

Guidelines for Surrendering a Licence

SURRENDERING A LICENCE

1. When an architect who is **not** a holder of a Certificate of Practice resigns his/her Membership thereby surrendering his/her Licence, the resigned individual may request, in writing, appointment as a **Retired Member** and pay the fee prescribed by the by-laws.

Note: *The former architect or Retired Member may provide **design services** for buildings in Ontario of the size and categories permitted to non-architects under Subsection 11(3) of the Architects Act. **However, if the Licence is re-established, all such design services must cease, since an architect can provide architectural services only through a Certificate of Practice.***

*A former architect who has been appointed by the Registrar to hold **Retired Member** status may use the title "Architect (Retired)", provided that its use does not in any way mislead a member of the public into believing that he/she is a holder of a Licence and Certificate of Practice and entitled to provide architectural services.*

2. The **former architect or Retired Member** may not:
 - (a) use the designation "OAA" following his/her name.
 - (b) be involved in providing any services for buildings requiring the services of an architect other than as an employee of a holder of a Certificate of Practice.
3. The **former architect** must:
 - (a) return to the Registrar his/her **Seal**, and any '**usable stick-on facsimiles**' thereof and remove any **scanned images** of the seal from the computer system (refer to Section 41 of the *Architects Act* and Subsection 42(22) of the Regulation).
 - (b) advise his/her employer, if continuing in employment, that he/she is **no longer** an architect licensed by the OAA.
 - (c) ensure the employer discontinues the use of promotional material, professional cards, letterhead and other forms containing the former architect's name in conjunction with the letters "OAA" or the term "Architect".
4. Re-Establishment of Licence

A former architect who has surrendered his/her Licence, must reapply for the Licence by:

- (a) submitting an application to the Registrar for reapplication of his/her Licence.
 - i) If the Application for Licence is made **within three years of the date of resignation**, the applicant is exempted from the academic and experience requirements prescribed by Section 31 of the Regulation.
 - ii) If the application for Licence is made **more than 3 years after resignation**, the same procedures as for first time applicants for Licence would apply, except that an application to Council may be made for exemption from the academic and experience requirements under Section 13 of the *Architects Act* and Section 33 of the Regulation. Council may:
 - a) Grant the request; or
 - b) Deny the request.
- (b) complying with the provision of any outstanding decisions and orders of the Discipline Committee.

- (c) filing with the Registrar, a **Statutory Declaration** in which he/she affirms that he/she 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 his/her resignation, 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
- (d) providing evidence to the Registrar that he/she 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 the Regulation.
- (e) paying all fees, premiums, levies and deductibles in arrears and any other monies owing on the date of resignation.
- (f) paying the annual fees prescribed by the by-laws for the two years before the date of application, except that no payment is required for the first year after the date of resignation.
- (g) paying the annual fees prescribed by the by-laws due and owing on the date of filing of the application.