



**Ontario
Association
of Architects**

Guidelines for Completion of an
Application for Licence

Application for Licence

with

Terms, Conditions and Limitations

for a

Non-Practising Architect

(Membership in the Ontario Association of Architects)

INDEX

Page Number

General..... 3

Completion of the Application 4

Payment of Fees form – Refer to item 4. 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—Non-Practising Architect with Terms, Conditions and Limitations including the **attached** Policy Statement of the Ontario Association of Architects with respect to a Non-Practising Architect.

When filing an Application for Licence as a Non-Practising Architect with Terms, Conditions and Limitations, include the following:

1. A letter surrendering your current Licence (if applicable)
2. Your current Licence certificate (if applicable)
3. Completed, signed Application as a Non-Practising Architect with Terms, Conditions and Limitations
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

IMPORTANT

The approval of an Application for Licence with Terms, Conditions and Limitations (Licence) entitles a Non-Practising Architect to become a Member of the Ontario Association of Architects (OAA).

The Non-Practising Architect may use the title 'architect' or 'architecte', in accordance with the Terms, Conditions and Limitations set out in the Policy Statement which forms part of the Application for Licence.

A Non-Practising Architect is **not permitted** to provide architectural services either to the public or to his/her employer or to any other person under any circumstances.

GENERAL

1. Criteria for Eligibility

To be eligible to become a Non-Practising Architect with Terms, Conditions and Limitations an individual must:

- a) surrender his/her current Licence as an architect and return his/her seal if applicable; **or**
- b) have surrendered his/her Licence as an architect (resigned); **or**
- c) relinquish his/her status as a Retired Member; **or**
- d) work in a setting that does not provide architectural services to the public either as an employee of:
 - i. A holder of a Certificate of Practice; **or**
 - ii. Other than a holder of a Certificate of Practice, i.e. Federal or Provincial Government, banks, etc.

2. Allow approximately **3 - 5 weeks** processing time from the date of receipt of the completed application. An incomplete application will be delayed as it may be returned for completion.

3. All sections of the application are to be completed and should be typed or printed. 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.

4. All documentation submitted will be verified.

5. **Licence Term** - January 1 to December 31 each year. The onus is on the architect to pay the fee within the time prescribed.

6. **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.

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).

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).

10. Policy Statement

For the Policy Statement, including the Terms, Conditions and Limitations on a Licence issued to a Non-Practising Architect, please refer to the attachment to the Application for Licence—Non-Practising Architect with Terms, Conditions and Limitations.

11. To Re-establish Your Licence

A Non-Practising Architect with Terms, Conditions and Limitations who surrendered his/her Licence (resigned) and desires to make application to reapply for a (full) Licence **within three (3) years of surrender (resignation)** of the (full) Licence is exempted from the academic and experience requirements set out in Section 31 of Regulation 27.

A Non-Practising Architect with Terms, Conditions and Limitations who surrendered his/her Licence (resigned) and desires to make application to reapply for a (full) Licence **more than three (3) years after surrender (resignation)** of the (full) Licence, 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.

COMPLETION OF THE APPLICATION

A. BASIS OF APPLICATION (please check the appropriate application category which reflects your current status)

An architect licensed by the OAA [(full) Licence];

or

A Retired member;

or

A former member who previously surrendered his/her Licence (resigned).

B. 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.

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 as Non-Practising Architects in Ontario understand that by signing this application form, the applicant shall not provide architectural services either to the public or to his/her employer or to any other person under any circumstances.



**Ontario
Association
of Architects**

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

Payment of Fees 2010

Application for Licence

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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 Harmonized Sales Tax (HST).

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 July 1 to Dec 31
Annual Licence fee		\$228.26 <input type="checkbox"/>
Outstanding Requirements (<i>Former members who surrendered their Licence should contact the Office of the Registrar to ascertain whether there are any outstanding requirements.</i>)		<input type="checkbox"/>
Total	\$	\$

PAYMENT METHOD	If you are paying by Visa or MasterCard please complete the following:	
<input type="radio"/> Cheque		
<input type="radio"/> Money Order		
<input type="radio"/> Bank Draft	Card Number _____	Expiry Date _____
<input type="radio"/> Cash		
<input type="radio"/> Visa		
<input type="radio"/> MasterCard	Name of Card Holder (print) _____	Signature _____



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 Non-Practising Architects 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



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

Application for Licence with

Terms, Conditions and Limitations

for a

Non-Practising Architect

A. BASIS OF APPLICATION

(please check the appropriate application category)

- An architect licensed by the OAA
- A Retired Member
- A former member who surrendered his/her Licence (resigned)

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 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

(c) 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 (i.e. from a jurisdiction which is signatory to a reciprocal agreement with the OAA). Yes No

C. LICENCE HISTORY (Use supplementary sheets if necessary.)

1. List all jurisdictions in which you **currently** hold a Licence:

Jurisdiction	Licence Number	Date Licence issued

2. 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

3. Have you ever been denied a Licence? Yes No
4. (a) Has your Licence ever been suspended or revoked? Yes No
(b) Has your Licence ever been cancelled? Yes No
5. 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
6. Have you ever been convicted of an offence which may be relevant to your suitability to practise architecture? Yes No
7. (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
8. Was your conduct or competence under review at the time of your resignation or cancellation? Yes No

If you have answered "yes" to questions 3. to 8., 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 I agree to waive my right to a hearing by the Registration Committee under Section 25 of the *Architects Act*;

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 with Terms, Conditions and Limitations as a Non-Practising Architect is not permitted to provide architectural services either to the public or to his/her employer or to any other person under any circumstances;

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
BY A PERSON WHO DOES NOT INTEND AND WILL NOT
PRACTICE ARCHITECTURE

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.

A person who is the holder of a Licence under the *Architects Act* or has at any time in the past been the holder of a Licence under the *Architects Act* may, in accordance with this Policy Statement, apply for the issuance of a Licence as a Non-Practising Architect subject to the proviso set out below.

Every holder of a Licence, as a Non-Practising Architect, is on the issuance of such a Licence, a member of the Association, but is subject to the Terms, Conditions and Limitations as incorporated and part of the Licence.

PROCEDURE

A person who is the holder of a Licence under the *Architects Act* and wishes to apply for a Licence as a Non-Practising Architect must resign his or her membership by filing with the Registrar his/her resignation in writing under subsection 5(2) of the *Architects Act*. Any existing policies and procedures related to resignation of Licences apply to such a person, including the return of the Licence certificate and seal, if any.

A person who has previously held a Licence under the *Architects Act*, or a predecessor thereof, other than a former member who resigned his or her membership under subsection 5(2) of the *Architects Act* or a predecessor thereof, whose Licence was either cancelled by the Registrar or revoked or suspended by the Discipline Committee, is not eligible to apply for the issuance of a Licence as a Non-Practising Architect under this Policy Statement.

No Licence shall be issued by the Registrar to an applicant for a Licence as a Non-Practising Architect unless he/she has agreed to waive the right to a hearing by the Registration Committee under Section 25 of the *Architects Act*.

TERMS, CONDITIONS and LIMITATIONS OF LICENCE

A person who is a holder of a Licence as a Non-Practising Architect under this Policy Statement:

- (a) shall not provide architectural services either to the public, or to his/her employer or to any other person under any circumstances;
- (b) may not apply for a Certificate of Practice;
- (c) may not act as a Mentor under the Association's Intern Architect Program;
- (d) may not sign an Intern Architect's Experience Record Book under the Intern Architect Program;
- (e) may not be a member of any Committee established under Section 9 of the *Architects Act* or the Practice Committee;
- (f) is qualified to vote in an election of members of the Council, is not eligible for election to the Council and may vote at the annual or other general meeting of the members of the Association;
- (g) may use the title of "architect" or "architecte" as an occupational designation but must not use:

- (1) an addition to or an abbreviation of the title "architect" or "architecte" that will lead to the belief that the

- person may engage in the practice of architecture;
 - (2) an occupational designation that will lead to the belief that the person may engage in the practice of architecture; or
 - (3) a term, title, addition or description that will lead to the belief that the person may engage in the practice of architecture;
- (h) will be subject to the following requirements under the Association's program of continuing education for members: Total requirement for two year cycle will be 35 hours, all of which will be self-directed learning;
- (i) shall not legally or beneficially own, directly or indirectly, or exercise control or direction of any shares or 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*;
- (j) who wishes to engage in the practice of architecture without Terms, Conditions or Limitation must, as a condition for applying for a licence under Section 13 of the *Architects Act* and the regulations, resign his or her membership as a Non-Practising Architect by filing with the Registrar his or her resignation in writing before applying for a Licence and must then meet all of the academic and experience requirements for the issuance of a Licence under Section 31 of the regulations.

Approved OAA Council December 7, 2006