



**Ontario  
Association  
of Architects**

Guidelines for Completion of an  
Application for Licence

## **Reapplication or Reinstatement**

with

Terms, Conditions and Limitations

for a

Licensed Technologist OAA

(Membership in the Ontario Association of Architects)

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Payment of Fees form – Refer to item 3. below

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 in the course of its commercial activities.

Application for Licence – Reapplication or Reinstatement 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.

### When filing an Application for Licence with Terms, Conditions and Limitations, include the following:

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

### IMPORTANT

**The approval of an Application for Licence with Terms, Conditions and Limitations (Licence) entitles a Licensed Technologist OAA to become a Member of the Ontario Association of Architects (OAA).**

The Licensed Technologist shall **only** use the term **Licensed Technologist OAA** but may **NOT** use the title 'architect' or any derivation thereof, in accordance with the Terms, Conditions and Limitations in accordance with the Policy Statement which forms part of the Application for Licence.

In order to offer or provide architectural services in Ontario (as defined in the *Architects Act*) to the public, a **Licensed Technologist OAA must be the holder of a Certificate of Practice with Terms, Conditions and Limitations (Certificate of Practice) with the OAA.**

The provision of architectural services, which includes activities such as the preparation of drawings and completion of feasibility studies, prior to the issuance of a Licence and Certificate of Practice both with Terms, Conditions and Limitations may be prejudicial to the granting of a Licence and/or a Certificate of Practice.

## GENERAL

1. Allow approximately **3 - 5 weeks** processing time from the date of receipt of the completed application and all required documentation. An incomplete application will be delayed as it may be returned for completion.
2. All sections of the application are to be completed and should be typed or printed. The terms "Not Applicable" and "N/A" may be used where sections do not apply.
3. All documentation submitted will be verified.
4. **Licence Term** - January 1 to December 31 each year. The onus is on the architect to pay the fee within the time prescribed.
5. **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. Applicants should contact the Office of the Registrar after December 1 for information with respect to fees.
6. **Application for Seal** (separate application)

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 and only for projects on which the Licensed Technologist OAA is permitted to seal in accordance with the Terms, Conditions and Limitations on his/her Licence.

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 and only for projects on which the Licensed Technologist OAA is permitted to seal in accordance with the Terms, Conditions and Limitations on his/her Licence.

When an employee with seal changes employment:

- a) the employer must notify the Office of the Registrar of any changes to the Certificate of Practice; and
- b) the employee must immediately return the seal to the Association (Subsection 42.(22), Regulation 27).

### 7. Display of Certificate

Every holder of a Licence shall keep his/her Licence certificate prominently displayed in his/her place of business (Subsection 49.(7), Regulation 27).

### 8. Continuing Education

The OAA has a mandatory Continuing Education program and detailed information can be found on the OAA's Web site ([www.oaa.on.ca](http://www.oaa.on.ca)).

### 9. Fees

The fees for Licence are set out on the Payment of Fees Form.

### 10. Policy Statement

For the Policy Statement, including Terms, Conditions and Limitations on a Licence issued to a Licensed Technologist OAA, please refer to the attachment to the Application for Licence - Reapplication or Reinstatement with Terms, Conditions and Limitations.

## COMPLETION OF THE APPLICATION

### A. BASIS OF APPLICATION (please check the appropriate application category)

#### 1. LICENCE REAPPLICATION

- a) A former Licensed Technologist OAA who has surrendered his/her Licence (resigned) and makes application to reapply for a Licence **within three (3) years of surrender (resignation)** is exempted from the academic and experience requirements set out in Section 31 of Regulation 27.

or

- b) A former Licensed Technologist OAA who has surrendered his/her Licence (resigned) and makes application to reapply for a Licence **more than three (3) years after surrender (resignation)** is required to comply with the academic and experience requirements set out in Section 31 of Regulation 27, except that an application may be made to Council for exemption under Section 13 of the *Architects Act* and Section 33 of Regulation 27 along with submission of the required fee.

Council's options when reviewing an exemption request may include:

- denial of the request, or
- completion of further experience and/or examination.

#### 2. LICENCE REINSTATEMENT

- a) A former Licensed Technologist OAA whose Licence was cancelled and makes application to reinstate the Licence **within three (3) years of cancellation** is exempted from academic and experience requirements set out in Section 31 of Regulation 27.

or

- b) A former Licensed Technologist OAA whose Licence was cancelled, and makes application to reinstate his/her Licence **more than three (3) years after cancellation** is required to comply with the academic and experience requirements set out in Section 31 of Regulation 27, except that an application may be made to Council for exemption under Section 13 of the *Architects Act* and Section 33 of Regulation 27 along with submission of the required fee.

Council's options when reviewing an exemption request may include:

- denial of the request, or
- completion of further experience and/or examination.

#### 3. ADDITIONAL REQUIREMENTS FOR APPLICANTS SET OUT IN ITEMS A.1. and A.2.

- i) comply with the provision of any outstanding decisions and orders of the Discipline Committee;
- ii) file with the Registrar, a Statutory Declaration in which the applicant affirms that the applicant has not engaged in the practice of architecture in the Province of Ontario or held himself/herself out as engaging in the practice of architecture in the Province of Ontario, from the date of resignation/cancellation to the date of application;
- iii) provide evidence to the Registrar that the applicant has, before the date of application, completed a cycle of continuing education that meets the requirements of the Continuing Education Program established under Section 54 of Regulation 27;
- iv) pay all fees, premiums, levies and deductibles in arrears on the date of resignation/cancellation;
- v) pay the annual fees prescribed by the by-laws for the two (2) years before the date of application, except that no payment is required for the first (1<sup>st</sup>) year after the date of resignation/cancellation;
- vi) pay the annual fees prescribed by the by-laws due and owing on the date of filing of the application.

**B. IDENTIFICATION**

Questions 8. and 9. are for statistical purposes only.  
With respect to questions 10. a) and 10. b), please enclose proof.

**C. LICENCE HISTORY**

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

**D. DECLARATION**

It is the statutory responsibility of the OAA to ensure that applicants for Licence in Ontario with Terms, Conditions and Limitations 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.<sup>2</sup> The *Architects Act*, R.S.O. 1990, c.A.26  
<http://www.e-laws.gov.on.ca>
- 2.<sup>2</sup> Ontario Regulation 27, R.R.O. 1990, as amended  
<http://www.e-laws.gov.on.ca>
- 3.<sup>2</sup> By-Law, as amended (under the *Architects Act*, R.S.O. 1990, c.A.26)  
<http://www.oaa.on.ca/client/oaa/OAAHome.nsf/web/OAA+By-Laws?OpenDocument>
- 4.<sup>2</sup> Ontario Association of Architects Standard Form of Contract for Architect's Services, Document 600, 2008  
<http://www.oaa.on.ca/professional+resources/documents/core+documents>
- 5.<sup>1</sup> Regulatory Notices (formerly Practice Bulletins)  
<http://www.oaa.on.ca/professional+resources/practice+tips+&+regulatory+notices/overview>
- 6.<sup>1</sup> 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

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<sup>1</sup>**Ontario Building Code Act 1992, as amended by S.O. 1997** and the **Ontario Building Code**, both as amended

<sup>1</sup>**Provincial statutes, regulations and codes** applicable to the design, construction, enlargement or alteration of buildings, such as but not limited to:

*Construction Lien Act*, R.S.O. 1990, Chapter C.30

*Planning Act*, R.S.O. 1990, Chapter P.13

*Occupational Health & Safety Act*, R.S.O. 1990, Chapter O.1

*Elevating Devices Act* (Incorporated into Technical Standards and Safety Act, 2000, S.O. 2000, Chapter 16)

*Fire Protection and Prevention Act*, 1997 and the Ontario Fire Code

*Health Protection & Promotion Act*, R.S.O. 1990, Chapter H.7

*Ontario New Home Warranties Plan Act*, R.S.O. 1990, Chapter O.31

Note: All Provincial statutes, regulations and codes are as amended.

The above documents are available for download at [www.e-laws.gov.on.ca](http://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](http://www.publications.serviceontario.ca)

Superscript 1 - acquired **general** knowledge



**Ontario  
Association  
of Architects**

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Telephone 416-449-6898 Fax 416-449-5756 www.oaa.on.ca

# Payment of Fees - 2018

## Application for Licence

### Reapplication or Reinstatement 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).

Licence Fees	Applications approved between Jan 1 to June 30	Applications approved between July 1 to Dec 31
Application fees – submit <b>ONLY</b> the application fee which is applicable to your application:		
Reapplication fee (previously resigned membership) <b>OR</b>	\$172.89 <input type="checkbox"/>	\$172.89 <input type="checkbox"/>
Reinstatement fee (Licence previously cancelled)	\$431.66 <input type="checkbox"/>	\$431.66 <input type="checkbox"/>
Annual Licence fee	\$675.18 <input type="checkbox"/>	\$337.31 <input type="checkbox"/>
Outstanding Requirements ( <i>Former members whose Licence was cancelled should contact the Office of the Registrar to ascertain whether there are any outstanding requirements.</i> )	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>	\$	\$

<b>NAME OF APPLICANT:</b>
<b>PAYMENT METHOD:</b>
<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](mailto:oaafees@oaa.on.ca) for more information.



Ontario Association of Architects

Licensed Technologist OAA
with
Terms, Conditions and Limitations

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 in the course of its commercial 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 following organizations as it relates to the commercial 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 organization offering the OAA Group Insurance Plan to Licensed Technologists OAA and architects both licensed by the OAA and other classes of persons with the OAA for the purpose of enabling this organization to contact me.
[ ] Yes [ ] No

\* 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





Application for Licence  
**Reapplication or Reinstatement**  
with  
Terms, Conditions and Limitations  
for a  
Licensed Technologist OAA

**A. BASIS OF APPLICATION** (please check the appropriate application category)

Reapplication  within three (3) years after surrender (resignation)  
 more than three (3) years after surrender (resignation)

Reinstatement  within three (3) years after cancellation  
 more than three (3) years after cancellation

**B. IDENTIFICATION**

1. Name in Full: \_\_\_\_\_  
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



**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, all as amended;

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 as a former Licensed Technologist OAA, since my resignation or cancellation of Licence, 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 where all architectural services performed by me were under the personal supervision and direction of an architect;

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

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*