



**Ontario  
Association  
of Architects**

# **Guidelines for Completion of an Application for Licence – First Application**

(Membership in the Ontario Association of Architects)

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### Payment of Fees form

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.

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

1. Completed, signed Application for Licence;
2. Proof of Canadian Citizenship or permanent resident status in Canada, if applicable;
3. Proof of certification by the Canadian Architectural Certification Board (CACB);
4. Payment of applicable fees by cash, cheque, bank draft, money order, Visa or MasterCard together with the Payment of Fees form.
5. Completed, signed Consent Form - Under the Personal Information Protection and Electronic Documents Act (PIPEDA).

### IMPORTANT

**The approval of an Application for Licence entitles an individual to become an Architect licensed by the Ontario Association of Architects (OAA).**

In order to offer or provide architectural services in Ontario (as defined in the *Architects Act*) to the public, **an individual must be the holder of a 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 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 using black ink. The original form must be returned. The terms "Not Applicable" and "N/A" may be used where sections do not apply. An application received via facsimile will not be accepted.
3. All documentation submitted will be verified.
4. **Licence Term** - January 1 to December 31 each year. An Annual Licence Fee Renewal Notice is issued in December of each year. As per the By-Laws, Licence fees are payable by the end of February. Fees received after March 1 will be subject to a penalty fee. Failure to pay the Licence fee and penalty fee prior to March 31 will result in the Licence and, if applicable, Certificate of Practice being cancelled. The onus is on the architect to pay the fee within the time prescribed above.
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 an architect licensed by the 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.

In order for an architect licensed by the 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.

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. Please note that payment of fees must be by cash, cheque, bank draft, money order, Visa or MasterCard. Fees are set out in Canadian funds and include the Goods and Services Tax (GST).

## **COMPLETION OF THE APPLICATION**

### **A. IDENTIFICATION**

**Questions 8. and 9. are for statistical purposes only.** At times, the OAA has a need to communicate with architects from other countries. In such instances, an architect with knowledge of the specific language would be able to assist. With respect to questions 10. a) and 10. b), please enclose proof.

**B., C. and D.** Self explanatory

### **E. DECLARATION**

It is the statutory responsibility of the OAA to ensure that applicants for Licence in Ontario 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** (Only available for downloading from the OAA's Web site)

- 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/aaa/OAAHome.nsf/web/OAA+By-Laws?OpenDocument>
- 4.<sup>2</sup> Standard Short Form Agreement Between Client and Architect, Document 301 (January 2002)  
<http://www.oaa.on.ca/client/aaa/OAAHome.nsf/web/OAA+Forms+as+Electronic+PDF+Forms!OpenDocument>
- 5.<sup>1</sup> Practice Bulletins  
<http://www.oaa.on.ca/client/aaa/OAAHome.nsf/web/OAA+Practice+Bulletins?OpenDocument>

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 Warranty Act, R.S.O. 1990, Chapter O.31

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

*The above documents may be purchased by contacting the **Ontario Government Bookstore at 880 Bay Street, Toronto, Ontario M7A 1N8 (416) 326-5300** or through the **Publications Ontario Web site at [www.gov.on.ca/MBS/english/publications/index.html](http://www.gov.on.ca/MBS/english/publications/index.html)**.*

Superscript 1 - acquired **general** knowledge



**Ontario  
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## Payment of Fees 2009

Application for Licence – First Application

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

The Ontario Association of Architects accepts payment of fees by cheque, money order and bank drafts (all made payable to the OAA), cash, Visa and MasterCard. The fees listed below are in **Canadian funds** and include the Goods and Services Tax (GST).

**Payment of fees by cheque, bank draft or money order must be received in Canadian funds. Due to high bank charges, cheques made out in Canadian funds and drawn on a U.S. account will not be accepted.**

Licence Fees	Applications approved between Jan 1 to June 30	Applications approved between July 1 to Dec 31
Application fee	\$288.75 <input type="checkbox"/>	\$288.75 <input type="checkbox"/>
Annual Licence fee	\$823.20 <input type="checkbox"/>	\$411.60 <input type="checkbox"/>
<b>Total</b>	\$	\$

Payment Method	If you are paying by Visa or MasterCard please complete the following:		
<input type="checkbox"/> Cheque			
<input type="checkbox"/> Money Order			
<input type="checkbox"/> Bank Draft	Card Number	CVV# (3 Digit Security Code)	Expiry Date
<input type="checkbox"/> Cash			
<input type="checkbox"/> Visa			
<input type="checkbox"/> MasterCard	Name of Card Holder ( <i>please print</i> )	Signature	



Ontario Association of Architects

## 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 <b>organization offering the OAA Group Insurance Plan</b> to architects licensed by the OAA and other classes of persons with the OAA for the purpose of enabling this organization to contact me.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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\* 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 First Application

## A. 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 Register. If your residence and business addresses are in different electoral districts, you will be permitted to vote only in the electoral district which corresponds with your Address of Record.)

(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

## B. EDUCATION HISTORY

1. Canadian Architectural Certification Board (CACB) certification (attach proof):

Number: \_\_\_\_\_ Year Granted: \_\_\_\_\_  
\_\_\_\_\_

**C. EXPERIENCE and EXAMINATIONS**

1. I have completed a total of 5600 hours of experience that meets the requirements of the Intern Architect Program, including 940 hours of experience in Ontario on projects physically located in Ontario under the personal supervision and direction of a person licensed to engage in the practice of architecture in Ontario, which was completed within three years prior to the date of this application, and 2780 hours of experience under the personal supervision and direction of a person authorized to engage in the practice of architecture. Yes  No

or

I have been exempted by the Council from all or part of the academic and/or experience requirements. Indicate exemption \_\_\_\_\_ Yes  No

2. I have successfully completed the examination requirements of \_\_\_\_\_  
Jurisdiction

**D. 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 practice 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.**

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**E. DECLARATION**

I DO SOLEMNLY DECLARE:

THAT I am applying for a Licence 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, 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 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 Licence 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

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**FOR OAA USE ONLY**

OAA-12/08