



**Ontario
Association
of Architects**

Guidelines for Completion of an Application for Certificate of Practice for Sole Proprietor

INDEX

Page Number

General	3
Completion of the Application	6
Appendix 1 List of Documents	7
Appendix 2 Guidelines for Naming a Certificate of Practice.....	8

Payment of Fees Form
Application for Certificate of Practice – Sole Proprietor
Undertaking to the Ontario Association of Architects

When filing an Application for a Certificate of Practice, include the following where applicable:

1. *Curriculum Vitae (page 3; item 4)
2. *Notification to Employer (page 3; item 5)
3. *Engineers - Certificate of Authorization (page 3; item 8)
4. *Business Registration (page 3; item 9)
5. Payment of applicable fees. (Refer to Payment of Fees form)

*** 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 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 use of the term Certificate of Practice 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. An incomplete application may be delayed as it may be returned for completion.
2. **FORMAT**
The application should be 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 OAA architect 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 work experience covering at least the five years immediately preceding the date of this application.

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

The OAA architect, 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.

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 OAA architect who has voluntarily surrendered his/her Certificate of Practice may submit an application to reapply for a Certificate of Practice.
- ii) A former OAA architect whose Certificate of Practice was cancelled may make application to reinstate the Certificate of Practice.
- 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 the Regulation.
 - (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. ENGINEERING SERVICES

If this practice intends to provide engineering services, enclose a copy of the current Certificate of Authorization issued by the Association of Professional Engineers of Ontario under the Professional Engineers Act of Ontario.

9. BUSINESS NAMES ACT (BNA)

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 the web site www.ontario.ca.

If applicable, **enclose a copy of the Business Registration** from the Companies and Personal Property 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 architects 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.

10. **MOBILITY OF ARCHITECTURAL PRACTICES TO ONTARIO (RECIPROCAL APPLICANTS)**

In order to hold a Certificate of Practice, an architect licensed in Ontario is subject to the requirements of the *Architects Act*, Regulation and By-Laws, including those relating to professional liability insurance coverage.

11. All documents prepared by an Architect or Licensed Technologist OAA licensed in Ontario that govern a project's construction, alteration or enlargement must be sealed with the digital professional seal from Notarius issued to that architect by the OAA.

Applying for a seal

As of January 2019, all seals issued must be digital.

Digital seals will be mandatory as of January 2, 2022 for all members including the members who currently have physical seals.

To obtain a seal, a licensee who is:

1. an **applicant for a Certificate of Practice** must apply for a seal, or have a seal, when making application for the Certificate of Practice;
2. an employee of a **holder of a Certificate of Practice** is eligible for a seal after the holder of the Certificate of Practice provides confirmation in writing to the OAA indicating that the seal will be used only for projects under that holder;
3. an employee of **other than a holder of a Certificate of Practice** i.e. Federal or Provincial Government, banks, etc... is eligible after the employer provides confirmation in writing to the OAA indicating that the seal will be used only for projects owned by the employer and is owned by the same entity that employs the licensee.

Once you have a seal:

1. the employer must notify the Office of the Registrar at officeoftheregistrar@oaa.on.ca of any changes to the Certificate of Practice; and
2. the employee must immediately notify the Office of the Registrar at officeoftheregistrar@oaa.on.ca of any changes to their employment status.

How to Obtain an OAA Digital Seal

To obtain your digital seal, visit <https://notarius.com/oaa>.

For more information, please check out the following links:

- Signing up information: <https://notarius.com/signup/certifioforprofessionals>
- CertifIO for Professional Product brochure: <https://notarius.com/info/certifioforprofessionals>
- ConsignO Desktop Product brochure: <https://notarius.com/info/consignodesktop>

For technical assistance, contact Notarius Customer Support by calling 1-855-505-7272 or by e-mailing support@notarius.com.

Questions regarding the seal can be directed to the Office of the Registrar at officeoftheregistrar@oaa.on.ca.

Features and Benefits

By affixing the OAA Digital Seal to a document, an OAA member:

- guarantees the identity of the document—the origin of the document includes proof of the signer's identity, their OAA professional affiliation (at the time of the signature) as well as the date and time of the document's finalization;
- ensures the integrity of the document (as well as its contents), so that the document has not been altered since its completion;
- establishes the authenticity of the document—everything necessary to prove its origin and integrity is embedded in the document; and
- ensures the longevity of the document, providing the ability to open, read, authenticate and preserve the reliability of a document over time.

The OAA Digital Seal must remain under the sole control of the licensee; it cannot be shared or delegated under any circumstances.

12. 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
Email: mail@prodemnity.com

All applicants for a Certificate of Practice **with an office outside of Ontario** or **whose primary function is not to engage in the practice of architecture and whose Certificate of Practice was issued under Subsections 14(2) or 15(a)(ii) or Sections 18 or 19 of the Architects Act** must submit an application for Exemption from annual professional liability insurance coverage with Pro-Demnity Insurance Company.

Note: If a holder of Certificate of Practice located outside of Ontario:

- a) moves to Ontario
- or
- b) decides to open an office in Ontario

the holder's office in Ontario is required to be insured under Pro-Demnity Insurance Company and an Application for annual practice insurance must be submitted.

13. FEES

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

COMPLETION OF THE APPLICATION

A. APPLICATION CATEGORIES

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: An architect 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 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 architects 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

Naming a Certificate of Practice

- 1) A Sole Proprietor may name his or her Practice:
 - a) A generic name; or
 - b) A person's name as long as it is his or her name; or
 - c) Using a person's initials as long as it is his or her initials.

- 2) A Partnership or Corporation may name a Practice and include the word "Architect" or any derivative thereof if it is using:
 - a) A generic name;
 - b) An OAA member's name or former member's name if
 - i) he or she is part of the Practice; and
 - ii) has given authorization for his or her name to be used;
 - c) An OAA member's initials or former member's initials if
 - i) he or she is part of the Practice; or
 - ii) has given authorization for his or her name to be used;

- 3) A Partnership or Corporation that does not use the word "Architect" or any derivative thereof in its name, may name the Practice:
 - a) A generic name; or
 - b) A person's name, as long as
 - i) one name belongs to an OAA Member; and
 - ii) he or she is part of the Practice; and
 - iii) has given authorization for his or her name to be used; or
 - c) Using initials as long as:
 - i) an OAA member's initial or initials are included;
 - ii) and the OAA member is part of the Practice; and
 - iii) has given authorization for his or her initial or initials to be used.

- 4) A Sole Proprietorship or Partnership or Corporation that is an existing architectural practice from another jurisdiction may use its existing name.

- 5) Style or Trade Names that are properly registered with the Province and the OAA may be used but only with the actual name of the Certificate of Practice; i.e. Four Ontario Architects dba "pine trees".



**Ontario
Association
of Architects**

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

Payment of Fees – 2020

CERTIFICATE OF PRACTICE

The Ontario Association of Architects accepts payment of fees with US cheques. The fees listed below are in Canadian funds and include the Harmonized Sales Tax (HST). Visit the OAA website page, [Methods of Payment](#), for US cheques.

FEES	APPLICATIONS APPROVED BETWEEN Jan 1 – Jul 31		APPLICATIONS APPROVED BETWEEN AUG 1 – DEC 31	
Application fee (non-refundable)	\$305.67		\$305.67	
Annual fee (based on number of OAA licensed architects and Licensed Technologists OAA within the practice):				
practice with one OAA licensed architect (minimum fee); plus,	520.37		260.18	
fee for each additional OAA licensed architect within the practice	___ x 390.42		___ x 195.21	
fee for each Licensed Technologist OAA within the practice	___ x 260.47		___ x 130.23	
Other Office	122.04		122.04	
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
<input type="checkbox"/> Credit Card

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 OAA account/ID number to ensure the OAA receives the correct information from the bank to process your payment and avoid cancellation. Visit the OAA website page, [Methods of Payment](#), for online banking instructions.

Credit Card

1. Complete the application package and submit by email to officeoftheregistrar@oaa.on.ca.
2. Visit secure.oaa.on.ca/store to pay your Certificate of Practice 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 Certificate of Practice 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.



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

Application for Certificate of Practice Sole Proprietor

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/State/Territory _____ Country _____ Postal/Zip Code _____
 Tel: () _____ Fax () _____
 E-mail: _____ Voice Mail: Yes No

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

 City _____ Province/State/Territory _____ Country _____ Postal/Zip Code _____
 Tel: () _____ Fax () _____
 E-mail: _____ Voice Mail: Yes No

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

OAA Architect's Name in Full	a) Office Location (city) where PSD	b) OAA Architect's <u>Principal</u> 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 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, 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, 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 only a holder of 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 a Certificate of Practice 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 OAA Architect who will Personally Supervise and Direct this practice

Date

Signature of OAA Architect who will Personally Supervise and Direct other office

Date

FOR OAA USE ONLY



**UNDERTAKING
TO THE
ONTARIO ASSOCIATION OF ARCHITECTS**

This will confirm THAT as a former holder of a Certificate of Practice, 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