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Guidelines for Completion  
of an Application for Licence

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# Temporary Licence

under Section 24 of the  
*Architects Act* R.S.O. 1990

(Project-Specific Licence with the Ontario Association of Architects)

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OAA-12-21

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## When filing an Application for Licence, include the following:

1. Application for Exemption from professional liability insurance coverage with Pro-Demnity Insurance Company;
2. Undertaking to continue Professional Liability Insurance and Temporary Licence for one year after Substantial Performance;
3. Temporary Licensee Seal Application; and
4. Payment of applicable fees by cash, cheque, bank draft, money order, Visa, or MasterCard.

### IMPORTANT

In order to provide any architectural services in the Province of Ontario, the person providing these services **MUST** be licensed as an Architect by the Ontario Association of Architects (OAA) and the person or entity **MUST** be the holder of a Certificate of Practice issued by the OAA. However, a Sole Proprietor Temporary Licensee is not required to hold a Certificate of Practice.

As an alternative to the process of full licensure as an Architect and issuance of a Certificate of Practice, or in the case of an Architect who is licensed in a jurisdiction that does not have reciprocity with the OAA, the process of Temporary Licence and Limited Certificate of Practice under the *Architects Act* is available for the purpose of providing architectural services on a **specific project. This option requires collaboration with an OAA holder of a Certificate of Practice/OAA member.**

When an Architect licensed outside of Ontario is approached by a client to provide architectural services in Ontario, and is contemplating doing so, it is **mandatory** that the legislation governing the practice of architecture in Ontario be complied with. The onus is on the licensed Architect to contact the OAA to obtain the pertinent information and fully comply with the requirements.

Prior to the awarding of a commission when only interviews or requests for proposals are underway, the persons or entities are advised to notify the OAA in writing by contacting the [officeoftheregistrar@oaa.on.ca](mailto:officeoftheregistrar@oaa.on.ca) that they are being considered for a commission in the province and that they will comply with the requirements for licensing immediately upon obtaining the commission. By so doing, they avoid any potential perception that the *Architects Act* (the Act) may be being contravened by holding themselves out as engaging in the practice of architecture without a Licence and Certificate of Practice in Ontario.



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# General

1. Allow approximately **three weeks** of 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. **NOTE: ENSURE YOU HAVE ANSWERED ALL QUESTIONS OR YOUR APPLICATION WILL BE DEEMED INCOMPLETE.**
2. All sections of the application are to be completed. The terms “Not Applicable” and “N/A” may be used where sections do not apply.
3. Confirmation must be received directly from the licensing authority that the name identified on the Application for Temporary Licence is licensed in that jurisdiction.
4. The **Temporary Licence Term** is the date of issuance to anniversary date each year. An invoice for the annual fee is issued approximately one month prior to the due date for payment. The fee must be paid on or before the due date. **Failure to pay the fee may result in cancellation of the Temporary Licence.**
5. An application for a Temporary Licence must be made for each architectural project, and each project must be undertaken in collaboration with a holder of a Certificate of Practice issued by the OAA.
6. A **Sole Proprietor** requires only a Temporary Licence and is not required to apply for a Limited Certificate of Practice. Failing submission of an application for Temporary Licence when the project is awarded, when the OAA is provided information to the effect that architectural services have been or are being provided for a project in Ontario without licensure, the out-of-jurisdiction architectural firm is advised to cease and desist from providing any services whatsoever in the province. If an application for Temporary Licence is then submitted, the application may be refused and the applicant is advised to divest themselves of any involvement in that particular project. There have been situations where the services have reached a stage where this action would cause undue hardship on a client. In these cases, the application has been considered based on payment of the Temporary Licence fee retroactive to the date on which the services commenced, in order that the client is protected in that there can be no question of refusal of liability insurance coverage on the grounds of services provided illegally. The refusal of a Temporary Licence for one particular project does not preclude its issuance for another project or projects, provided that all requirements of the Act and Regulation are met.
7. A Temporary Licensee is entitled to receive a Seal for the project for which the Temporary Licence has been issued. Complete and enclose the application for seal and the requirement payment.
8. Applicants for a Temporary Licence are required to submit an application for Exemption from **professional liability insurance** coverage with Pro-Demnity Insurance Company. Refer to the Exemption application included.
9. It is a requirement that the holder of a Temporary Licence **must maintain insurance** with respect to the architectural project for which the Temporary Licence was issued for a period ending one year following substantial performance of the project; therefore, the Temporary Licensee must maintain the Temporary Licence for one additional year following substantial performance of the project. **Please complete the undertaking and return with the application.**
10. Guidelines for Providing Architectural Services (Appendix 3) sets out how to proceed prior to making the application. It should be noted the provision of architectural services, as defined in the *Architects Act*, prior to issuance of a Temporary Licence may be prejudicial to the granting of a Temporary Licence for that particular project.



11. Identified in Appendix 3 are services to be provided by the collaborating holder of a Certificate of Practice. Details of the agreed areas of responsibility form part of the application form. Signing and co-signing the form confirms the minimum extent of services set out in Appendix 3 are being complied with.

12. **The fees** listed below are in Canadian funds and include the Harmonized Sales Tax (HST). Visit the OAA Website page, [Methods of Payment](#). If you wish to pay via credit card please see specific instructions below.

Fees	
<b>Application for Temporary Licence</b>	
Application fee <b>(non-refundable)</b>	<input type="checkbox"/> \$532.23
Annual fee	<input type="checkbox"/> \$2,752.68
Seal	<input type="checkbox"/> \$47.89
<b>Total</b>	\$

**Credit Card**

- a) Complete the application package and submit by email to [officeoftheregistrar@oaa.on.ca](mailto:officeoftheregistrar@oaa.on.ca).
- b) Visit [secure.oaa.on.ca/store](https://secure.oaa.on.ca/store) to pay the Temporary application fee and annual fee by credit card. Please note that to pay the annual fee, you will select the Temporary Licence Renewal fee under “Other Fees and Items.”

**13. Suspension/Cancellation of Temporary Licence Under Section 24**

- (a) When a project is to be in abeyance for an indefinite period, upon receipt of the invoice for the succeeding year, the holder may return the Temporary Licensee seal and request in writing a suspension of the Temporary Licence for one year, on the basis that if the project is resumed during the course of that year, the OAA will be notified so that an invoice may be issued as at the new anniversary date. Failing such notification, an invoice is sent at the end of the year of suspension, and a second year of suspension may be requested. At the end of the second year of suspension, if the project is still in abeyance, the Temporary Licence is cancelled and a new application must be made if the project is re-activated.
- (b) Failure to either pay the annual Temporary Licence fee or request a suspension on or before the due date for payment may result in cancellation of the Temporary Licence. In order to have the Temporary Licence reinstated, fees in arrears as well as the fee for the year of renewal will be payable.
- (c) Any applicant who has payment of fees in arrears will be required to pay these fees prior to the issuance of a Temporary Licence for any other projects in Ontario.



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## Appendix 1 – Excerpt from the *Architects Act* R.S.O 1990

### Limited certificate of practice

23. (1) The Registrar shall issue a certificate of practice,
- (a) to a corporation incorporated under the laws of a jurisdiction other than Ontario;
  - (b) Repealed: 2010, c. 16, Sched.2, s. 1 (19).
  - (c) to a partnership formed under the laws of a jurisdiction other than Ontario,

if the corporation or partnership is licensed or authorized to practise architecture by the jurisdiction other than Ontario, applies in accordance with the regulations and meets the requirements and qualifications set out in the regulations for the issuance of the certificate of practice. R.S.O. 1990, c. A.26, s. 23 (1); 2010, c. 16, Sched.2, s. 1 (19-21).

### Conditions

- (2) Every certificate of practice issued under subsection (1) is subject to the conditions prescribed by the regulations. R.S.O. 1990, c. A.26, s. 23 (2).

### Limitation

- (3) A certificate of practice issued under subsection (1) is not valid except in respect of the architectural project described in the certificate of practice. R.S.O. 1990, c. A.26, s. 23 (3).

### Temporary licence

24. (1) The Registrar shall issue a temporary licence to a natural person who applies therefor in accordance with the regulations and who meets the requirements and qualifications for the issuance of the temporary licence set out in the regulations, whether or not the applicant is a Canadian citizen or has the status of a permanent resident of Canada. R.S.O. 1990, c.A.26, s. 24 (1).

### Grounds for refusal, suspension, or revocation

- (2) The Registrar may refuse to issue or may suspend or revoke a temporary licence where the Registrar is of the opinion, upon reasonable and probable grounds,
- (a) that the past conduct of the applicant for or the holder of the temporary licence affords grounds for the belief that the applicant or holder will not engage in the practice of architecture in accordance with the law and with honesty and integrity;
  - (b) that the applicant for or the holder of the temporary licence does not meet the requirements or the qualifications for the issuance of the temporary licence set out in the regulations; or
  - (c) that there has been a breach of a condition of the temporary licence. R.S.O. 1990, c. A.26, s. 24 (2).

### Referral to committees

- (3) Subsections 13 (3) to (6) (which relate to the Academic Requirements Committee and the Experience Requirements Committee) apply with necessary modifications in respect of an applicant for a temporary licence. R.S.O. 1990, c. A.26, s. 24 (3).

### Conditions

- (4) Every temporary licence is subject to the conditions prescribed by the regulations. R.S.O. 1990, c. A.26, s. 24 (4).



**Extent of temporary licence**

(5) A temporary licence is not valid except in respect of the architectural project described in the temporary licence. R.S.O. 1990, c. A.26, s. 24 (5).

**Application of subs. (1)**

(6) Subsection (1) does not apply in respect of a member or a holder of a certificate of practice. R.S.O. 1990, c. A.26, s. 24 (6).

**Membership**

(7) A temporary licensee is not a member of the Association. R.S.O. 1990, c. A.26, s. 24 (7).



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## Appendix 2 – Excerpt from O. Regulation 27 as Amended

**36.--** The requirements and qualifications for the issuance of a certificate of practice issued under section 23 of the Act are:

1. Evidence that,
  - i. in the case of a corporation, an officer, director or full-time employee of the corporation,
  - ii. in the case of a partnership of corporations, an officer, director or full time employee of a member of the partnership or a full-time employee of the partnership, or
  - iii. in the case of a partnership, a member or full-time employee of the partnership, is the holder of a temporary licence.
2. Evidence that the applicant will engage in the practice of architecture with respect to the architectural project for which the certificate of practice is sought in collaboration with a member who has been approved by the Council or in collaboration with a holder of a certificate of practice.
3. Evidence that the applicant and the collaborating holder of a certificate of practice or the collaborating member who has been approved by the Council are,
  - i. insured against professional liability by an insurance corporation referred to in subsection 2(5) of the Act, or
  - ii. exempted from the requirements of clauses 40 (a) or (b) of the Act
4. Payment of the fees prescribed by the bylaws for the certificate of practice when filing the application for the certificate of practice.

**37.--** Every certificate of practice issued under section 23 of the Act is subject to the following terms and conditions:

1. The holder of the certificate of practice will engage in the practice of architecture with respect only to the project described in the certificate of practice and in collaboration with a member who has been approved by the Council or in collaboration with a holder of a certificate of practice.
2. The holder of the certificate of practice must have an officer, director, or full-time employee who is the holder of a temporary licence.
3. The certificate of practice issued under section 23 of the Act is valid only for twelve months from the date of its issuance, but is renewable annually subject to subsection 20 (1) of the Act.
4. The holder of the certificate of practice must comply with the Act and the regulations.

**38.--** The requirements and qualifications for the issuance of a temporary licence are:

1. Evidence that the applicant,
  - i. is a member of an organization of architects that is recognized by the Council and that has objects, standards of practice and requirements for admission to membership or issuance of temporary licences similar to those of the Association, or
  - ii. is engaged in the practice of architecture outside Ontario and, in the opinion of the Council upon reasonable grounds, has sufficient academic and practical qualifications to engage in the practice or architecture with competence in Ontario.
2. Evidence that the applicant will engage in the practice of architecture with respect to the architectural project for which the temporary licence is sought in collaboration with a member who has been approved by the Council or in collaboration with a holder of a certificate of practice.



3. Evidence that the applicant and the collaborating holder of a certificate of practice or the collaborating member who has been approved by the Council are,
  - i. insured against professional liability by an insurance corporation referred to in subsection 2(5) of the Act, or
  - ii. exempted from the requirements of clauses 40 (a) or (b) of the Act.
4. Payment of the temporary licence fees prescribed by the bylaws when filing the application for the temporary licence.

**39.--** Every temporary licence is subject to the following terms and conditions:

1. The holder of the temporary licence will engage in the practice of architecture with respect only to the project described in the temporary licence and in collaboration with a member who has been approved by the Council or in collaboration with a holder of a certificate of practice.
2. The temporary licence is valid, only for twelve months from the date of its issuance, but is renewable annually subject to subsection 24 (2) of the Act.
3. The holder of the temporary licence must comply with the *Act* and the Regulation, Appendix 3 – Guidelines for Providing Architectural Services Through a Temporary Licence Under Section 24 and Certificate of Practice Under Section 23 of the *Architects Act*, R.S.O. 1990





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## Appendix 3 – Guidelines for Providing Architectural Services Through a Temporary Licence and Limited Certificate of Practice of the *Architects Act*, R.S.O. 1990

### **Providing Architectural Services**

When an Architect or architectural practice located in a jurisdiction outside of Ontario is approached by a client or invited to respond to a Request for Proposal (RFP) for a project in Ontario, the Architect is required to advise the Ontario Association of Architects (OAA) in writing that they will be responding to the invitation or RFP, attending interviews, etc., and that, if selected for the project, will immediately make application for Licence and Certificate of Practice **or** Temporary Licence under Section 24 and Limited Certificate of Practice under Section 23 before undertaking any work whatsoever.

### **Collaborating Member in Ontario**

It is a condition of a Temporary Licence and Limited Certificate of Practice that the applicant will engage in the practice of architecture, with respect to the architectural project for which the Limited Certificate of Practice and/or Temporary Licence is sought, in collaboration with a holder of an OAA Certificate of Practice (holder)/ OAA member (member).

An applicant for Temporary Licence and Limited Certificate of Practice is required to complete the Application(s) and include all of the documentation stipulated. The collaborating holder/member must be named and must co-sign the Application(s).

The Application(s) contain a section to identify the areas of responsibility of both the applicant and the collaborating holder/member with respect to the project. The following are guidelines for the establishment of these areas of responsibility.

### **Guidelines re: Services**

These guidelines relate to the architectural services controlled directly by legislation and interrelated with local construction conditions and methods of construction or materials, all of which are part of the services provided under the Canadian Standard Form of Contract for Architectural Services. The areas of responsibility also include those aspects of the services for which the understanding and involvement of the collaborating holder/member are essential in order to carry out the services noted below.

The Temporary Licensee and/or holder of a Limited Certificate of Practice shall arrange through written agreement with the collaborating holder/member that architectural services provided under the client/member contract will be provided as follows:

#### (1) Schematic Design

The collaborating holder/member must:

- study the program of requirements furnished by the Client.
- review all applicable statutes, regulations, codes, and bylaws and where necessary review the same with the authorities having jurisdiction and report the findings to the Temporary Licensee and/or holder of the Limited Certificate of Practice.

#### (2) Design Development Phase

The collaborating holder/member must:



- continue to review all applicable statutes, regulations, codes, and bylaws in relation to the design of the project and report the findings to the Temporary Licensee and/or holder of the Limited Certificate of Practice.

### (3) Construction Documents Phase

The collaborating holder/member must:

- advise the Client on the bidding documents (where the Temporary Licensee and/or holder of the Limited Certificate of Practice is a non-Canadian practice).
- review all statutes, regulations, codes, and bylaws applicable to the design and where necessary review the same with the authorities having jurisdiction in order that the required consents, approvals, licences, and permits necessary for the project can be applied for and obtained, and report the findings to the Temporary Licensee and/or holder of the Limited Certificate of Practice.

### (4) Construction Phase - Contract Administration

The collaborating holder/member must:

- carry out the general review of the Work at intervals appropriate to the stage of construction which the collaborating holder/member considers necessary to determine if the Work is in general conformity with the Contract Documents for matters that are governed by the Building Code.
- be the interpreter of the requirements of the Contract Documents and shall make findings as to the performance thereunder by the Contractor.
- render interpretations necessary for the proper execution or progress of the Work for matters governed by the Building Code.
- have the authority to reject Work for matters that are governed by the Building Code which does not conform to the Contract Documents and shall have authority to require special inspection or testing of the Work by others, whether or not such work has been fabricated, installed, or completed.
- review or take other appropriate action with reasonable promptness upon the Contractor's submittals such as shop drawings, product data, and samples, for conformance with the general design concept of the Work as indicated in the Contract Documents for matters that are governed by the Building Code.
- prepare change orders for the Client's approval and signature in accordance with the Contract Documents and shall have authority to order minor changes in the Work not involving an adjustment in the contract price or an extension of the contract time which are consistent with the intent of the Contract Documents for matters that are governed by the Building Code.

Where all of the responsibilities noted above under this phase are established by Agreement between the Temporary Licensee and/or holder of the Limited Certificate of Practice and the collaborating holder/member on matters that are governed by the Building Code, the Agreement shall also provide that the collaborating holder/member shall be kept advised of and shall be familiar with all other matters related to Contract Administration (General Review).

General Review of the Construction of the Building as required in the Building Code shall be in accordance with the current OAA Regulatory Notices and/or Practice Tips.

#### **Approval by Registrar**

Whereas applications for Temporary Licence and Limited Certificate of Practice must be approved by the Registrar, such approval shall be based on compliance with all aspects of the *Act* and Regulation and these guidelines.

When the services of the collaborating holder/member are less than those defined above, approval of an application for Temporary Licence and/or Limited Certificate of Practice will be withheld pending a satisfactory explanation.

Where the collaborating member is not a holder, which is permissible only in those cases where the architectural services are not being offered to the public so that there is no contravention of Section 11(2) of the *Architects Act*, R.S.O. 1990, the responsibilities of the collaborating member must be confirmed by the owner and the Temporary Licensee/Limited Certificate of Practice, and submitted with the required Application(s) to the Registrar.



The defined services for the collaborating member are based on projects that are required by legislation to have the design and general review carried out by a member of the OAA. Adjustments can be made for those projects that do not require professional input by deleting the requirement that the collaborating member carry out general review.

Where the Registrar proposes to refuse to issue a Licence based on good character, which includes past conduct, and the belief the applicant will not engage in the practice of architecture in accordance with the law, and with honesty and integrity, the *Act* provides that the Applicant is entitled to a hearing by the Registration Committee. If the Applicant chooses to attend a hearing with the Registration Committee, they must deliver to the Registrar, within 30 days from the dated Notice of Proposal, a written notice of their intent to attend the hearing, coupled with the reasons that had been served upon them. A Decision by the Registration Committee may be appealed through the courts.





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

- Sole Proprietor
Officer, Director, Partner, or Full-Time Employee of a Corporation or Partnership that will be applying for a Certificate of Practice under Section 23 of the Architects Act

B. IDENTIFICATION

1. Name in Full: Surname First Name Middle Name(s)

Please check one [ ] Woman [ ] Man [ ] Non Binary [ ] Prefer not to answer

The information will be used to prepare statistics about the architectural profession. It will allow the OAA to assess the representation of the profession, identify trends, and monitor progress as it relates to gender.

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 [ ]

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

6. Email:

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

1. I am a Member of an organization of architects that is recognized by the Council and that has objects, standards of practice, and requirements for membership similar to those of this Association. (proof of licensure must be forwarded directly from the licensing authority) Yes [ ] No [ ]

Name of Organization:

Address:

Telephone No.: ( )

2. I am authorized to engage in the practice of architecture in the jurisdiction from which the application is made. **(Proof of authorization to practise in the jurisdiction from which the application is made must be forwarded directly from licensing authority.)** Yes  No

3. I am registered to engage in the practice of architecture in the following jurisdictions:

Jurisdiction	Period

4. **(Not to be completed by a Sole Proprietor)**

I am an officer, director, partner, or full-time employee of an applicant for a Certificate of Practice.

Officer       Director       Partner       Full-Time Employee

5. Have you ever been denied a Licence? Yes  No

6. (a) Has your Licence ever been suspended or revoked? Yes  No   
 (b) Has your Licence ever been cancelled? Yes  No

7. 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

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

8. Have you ever been found guilty of, or convicted of, any offence under any statute? Yes  No

*Please exclude:*

*i) municipal bylaws or ordinances;*

*ii) speeding and parking tickets;*

*iii) offences for which more than one year has passed since you were discharged absolutely or more than three years have passed since you were discharged on conditions prescribed in a prohibition order; and*

*iv) convictions or findings of guilt under the Controlled Drugs and Substances Act for possession of cannabis not exceeding 30 grams or cannabis resin not exceeding 1 gram that did not include a term of incarceration. (If you are unsure of whether these exclusions apply to you, please contact a criminal lawyer. The OAA cannot conduct preliminary reviews of these issues.)*

8.1 Are you currently the subject of criminal proceedings ? Yes  No

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

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

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

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



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**D. PROJECT INFORMATION**

1. Identification of architectural project for which the Temporary Licence is sought:

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Street & No. or Lot & Plan No.

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
Type of Building

\_\_\_\_\_  
Name of Client:

\_\_\_\_\_  
Estimated date for commencement of architectural services:

\_\_\_\_\_  
Estimated date for completion of construction:

2. Name of OAA holder of Certificate of Practice with whom the applicant will be collaborating:

\_\_\_\_\_  
Name of Practice

\_\_\_\_\_  
Name of OAA member who is a principal or full-time employee supervising and directing the project

\_\_\_\_\_  
Address

( )

\_\_\_\_\_  
Telephone Number

3. Name that will appear on documentation related to the project (i.e. name of applicant for Temporary Licence issued by the OAA, name of collaborating holder, or both).

\_\_\_\_\_  
Name

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**E. TEMPORARY LICENSEE AND COLLABORATING CERTIFICATE OF PRACTICE RESPONSIBILITIES (*Not to be completed by an applicant for a Limited Certificate of Practice Partnership or Corporation*)**

Applicant's Areas of Responsibility for Project	Collaborating Holder's Areas of Responsibility for Project

\_\_\_\_\_  
Signature of OAA Member who is a principal or full-time employee  
of collaborating holder supervising and directing the project

\_\_\_\_\_  
Date



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**F. DECLARATION**

I DO SOLEMNLY DECLARE:

THAT the facts set out in this Application for Temporary Licence are true and correct in every particular;

THAT I have an ongoing obligation to update the OAA if there have been any changes to the Good Character questions in this application and a failure to do so may constitute professional misconduct;

THAT I will respond within the timeframes specified by the OAA to any inquiries related to my licence history and good character and I will cooperate with any investigation related thereto;

AND I MAKE THIS solemn declaration conscientiously believing it to be true.

IN ADDITION, I consent and authorize other jurisdictions where I have been or continue to be licensed to practise architecture, to provide the OAA with all information and documents that relate to any past, current, or pending investigations or proceedings involving my conduct or competence;

AND, I consent and authorize the OAA to release and disclose to any other jurisdictions where I am seeking a Licence or currently hold a Licence to practise architecture, all information and documents that relate to any past, current, or pending investigations or proceedings involving my conduct, competence, or good character.

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Signature of Applicant

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Date





1. Name of Temporary Licence Applicant (*Clearly print or type name and initials to appear on the Seal*):

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2. Name of Project:

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3. Project Address:

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4. Shipping Address:

Name of Certificate of Practice:

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Address:

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Signature

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Date





Ontario Association  
of Architects

111 Moatfield Drive 416-449-6898  
Toronto, ON M3B 3L6 oaamail@oaa.on.ca  
Canada oaa.on.ca

# Undertaking

## Temporary Licence

The undersigned hereby undertakes, if granted a Temporary Licence, to **maintain insurance** that is adequate having regard to the nature and complexity of the project for which the Temporary Licence was granted, for a period ending **one year following substantial performance** of the project.

The undersigned also hereby undertakes to **continue the Temporary Licence** for **one year** following substantial performance of the project, and will forward to the Ontario Association of Architects a copy of the Certificate of Substantial Performance as soon as it is issued.

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Name of Temporary Licensee  
*(please print)*

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Date:

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Signature



Application for Exemption from Annual Professional Liability Insurance Coverage through Pro-Demnity Insurance Company

Holder of a Temporary Licence

This form is the "Proof of Insurance" as required by the Architects Act, R.S.O. 1990, s. 40 and the Architects Act Regulations, R.R.O. 1990, Reg. 27, s. 48.

You are reminded that to practise in Ontario you must be insured against errors and omissions arising out of the performance or non-performance of architectural services under a professional liability insurance policy that provides for a liability limit of not less than the following amount, for each claim:

- 1. \$1,000,000, if the gross fees charged for architectural services provided under the applicable certificate of practice in the previous financial year exceeded \$1,000,000.
2. \$500,000, if the gross fees charged for architectural services provided under the applicable certificate of practice in the previous financial year exceeded \$500,000 but not \$1,000,000.
3. \$250,000 if the gross fees charged for architectural services provided under the applicable certificate of practice in the previous financial year did not exceed \$500,000, or if there is no previous financial year.

A reference to a previous financial year means, in respect of a certificate of practice, the financial year of the holder of the certificate that immediately precedes the financial year in which the application for professional liability insurance is made.

1. Name of Insured:

(please print)

2. In the previous financial year, the Named Insured had Annual Gross Fees of (select one):

- checkbox < \$500,000
checkbox >= \$500,000 but <= \$1,000,000
checkbox > \$1,000,000

3. Policy Number: \_\_\_\_\_ Name of Insurer: \_\_\_\_\_

4. Policy Period:
Inception Period: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

5. Policy Limit: \$ \_\_\_\_\_ (CDN) Each Claim

6. Annual Aggregate: \$ \_\_\_\_\_ (CDN) Each Claim

Note: Your Professional Liability Insurance must include coverage for projects in Canada

I, \_\_\_\_\_ do certify that the facts set out in this Application are true  
*Name of Applicant (please print)\**

and correct in every particular.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I, \_\_\_\_\_  
*Name of Temporary Licensee who will personally supervise and direct the practice of architecture by the Holder (please print)*

do certify THAT the facts set out in this Application are true and correct in every particular.

\_\_\_\_\_  
Signature of Temporary Licensee

\_\_\_\_\_  
Date

**\*Note: Applicant must be either the sole proprietor, a partner, a director, or an officer of the Limited Certificate of Practice.**

