



**Ontario
Association
of Architects**

Guidelines for Completion of an
Application for Certificate of Practice

Sole Proprietorship

with
Terms, Conditions and Limitations
for a
Licensed Technologist OAA

This Certificate of Practice can only provide services within the scope of a Licensed Technologist OAA even if there is an architect on staff.

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Payment of Fees form

Application for Certificate of Practice – Sole Proprietorship with Terms, Conditions and Limitations for a Licensed Technologist OAA including the **attached** Policy Statement of the Ontario Association of Architects with respect to Licensed Technologist OAA.
Undertaking to the Ontario Association of Architects (by former holder)

When filing an Application for a Certificate of Practice with Terms, Conditions and Limitations (Certificate of Practice), include the following where applicable:

1. *Curriculum Vitae, including current architectural projects (page 3; item 4)
2. *Notification to Employer (page 3; item 5)
3. *Business Registration (page 3; item 8)
4. Application for Seal (page 4; item 9) <http://oaa.on.ca/the%20oaa/practice%20information>
5. Payment of applicable fees. (Refer to the Payment of Fees form)
6. *Undertaking to the OAA

*** submit copy**

IMPORTANT

In order to **offer or provide architectural services** in Ontario (as defined in the *Architects Act*) to the public, which includes activities such as the preparation of drawings and completion of feasibility studies, an individual or entity **must be the holder of a Certificate of Practice**. The provision of these services, prior to the issuance of a Licence and Certificate of Practice may be prejudicial to the granting of a Licence and/or a Certificate of Practice.

Until an Application for a Certificate of Practice with Terms, Conditions and Limitations is approved by the OAA it is a contravention of the *Architects Act* to promote, offer or provide architectural services in Ontario in the name of the new practice, and items such as letterhead, cheques, signs, etc. should not be ordered.

The Licensed Technologist shall **only** use the term **Licensed Technologist OAA** but may **NOT** use the title 'architect' or any derivation therefor, in accordance with Appendix 2 of the Guidelines for Completion of an Application for Certificate of Practice and in accordance with the Terms, Conditions and Limitations set out in the Policy Statement which forms part of the Application for Certificate of Practice.

The use of the term Certificate of Practice with Terms, Conditions and Limitations in this document shall at all times refer to a Certificate of Practice issued by the Ontario Association of Architects (OAA) unless otherwise stated.

GENERAL

1. Allow approximately **4 - 6 weeks** processing time from the date of receipt of the completed application and all required documentation **or** following approval of an Application for Licence with Terms, Conditions and Limitations as a Licensed Technologist OAA. An incomplete application may delay approval as it may be returned for completion.

2. **FORMAT**

The application should be typed or printed and all sections completed, signed, dated.

3. All documentation submitted will be verified.

4. **CURRICULUM VITAE**

In order to satisfy the currency requirement outlined in Subsection 17.(2) of the *Architects Act*, the Licensed Technologist OAA who is a principal of this practice and who is not currently a holder of a Certificate of Practice, must enclose an updated curriculum vitae with a chronological record of architectural work experience covering at least the five (5) years immediately preceding the date of this application.

5. **NOTIFICATION TO EMPLOYER- Regulation 27 Subsection 34(b)**

The Licensed Technologist OAA who is a principal of this practice and is currently employed elsewhere, must enclose a copy of the notification to employer. The following is a sample of wording which may be used:

"This is to advise that it is my intention to offer and/or provide architectural services to the public and to apply to the Registrar of the Ontario Association of Architects for a Certificate of Practice with Terms, Conditions and Limitations.

I hereby further advise that such architectural services will not be performed during the hours I am employed by _____ nor will I use any material, equipment or facilities belonging to _____ for this purpose.

I will advise my clients and other parties of my status as an employee and the attendant limitations on my services to ensure that my work will not conflict with my duties as an employee.

I will assume all professional liability for the architectural services I will provide as a holder of a Certificate of Practice and will indemnify and hold harmless _____ from any claims arising from my practice."

6. The **Standards of Practice** are prescribed in Sections 47, and 49, of Ontario Regulation 27, as amended.

7. **REAPPLICATION OR REINSTATEMENT REQUIREMENTS**

- i) A former Licensed Technologist OAA who has voluntarily surrendered his/her Certificate of Practice may submit an application to reapply for a Certificate of Practice. With respect to currency refer to page 3; item 4.
- ii) A former Licensed Technologist OAA whose Certificate of Practice was cancelled may make application to reinstate the Certificate of Practice. With respect to currency refer to page 3; item 4.
- iii) Please note that the applicant must:
 - (a) provide evidence to the Registrar that the person who will personally supervise and direct the practice of architecture has, before the date of the application, completed a cycle of continuing education that meets the requirements of the continuing education program established under Section 54 of Regulation 27.
 - (b) file with the Registrar an Undertaking in which he/she affirms that he/she has not engaged in the practice of architecture in the Province of Ontario from the date of surrendering or cancellation of his/her Certificate of Practice, except as an employee of a holder of a Certificate of Practice or as an employee of an organization which did not offer architectural services to the public.

8. **BUSINESS REGISTRATION**

The *Business Names Act* applies to all types of business which operate under a name other than the owner's. For further details contact the Companies and Personal Property Security Branch at (416)314-8880 or check their website www.ontario.ca. If applicable, **enclose a copy of the Business Registration** from the Companies and Personal Property Security Branch, Ministry of Government Services.

If the business operating under a Certificate of Practice uses a business name other than that contained on the Certificate of Practice the holder of the Certificate of Practice and all Licensed Technologists OAA working under it must ensure compliance with the following:

- a) The Office of the Registrar of the OAA must be notified of all of the other names used; and
- b) The name of the holder of the Certificate of Practice must be included in all significant documents (e.g., contracts, invoices, letterhead, business cards, architectural drawings etc.) so that the public can identify the official name of the entity with whom they are dealing.

9. APPLICATION FOR SEAL

Information regarding applying for a digital seal is available on our Website under Practice Information, Seal <http://oaa.on.ca/the%20oaa/practice%20information>

When an employee with seal changes employment, the employer must notify the Office of the Registrar of any changes to the Certificate of Practice, and the employee must immediately return the seal to the Association (*Subsection 42.(22), Regulation 27*).

10. PROFESSIONAL LIABILITY INSURANCE COVERAGE

All applicants for a Certificate of Practice **with an office in Ontario** must also submit an Application for annual practice insurance, unless the Certificate of Practice application represents a change in particulars of an existing holder of a Certificate of Practice with an office in Ontario. (*Section 48, Regulation 27, as amended*).

Please contact Pro-Demnity Insurance Company for the appropriate forms.

Pro-Demnity Insurance Company
200 Yorkland Boulevard, Suite 1200
Toronto, ON M2J 5C1
Tel: (416)386-1770 Fax: (416)449-6412
E-mail: mail@prodemnity.com

11. FEES

The fees for Certificate of Practice are set out on the enclosed Payment of Fees form.

COMPLETION OF THE APPLICATION

A. BASIS OF APPLICATION

New Practice applies to an applicant who is not currently a holder of a Certificate of Practice, or who is currently a holder of a Certificate of Practice and this is a new and separate Certificate of Practice.

Change in Particulars of Existing Practice applies if the applicant is currently a holder of a Certificate of Practice and there is a change to the structure affecting the name of the Certificate of Practice.

If there are current projects for which architectural services are being provided by the existing practice, then:

- a) the Certificate of Practice for the existing practice must be maintained (*refer to page 3; item 6*) until completion of the architectural services, **or**
- b) these projects must be assigned to the holder of the new Certificate of Practice.

Note: Advise the OAA **in writing** whether a) or b) applies.

Personally Supervising and Directing: A Licensed Technologist OAA in this practice must personally supervise and direct the practice of architecture on a Full-Time basis.

B. IDENTIFICATION

When choosing the name of the Certificate of Practice refer to Appendix 2 of the Guidelines.

Other Office

If it is the intention of the practice to have **more than one (1) office** registered with the OAA, i.e. the principal and 'other office(s)', **each** office must comply with the Standards of Practice (*refer to page 3; item 6*) and payment must be submitted for **each** 'other office' (*refer to the Payment of Fees form*).

C. PRACTICE HISTORY

Identify any Certificate of Practice not currently in good standing and provide the particulars.

D. PRACTICE STRUCTURE

In order for the Association to maintain a current Register of its Licensed Technologists OAA and holders of Certificates of Practice, it is important to keep the practice structure correct and up to date. **Report all changes in writing to the Office of the Registrar.**

E. DECLARATION

It is the statutory responsibility of the OAA to ensure that each principal of a Certificate of Practice has the requisite knowledge of Ontario laws before being granted a Certificate of Practice.

Applicants must have unrestricted access to 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 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

APPENDIX 2

GUIDELINES FOR NAMING A CERTIFICATE OF PRACTICE WITH TERMS, CONDITIONS AND LIMITATIONS

These guidelines are provided to assist the Licensed Technologist OAA in the completion of an Application for Certificate of Practice for submission to the Registrar in accordance with Section 34 of Regulation 27. It is suggested that printing of letterhead, title blocks, etc., should not be finalized until the Application for Certificate of Practice is approved.

1. The ownership of a sole proprietorship and a partnership can only be comprised of Licensed Technologist OAA. Therefore, the name of a practice that is either a sole proprietorship or partnership **cannot** contain the name of individuals other than Licensed Technologists OAA.
2. The **name of a Certificate of Practice** may be known by a **style or trade name** that is different from the approved name of the Certificate of Practice provided the Office of the Registrar has been advised and provided that the name of the holder of the Certificate of Practice is included in all significant documents (e.g., contracts, invoices, letterhead, business cards) so that the public can identify the official name of the entity they are dealing with.
3. A Certificate of Practice cannot be issued to a Limited Liability Partnership (LLP) or a Limited Liability Company (LLC).
4. The **name of a Certificate of Practice** may be followed by any designation; i.e. Planner, Interior Designer, etc. provided that it complies with all governing statutes.

The onus is on the holder of the Certificate of Practice to ensure compliance.

Note:

1. Licensed Technologist OAA means a Technologist with Terms, Conditions and Limitations licensed by the OAA.
2. In the case of a corporation the name is the property of the corporation.

Reference: (current edition)

1. *Architects Act*
2. Regulation under the *Architects Act*
3. *Business Corporations Act*
4. *Business Names Act*



**Ontario
Association
of Architects**

111 Moatfield Drive, Toronto, Ontario M3B 3L6
Telephone 416-449-6898 Fax 416-449-5756 www.oaa.on.ca

Payment of Fees – 2019

Application for Certificate of Practice

Sole Proprietorship

with
Terms Conditions and Limitations
for a
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).

FEES	APPLICATIONS APPROVED BETWEEN JAN 1 – JUL 31		APPLICATIONS APPROVED BETWEEN AUG 1 – DEC 31	
Application fee	\$296.63		\$296.63	
Annual fee <i>(based on number of Licensed Technologists OAA and licensed OAA architects within the practice):</i>				
practice with one <i>Licensed Technologist OAA</i> (minimum fee); plus,	357.65		178.82	
fee for each additional Licensed Technologist OAA and licensed architect within the practice	___ x 252.56		___ x 126.28	
Other Office	118.65		118.65	
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.



111 Moatfield Drive, Toronto, Ontario M3B 3L6
 Telephone 416-449-6898 Fax 416-449-5756 www.oaa.on.ca

Application for Certificate of Practice

Sole Proprietorship

with
 Terms, Conditions and Limitations
 for a
 Licensed Technologist OAA

A. BASIS OF APPLICATION

(please check the appropriate application category)

- New Practice
- Change in Particulars of Existing Practice
- Reapplication (Certificate of Practice previously surrendered)
- Reinstatement (Certificate of Practice previously cancelled)

B. IDENTIFICATION (Use supplementary sheets if necessary.)

1. Name of Practice: _____

2. Principal Office: _____

Street _____ Suite No. _____

City _____ Province _____ Country _____ Postal Code _____

Tel: () _____ Fax () _____

E-mail: _____ Voice Mail: Yes No

3. Other Office: _____
 (if applicable) Street _____ Suite No. _____

City _____ Province _____ Country _____ Postal Code _____

Tel: () _____ Fax () _____

E-mail: _____ Voice Mail: Yes No

4. Principal Residence Address of Licensed Technologist OAA who is Personally Supervising and Directing (PSD) the holder's Practice at each office (items 2. and 3. above):

Licensed Technologist OAA Name in Full	a) Office Location (city) where PSD	b) Licensed Technologist OAA Principal Residence Address and telephone number	Distance in km between a) & b)
(print) _____ ----- (signature)			
(print) _____ ----- (signature)			
(print) _____ ----- (signature)			
(print) _____ ----- (signature)			

E. DECLARATION

I DO SOLEMNLY DECLARE:

THAT I am applying for a Certificate of Practice 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 Certificate of Practice with Terms, Conditions and Limitations, I have and will continue to have:

- (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, all as amended;

THAT I agree to notify the Registrar in writing within 30 days if there is any change to the information on the application form or in the documents that support the application;

THAT I understand that a holder of a Licence and 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 Certificate of Practice 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 Sole Proprietor

Date

Signature of Licensed Technologist OAA
who will Personally Supervise and Direct this practice

Date

Date

Signature of Licensed Technologist OAA
who will Personally Supervise and Direct other office

Date

Date

FOR OAA USE ONLY



Ontario Association of Architects

POLICY OF THE COUNCIL OF THE
ONTARIO ASSOCIATION OF ARCHITECTS (OAA)
WITH RESPECT TO APPLICATIONS FOR LICENCE
AND CERTIFICATES OF PRACTICE
BY HOLDERS OF CERTIFICATES OF QUALIFICATION
AS 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.

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 as 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 Licensed 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

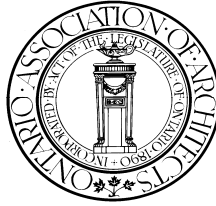
1. The Licensed Technologist may prepare and provide a design for, or perform general review of or evaluate, advise or report on the construction, enlargement or alteration of a building that:
 - (1) as constructed enlarged or altered, is not more than three storeys in height and not more than 600 square 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;
 - vi a restaurant designed to accommodate not more than 100 persons consuming food or drink;
 - (2) 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;
 - (3) 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 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 shall not provide architectural services other than as permitted by paragraph 1 of this policy. A Licensed Technologist may act as the prime consultant for the construction, enlargement or alteration of any building but where the Licensed Technologist 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 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 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 may provide architectural services to the public only:
 - 1) as a sole proprietor;
 - 2) in partnership with one or more Licensed Technologists who are holders of licences issued in accordance with this policy; or
 - 3) through a corporation;provided that the Licensed Technologist, 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 to whom a licence has been issued.
6. The Licensed Technologist 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* or a corporate partner of a partnership of corporations to whom a certificate of practice has been issued under Section 16 of the *Architects Act* which is not limited to the provision of architectural services as set out in paragraph 1 of this policy. Section 21(2) of the *Architects Act* applies to this paragraph with the necessary modifications.
7. The Licensed Technologist 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



UNDERTAKING
to the
ONTARIO ASSOCIATION OF ARCHITECTS

This will confirm THAT as a former holder of a Certificate of Practice with Terms, Conditions and Limitations, I have not engaged in or held myself out as engaging in the practice of architecture in Ontario, except:

1. as an employee of a holder of a Certificate of Practice; **or**
2. as an employee of an organization which did not offer architectural services to the public.

Name (please print)

Date

Signature