications (Experience) by the Ontario Association for Applied Architectural Sciences; and
3. Proof of successful completion of the Examination requirements of the Ontario Association of Architects and the Ontario Association for Applied Architectural Sciences.

IMPORTANT

A Licensed Technologist shall only use the terms:

Licensed Technologist OAA; or

Lic. Tech. OAA

but may not use the title 'architect' or any derivation thereof.

The Terms, Conditions and Limitations set out in the OAA Council Policy Statement forms part of the Application for Licence.

Architectural services may only be offered to the public through a Certificate of Practice. The provision of architectural services, includes activities such as the preparation of drawings and completion of feasibility studies.

Providing architectural services before getting your Licence and Certificate of Practice may make you ineligible to be licensed in Ontario.

GENERAL

1. **PROCESSING** takes **4 - 6 weeks** from the date of receipt. The forms must be complete with all the required documentation.
2. **APPLICATIONS** should be typed or printed. The terms "Not Applicable" and "N/A" may be used where sections do not apply.
3. **VERIFICATION** – all documentation submitted will be verified.
4. **LICENCE TERM** – January 1 to December 31 each year. **Applications received after December 1** will not be finalized in that calendar year (unless otherwise requested) and must include the appropriate fees for the following year.
5. **SEALS – there is a separate Application for Seal**
 - a. In order for a Licensed Technologist OAA who is an **employee** of a holder of Certificate of Practice to obtain a seal, the holder of the Certificate of Practice must sign the Declaration on the Application for Seal indicating that the seal **will be used only for projects under that holder**
 - b. In order for a Licensed Technologist OAA who is an **employee** of other than a holder of a Certificate of Practice (i.e. Federal or Provincial Government, banks, etc.) to obtain a seal, the employer must sign the Declaration on the Application for Seal indicating that the seal **will be used only for projects owned by the employer**
 - c. When an employee with seal changes employment:
 - i. the employer must notify the Office of the Registrar of any changes to the Certificate of Practice; and
 - ii. the employee must immediately return the seal to the Association.
6. **CERTIFICATE** - Every holder of a Licence shall keep his/her Licence certificate prominently displayed in his/her place of business.
7. **MANDATORY CONTINUING EDUCATION/PROFESSIONAL DEVELOPMENT** - The OAA has a mandatory Continuing Education program and detailed information can be found on the OAA's Web site (www.oaa.on.ca).
8. **FEES** –The Application Fee and Annual Fee for Licence are set out on the Payment of Fees Form;
9. **POLICY STATEMENT** - The OAA Council Policy Statement setting out the Terms, Conditions and Limitations that apply to a Licensed Technologist OAA is attached.

COMPLETING THE APPLICATION

A. IDENTIFICATION

QUESTION 7 (seven) requires proof of your date of birth. Photocopies of birth certificate or passport are accepted.

B. EXPERIENCE AND EXAMINATIONS

Tick boxes as appropriate.

C. LICENCE HISTORY

Indicate Licence status in all jurisdictions where a Licence is currently held or was previously held. Identify any Licence not currently in good standing and give the particulars. Attach supplementary sheets if necessary.

D. DECLARATION

It is the statutory responsibility of the OAA to ensure that applicants for Licence in Ontario have the requisite knowledge of Ontario laws before being granted a Licence by the OAA. Applicants must have unrestricted access to all of the documents listed in Appendix 1. The OAA Official Documents are only available for downloading from the OAA's Web site.

APPENDIX 1
LIST OF DOCUMENTS

OAA Official Documents

- 1.² The *Architects Act*, R.S.O. 1990, c.A.26
<https://www.ontario.ca/laws/statute/90a26>
- 2.² Ontario Regulation 27, R.R.O. 1990, Reg. 27
<https://www.ontario.ca/laws/regulation/900027>
- 3.² By-Laws of the Ontario Association of Architects
<http://www.oaa.on.ca/the+oaa/regulatory+information/oaa+by-laws>
- 4.² Ontario Association of Architects Standard Form of Contract for Architect's Services, Document 600, 2013 with July 1, 2018 Amendments
http://www.oaa.on.ca/oaamedia/documents/OAA600-2013_180701-Amendments_Final.pdf
- 5.¹ Regulatory Notices (formerly Practice Bulletins)
<http://www.oaa.on.ca/professional+resources/practice+tips+&+regulatory+notices/overview>
- 6.¹ Practice Tips (formerly Practice Bulletins)
<http://www.oaa.on.ca/professional+resources/practice+tips+&+regulatory+notices/overview>

Superscript 1 - acquired **general** knowledge
Superscript 2 - acquired **specific** knowledge

¹Ontario Building Code Act 1992, 1992, S.O. 1992, c. 23 and the Building Code, O. Reg 332/12

¹Provincial 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
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 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**

Superscript 1 - acquired **general** knowledge

OAA-2018-01-07

Payment of Fees - 2019

Licensed Technologist OAA

The Ontario Association of Architects accepts payment of fees by cheque (including: money order, bank draft) made out to the OAA in Canadian Funds only, and cash. The fees listed below are in Canadian funds and include the Harmonized Sales Tax (HST).

Licence Fees	Applications approved between Jan 1 to June 30	Applications approved between July 1 to Dec 31
Application fee	\$326.01 <input type="checkbox"/>	\$326.01 <input type="checkbox"/>
Annual Licence fee with Terms, Conditions and Limitations – submit ONLY the annual fee which is applicable to your application:		
Annual Licence fee	\$696.08 <input type="checkbox"/>	\$348.04 <input type="checkbox"/>
Total	\$	\$

NAME OF APPLICANT:
PAYMENT METHOD:
<input type="checkbox"/> Cheque
<input type="checkbox"/> Money Order
<input type="checkbox"/> Bank Draft
<input type="checkbox"/> Cash
<input type="checkbox"/> Online Banking *

*If you **already** have an OAA account/identification number, you may use online banking at this time.

Online Banking:

Online banking bill payment is available for the 5 major Canadian banks (CIBC, RBC, Scotia, TD, BMO, Credit Union and National). Note: You must use your account/ID number to ensure the OAA receives the correct information from the bank to process your payment and avoid cancellation. Contact oaafees@oaa.on.ca for more information.



Ontario Association of Architects

1 Duncan Mill Road, Toronto, Ontario M3B 1Z2
Telephone 416-449-6898 Fax 416-449-5756 www.oaa.on.ca

Consent Form Licensed Technologist OAA

Consent Form

Under the Personal Information Protection and Electronic Documents Act (PIPEDA) for the collection, use, disclosure and retention of personal information collected by the Ontario Association of Architects (OAA) with the Ontario Association for Applied Architectural Sciences (OAAAS) for its activities.

Name: _____
(please print)

Address: _____

City: _____ Prov./State: _____ Postal/Zip Code: _____

Telephone: _____ E-mail: _____

This Consent Form provides the Ontario Association of Architects (OAA) with permission to forward your personal information as set out above to the OAAAS as it relates to the activities of the OAA.

I hereby consent to the release by the OAA of my name, address*, telephone number and e-mail address to the OAAAS	<input type="checkbox"/> Yes <input type="checkbox"/> No
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* Note that the address includes the City, Province/State and Postal/Zip Code.

I acknowledge that I have the right to amend this Consent Form in writing.

Signature

Date



First Application for Licence Licensed Technologist OAA

A. IDENTIFICATION

1. Full Legal Name: _____
Surname First Name Middle Name(s)

Please check one Miss Mrs. Ms. Mr.

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: _____
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.)

(b) Published on Web site: Yes No
(If you choose not to have your address published, only your name and Licence number will be included on the listing.)

5. Residence Tel: () _____ Business Tel: () _____

6. E-mail: _____

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

B. EXPERIENCE and EXAMINATIONS

1. I have completed a total of 5580 hours of experience that meets the requirements of the Ontario Association for Applied Architectural Sciences, including 940 hours of experience in Ontario on projects physically located in Ontario under the personal supervision and direction, as certified by the Ontario Association for Applied Architectural Sciences, of a person licensed to engage in the practice of architecture in Ontario, which was completed within three years prior to the date of this application, and 1880 hours of experience, while registered in the Technologist OAAAS Level under the personal supervision and direction of a person authorized to engage in the practice of architecture in Ontario. Yes No

or

I have been exempted by the Council from all or part of the academic and/or experience requirements. Indicate exemption _____ Yes No

1. I have successfully completed the examination requirements of the Ontario Association of Architects and the Ontario Association for Applied Architectural Sciences. Yes No

C. LICENCE HISTORY (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 in those jurisdictions:

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

7. Have you ever been convicted of an offence which may be relevant to your suitability to practise architecture? Yes No

8. (a) Have you ever been found guilty of professional misconduct or incompetence? Yes No

and/or

(b) Is your conduct or competence presently the subject of proceedings? Yes No

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

If you have answered "yes" to questions 4. to 9., use a supplementary sheet to provide dates and details.

D. DECLARATION

I DO SOLEMNLY DECLARE:

THAT I am applying for a Licence with Terms, Conditions and Limitations under the *Architects Act* of the Province of Ontario;

THAT in regard to the documents listed in Appendix 1 of the Guidelines for Completion of an Application for Licence as a Licensed Technologist OAA with Terms, Conditions and Limitations 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 by the superscript 1
- (d) **specific** knowledge of the contents of the documents identified by the superscript 2

THAT I agree to comply with the *Architects Act*, the Regulation and By-Laws;

THAT I understand that a holder of a Licence and a Certificate of Practice both with Terms, Conditions and Limitations is only permitted to offer and/or provide to a member of the public a service that is part of the practice of architecture in accordance with said Terms, Conditions and Limitations;

THAT I understand and will comply with the Policy Statement of the Ontario Association of Architects attached hereto and forming part of this application;

THAT the facts set out in this Application for Licence with Terms, Conditions and Limitations are true and correct in every particular;

AND 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.

Signature of Applicant

Date

FOR OAA USE ONLY

OAA-17-8

POLICY OF THE COUNCIL OF THE
ONTARIO ASSOCIATION OF ARCHITECTS (OAA)
WITH RESPECT TO APPLICATIONS FOR LICENCE
AND CERTIFICATES OF PRACTICE
BY HOLDERS OF A CERTIFICATE OF QUALIFICATION
TO MAKE APPLICATION AS A LICENSED TECHNOLOGIST ISSUED BY
THE ONTARIO ASSOCIATION FOR
APPLIED ARCHITECTURAL SCIENCES (OAAAS)

POLICY STATEMENT

Section 13(1) of the Architects Act sets out the requirements for the issuance of a licence.

Every applicant must comply with the academic and experience requirements specified in the regulations and have passed such examinations and completed such courses of study as the Council may set or approve unless the Council has exempted the applicant from these requirements. Every applicant must agree to waive the right to a hearing by the Registration Committee under Section 25 of the Architects Act.

The academic and experience requirements for the issuance of a licence are stipulated in Section 31 of the regulations.

Where an applicant for a licence is the holder of a certificate of qualification to make application as a Licensed Technologist issued by OAAAS, the applicant shall be exempted from the academic and experience requirements set out in the regulations subject to the terms, conditions and limitations hereinafter set out, which shall be incorporated and form part of the licence issued by the Registrar.

Every holder of a certificate of qualification as Licenced Technologist issued by OAAAS is on the issuance of a licence by the Registrar, a member of the Association, subject however to the terms, conditions and limitations as incorporated and part of the licence.

TERMS, CONDITIONS and LIMITATIONS OF LICENCE

The Licensed Technologist OAA may prepare and provide a design for, or perform general review of or evaluate, advise or report on the construction, enlargement or alteration of a building that:

as constructed enlarged or altered, is not more than three storeys in height and not more than 600 square metres in gross area and is used or intended for one or more of the following occupancies:

- I Residential;
- ii Business;
- iii Personal services;
- iv Mercantile;
- v Industrial;

via restaurant designed to accommodate not more than 100 persons consuming food or drink; is used or intended for residential occupancy, and contains one dwelling unit or two attached dwelling units, and, as constructed, enlarged or altered, is not more than four storeys in height; is used or intended for residential occupancy, that contains three or more attached dwelling units and, as constructed, enlarged or altered, is not more than four storeys in height and not more than 600 square metres in building area.

2. The Licensed Technologist OAA shall use the designation “Licensed Technologist OAA” in every aspect of the practice of architecture but may not use the title “architect” as an occupational designation or use an addition to or abbreviation of the title “architect”, an occupational designation or a term, title, addition or description that will lead to the belief that the Licensed Technologist may provide architectural services other than as set out in paragraph 1 hereof. The Licensed Technologist OAA is permitted to use the abbreviated title of “Lic.Tech.OAA”.

3. A Licensed Technologist OAA shall not provide architectural services other than as permitted by paragraph 1 of this policy. A Licensed Technologist OAA may act as the prime consultant for the construction, enlargement or alteration of any building but where the Licensed Technologist OAA has been engaged or employed or has agreed to provide architectural services to a member of the public other than as permitted by paragraph 1 of this policy, the Licensed Technologist OAA must engage or employ a holder of a certificate of practice who is not subject to the terms, conditions and limitations that the holder of the certificate of practice may only provide architectural services as set out in paragraph 1 of this policy. Nothing herein prevents the Licensed Technologist OAA from then assisting in the provision of the architectural services provided that such assistance is under the personal supervision and direction of that holder and that this is clearly communicated to the client.

4. The Licensed Technologist OAA is qualified to vote at an election of members of the Council for the Licensed Technologist OAA representative for the Province of Ontario. In addition a Licensed Technologist OAA may vote at the annual or other general meetings of the members of the Association, as established in the By-Laws. The Licensed Technologist OAA is not permitted to act as a Mentor under the Intern Architect Program. A Licensed Technologist OAA shall sit on OAA Statutory Committees convened for the purpose of assessing or making decisions on a matter where the member in question is a Licensed Technologist OAA.

5. The Licensed Technologist OAA may provide architectural services to the public only:

- as a sole proprietor;
- in partnership with one or more Licensed Technologists who are holders of licences issued in accordance with this policy; or
- through a corporation;

provided that the Licensed Technologist OAA, partnership or corporation holds a certificate of practice which is subject to the terms, conditions and limitations that the holder of the certificate of practice may only provide architectural services as set out in paragraph 1 of this policy and that the holder provides services that are within the practice of architecture under the personal supervision and direction of a Licensed Technologist OAA to whom a licence has been issued.

6. The Licensed Technologist OAA shall not legally or beneficially own, directly or indirectly, exercise control or direction or legally or beneficially own directly or indirectly shares, or any class of shares of a corporation as hereinafter outlined and, together with another shareholder or other shareholders associated with the person exercise control or direction over, more than 49 percent of the total number of issued and outstanding shares of any class of shares of a corporation to whom a certificate of practice has been issued under Section 14 of the Architects Act.

7. The Licensed Technologist OAA shall not supervise and direct the practice of architecture of a holder of a certificate of practice issued under Section 14, 15, 17 or 18 of the Architects Act that provides architectural services to the public other than architectural services as set out in paragraph 1 of this policy.

TERMS, CONDITIONS AND LIMITATIONS OF CERTIFICATE OF PRACTICE

The certificate of practice shall be subject to the same terms, conditions and limitations as the licence.

Rev. January 2017