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Guidelines for Completion of an  
Application for Certificate of Practice

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# Sole Proprietor

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OAA-08-22

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**When filing an Application for Certificate of Practice, include the following where applicable:**

1. \*Curriculum Vitae (page 1; item 4);
2. \*Notification to Employer (page 1; item 5);
3. \*Engineers – Certificate of Authorization (page 1; item 8);
4. \*Business Registration (page 2; item 9);
5. Payment of Applicable Fees (refer to Payment of Fees form).

**\*submit copy**

**IMPORTANT**

In order to offer or provide architectural services to the public in Ontario, as defined in the *Architects Act*, an individual or entity must be the holder of a Certificate of Practice. The provision of architectural services, 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.

Until an application for a Certificate of Practice is approved by the OAA, it is a contravention of the *Architects Act* to promote, offer, or provide architectural services in Ontario in the name of the new practice, and items such as letterhead, cheques, signs, etc., should not be ordered.

The use of the term Certificate of Practice in this document shall at all times refer to a Certificate of Practice issued by the OAA unless otherwise stated.



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# General

1. Allow approximately **four to six 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. All documentation submitted will be verified.
4. In order to satisfy the currency requirement outlined in Subsection 17(2) of the *Architects Act*, the OAA architect who is a principal of this practice and who is not currently a holder of a Certificate of Practice, must enclose an updated **curriculum vitae** with a chronological record of work experience covering at least the five years immediately preceding the date of this application.
5. **Notification to Employer – Regulation 27 Subsection 34(b):** The OAA architect, who is a principal of this practice and is currently employed elsewhere must submit a copy of the notification provided to the employer (Notice) together with confirmation that the employer received the Notice. Confirmation can take the form of:
  - (a) an email to the employer attaching the notice,
  - (b) a copy of the Notice signed by the employer, or
  - (c) such further and other evidence as deemed acceptable by OAA staff.

The following is a sample of wording that may be used:

*"This is to advise that it is my intention to offer and/or provide architectural services to the public and to apply to the Registrar of the Ontario Association of Architects for a Certificate of Practice.*

*I hereby further advise that such architectural services will not be performed during the hours I am employed by \_\_\_\_\_ nor will I use any material, equipment, or facilities belonging to \_\_\_\_\_ for this purpose.*

*I will advise my clients and other parties of my status as an employee and the attendant limitations on my services to ensure that my work will not conflict with my duties as an employee.*

*I will assume all professional liability for the architectural services I will provide as a holder of a Certificate of Practice and will indemnify and hold harmless \_\_\_\_\_ from any claims arising from my practice."*

6. The **Standards of Practice** are prescribed in Sections 47 and 49 of Ontario Regulation 27, as amended.
7. **REAPPLICATION OR REINSTATEMENT REQUIREMENTS**
  - i. A former OAA architect who has voluntarily surrendered their Certificate of Practice may submit an application to **reapply** for a Certificate of Practice.
  - ii. A former OAA architect whose Certificate of Practice was cancelled may make application to **reinstate** the Certificate of Practice.
  - iii. Please note the applicant **must:**
    - a) provide evidence to the Registrar that the person who will personally supervise and direct the practice of architecture has, before the date of the application, completed a cycle of Continuing Education that meets the requirements of the Continuing Education program established under Section 54 of the Regulation.
    - b) file with the Registrar an Undertaking in which they affirm that they have not engaged in the practice of architecture in the Province of Ontario from the date of surrendering or cancellation of their Certificate of



Practice, except as an employee of a holder of a Certificate of Practice or as an employee of an organization that did not offer architectural services to the public.

8. If this practice intends to provide **engineering services**, enclose a copy of the current Certificate of Authorization issued by the Association of Professional Engineers Ontario (PEO) under the *Professional Engineers Act* of Ontario.
9. The **Business Names Act (BNA)** applies to all types of business that operate under a name other than the owner's name. For further details, contact the Companies and Personal Property Security Branch at 416-314-8880 or check the website [www.ontario.ca](http://www.ontario.ca). If applicable, **enclose a copy of the Business Registration** from the Companies and Personal Property Branch, Ministry of Government Services.

If the business operating under a Certificate of Practice uses a business name other than that contained on the Certificate of Practice, the holder of the Certificate of Practice and all architects working under it must ensure compliance with the following:

- a) The Office of the Registrar of the OAA must be notified of all of the other names used; and
  - b) The name of the holder of the Certificate of Practice must be included in all significant documents (e.g. contracts, invoices, letterhead, business cards, architectural drawings, etc.) so that the public can identify the official name of the entity with whom they are dealing.
10. **Mobility of Architectural Practices to Ontario (Reciprocal Applicants):** In order to hold a Certificate of Practice, an architect licensed in Ontario is subject to the requirements of the *Architects Act*, Regulation, and Bylaws, including those relating to professional liability insurance coverage.
  11. All documents prepared by an Architect licensed in Ontario that govern a project's construction, alteration, or enlargement must be sealed with a **seal** issued to that member by the OAA. For more information regarding OAA professional seals, visit the OAA Website [here](#).

### Applying for a seal

1. An **applicant for a Certificate of Practice** may apply for a seal after their Certificate of Practice has been approved, or have a seal when making application for the Certificate of Practice.
2. For an **employee of a holder of a Certificate of Practice** to be eligible for a seal, the holder of the Certificate of Practice must provide confirmation in writing to the OAA indicating that the seal will be used only for projects under that holder.
3. For an **employee of other than a holder of a Certificate of Practice** (e.g. federal or provincial government, banks, etc.) to be eligible, the employer must provide confirmation in writing to the OAA indicating the seal will be used only for projects owned by the employer; the entity that owns the projects must be the one and the same that employs the licensee.

### Once you have a seal

1. The employer must notify the Office of the Registrar at [officeoftheregistrar@oaa.on.ca](mailto:officeoftheregistrar@oaa.on.ca) of any changes to the Certificate of Practice.
2. The employee must immediately notify the Office of the Registrar at [officeoftheregistrar@oaa.on.ca](mailto:officeoftheregistrar@oaa.on.ca) of any changes to their employment status.

### Obtaining a physical seal

To obtain a **physical OAA Seal**, complete the [application form](#). Please ensure you have read and understand the guidelines.



## Obtaining a digital seal

To obtain a **digital OAA seal**, visit <https://notarius.com/oa>. For more information, refer to the following links:

- Signing up information: <https://notarius.com/signup/certioforprofessionals>;
- CertifiO for Professional Product brochure: <https://www.notarius.com/en/library/certio-for-professionals>; and
- ConsignO Desktop Product brochure: <https://notarius.com/info/consignodesktop>.

For technical assistance, contact Notarius Customer Support by calling 1-855-505-7272 or emailing [support@notarius.com](mailto:support@notarius.com).

Questions regarding the seal can be directed to the Office of the Registrar at [officeoftheregistrar@oa.on.ca](mailto:officeoftheregistrar@oa.on.ca).

Once complete, submit your application to the Office of the Registrar at [officeoftheregistrar@oa.on.ca](mailto:officeoftheregistrar@oa.on.ca). To accompany the issuance of a physical or digital seal, the OAA will provide the applicant with high-resolution images of their seal to be used in conjunction with the chosen official type of seal.

**OAA Seals must remain under the sole control of the licensee; they cannot be shared or delegated under any circumstances.**

12. All applicants for a Certificate of Practice **with an office in Ontario** must also submit an Application for **annual professional liability insurance coverage** for the practice, unless the Certificate of Practice application represents a change in particulars of an existing holder of a Certificate of Practice with an office in Ontario. (*Section 48, Regulation 27, as amended*).

Please contact [Pro-Demnity Insurance Company](#) for the appropriate forms.

All applicants for a Certificate of Practice with an office outside of Ontario or whose primary function is not to engage in the practice of architecture and whose Certificate of Practice was issued under Subsections 14(2) or 15(a)(ii) or Sections 18 or 19 of the *Architects Act* must submit an application for Exemption from annual professional liability insurance coverage with Pro-Demnity Insurance Company.

**Note:** If a holder of Certificate of Practice located outside of Ontario:

- a) moves to Ontario; or
- b) decides to open an office in Ontario;

the holder's office in Ontario is required to be insured under Pro-Demnity Insurance Company and an Application for annual practice insurance must be submitted.

13. The **fees** for Certificate of Practice are set out on the Payment of Fees Form.



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# Completion of the Application

## A. APPLICATION CATEGORIES

**New Practice** applies to an applicant who is not currently a holder of a Certificate of Practice, or who is currently a holder of a Certificate of Practice and this is a new and separate Certificate of Practice.

**Change in Particulars of Existing Practice** applies if the applicant is currently a holder of a Certificate of Practice and there is a change to the structure affecting the name of the Certificate of Practice.

If there are current projects for which architectural services are being provided by the existing practice, then:

- a) the Certificate of Practice for the existing practice must be maintained (*refer to page 1; item 6*) until completion of the architectural services; or
- b) these projects must be assigned to the holder of the new Certificate of Practice.

**Note:** Advise the OAA **in writing** whether a) or b) applies.

**Personally Supervising and Directing:** An architect in this practice must personally supervise and direct the practice of architecture on a **Full-Time basis**.

## B. IDENTIFICATION

When choosing the name of the Certificate of Practice, refer to Appendix 2 of the Guidelines.

## OTHER OFFICE

If it is the intention of the practice to have **more than one office** registered with the OAA (i.e. the principal and 'other office[s]'), **each** registered office must comply with the Standards of Practice (*refer to page 1; item 6*) and payment must be submitted for **each** 'other office' (*refer to the Payment of Fees form*).

## C. PRACTICE HISTORY

Identify any Certificate of Practice not currently in good standing and provide the particulars.

## D. PRACTICE STRUCTURE

In order for the Association to maintain a current Register of its architects and holders of Certificates of Practice, it is important to keep the practice structure correct and up to date. **Report all changes in writing to the Office of the Registrar.**

## E. DECLARATION

It is the statutory responsibility of the OAA to ensure that each principal of a Certificate of Practice has the requisite knowledge of Ontario laws before being granted a Certificate of Practice.

Applicants must have unrestricted access to the documents listed in Appendix 1. The OAA Official Documents are only available for downloading from the OAA Website.



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# Appendix 1 – List of Documents

## OAA Official Documents

Acquired **specific** knowledge:

1. The *Architects Act*, R.S.O. 1990, c.A.26  
<https://www.ontario.ca/laws/statute/90a26>
2. Ontario Regulation 27, R.R.O. 1990, Reg. 27  
<https://www.ontario.ca/laws/regulation/900027>
3. [Bylaws of the Ontario Association of Architects](#)
4. [OAA 600-2021 A \(OAA Standard Form of Contract for Architect's Services\)](#)
5. [OAA 600-2021 GUIDE to the Standard Form of Contract for Licensed Member's Services](#)
6. [OAA 800-2021 A \(OAA Standard Short Form of Contract for Architect's Services\)](#)
7. [OAA 800-2021 GUIDE to the Standard Short Form of Contract for Licensed Member's Services](#)
8. [OAA 900-2021 A \(OAA Standard Form of Subcontract Between Architect and Subconsultant\)](#)
9. [OAA 900-2021 GUIDE to the Standard Form of Subcontract Between Licensed Member and Subconsultant](#)

Acquired **general** knowledge:

10. [Regulatory Notices](#)
11. [Practice Tips](#)

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Acquired **general** knowledge of **Ontario Building Code Act 1992, 1992, S.O. 1992, c. 23 and the Building Code, O. Reg 332/12** and **provincial statutes, regulations, and codes** applicable to the design, construction, enlargement, or alteration of buildings, such as but not limited to:

- *Construction Act*, R.S.O. 1990, c .C. 30;
- *Planning Act*, R.S.O. 1990, c. P.13;
- *Occupational Health & Safety Act*, R.S.O. 1990, c. O.1;
- *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4 and the *Ontario Fire Code*, O. Reg 213/07;
- *Health Protection & Promotion Act*, R.S.O. 1990, Chapter H.7;
- *Ontario New Home Warranties Plan Act*, R.S.O. 1990, Chapter O.31; and
- *Technical Standards and Safety Act*, 2000, S.O. 2000, c. 16.

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)



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## Appendix 2 – Naming a Certificate of Practice

- 1) A Sole Proprietor may name their Practice:
  - a) A generic name;
  - b) A person's name as long as it is their name; or
  - c) A person's initials as long as it is their initials.
- 2) A Partnership or Corporation may name a Practice and include the word "Architect," or any derivative thereof, if it is using:
  - a) A generic name;
  - b) An OAA member's name or former member's name if
    - i) they are part of the Practice; or
    - ii) have given authorization for their name to be used; or
  - c) An OAA member's initials or former member's initials if
    - i) they are part of the Practice; or
    - ii) have given authorization for their name to be used.
- 3) A Partnership or Corporation that does not use the word "Architect," or any derivative thereof in its name, may name the Practice:
  - a) A generic name;
  - b) A person's name, as long as
    - i) one name belongs to an OAA Member;
    - ii) they are part of the Practice; and/or
    - iii) have given authorization for their name to be used; or
  - c) A person's initials as long as:
    - i) an OAA member's initial or initials are included;
    - ii) the OAA member is part of the Practice; or
    - iii) has given authorization for their initial(s) to be used.
- 4) A Sole Proprietorship or Partnership or Corporation that is an existing architectural practice from another jurisdiction may use its existing name.
- 5) Style or Trade Names that are properly registered with the Province and the OAA may be used but only with the actual name of the Certificate of Practice—for example: Four Ontario Architects dba "pine trees".







The Ontario Association of Architects accepts payment of fees with U.S. cheques. The fees listed below are in Canadian funds and include the Harmonized Sales Tax (HST). Visit the OAA website page, [Methods of Payment](#), for U.S. cheques.

Fees	Applications approved between Jan 1 & Jul 31	Applications approved between Aug 1 & Dec 31
Application fee ( <b>non-refundable</b> )	<input type="checkbox"/> \$333.35	<input type="checkbox"/> \$333.35
Annual fee ( <i>based on number of OAA licensed members within the practice</i> ):		
practice with one OAA licensed member (minimum fee); plus,	<input type="checkbox"/> \$567.26	<input type="checkbox"/> \$283.63
fee for <b>each</b> additional OAA licensed member within the practice	__ x \$424.88	__ x \$212.44
Other Office	__ x \$133.34	__ x \$133.34
<b>Total</b>	\$	\$

<b>NAME OF APPLICANT:</b>		
<b>PAYMENT METHOD:</b>		
<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Interac e-Transfer
<input type="checkbox"/> Money Order	<input type="checkbox"/> Online Banking	<input type="checkbox"/> Credit Card
<input type="checkbox"/> Bank Draft		

If you **already** have an OAA account/identification number, you may use online banking or Interac e-Transfers at this time.

**Online Banking:** Online banking bill payment is available for major Canadian banks (i.e. CIBC, RBC, Scotia, TD, BMO, Credit Union, and National). Note: You must use your OAA account/ID number to ensure the OAA receives the correct information from the bank to process your payment. Visit the OAA Website ([Methods of Payment](#)) for online banking instructions.

**Interac e-Transfer:** Interac e-Transfers can be sent to [OAAFees@oaa.on.ca](mailto:OAAFees@oaa.on.ca). Note: You must enter your OAA ID in the message box to ensure the OAA receives the correct information from the bank to process your payment. Visit the OAA Website ([Methods of Payment](#)) for Interac e-Transfer banking instructions.

**Credit Card:** Note: There is a 2.5% convenience fee for Credit Card payments that is non-refundable once the payment has been made.

1. Complete the application package and submit by email to [officeoftheregistrar@oaa.on.ca](mailto:officeoftheregistrar@oaa.on.ca).
2. Visit [secure.oaa.on.ca/store](https://secure.oaa.on.ca/store) to pay your Certificate of Practice application fee by credit card.
3. Once the application fee and form are received, the Office of the Registrar will begin the review process.
4. When your application has been reviewed, OAA Finance will provide a link to pay your Certificate of Practice fee.
5. Once the Office of the Registrar receives notification of payment from OAA Finance, a letter of approval will be issued in due course.



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

- New Practice  Reapplication (Certificate of Practice previously surrendered)  
 Change in Particulars of Existing Practice  Reinstatement (Certificate of Practice previously cancelled)

**B. IDENTIFICATION** (Use supplementary sheets if necessary)

1. Name of Practice : \_\_\_\_\_  
 (please print exactly how name should appear in OAA Register, including upper and lowercase)

3. Principal Office: \_\_\_\_\_  
 Street \_\_\_\_\_ Suite No. \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ Province/State/Territory \_\_\_\_\_ Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_  
 Tel: ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Email: \_\_\_\_\_ Voice Mail: Yes  No

4. Other Office: \_\_\_\_\_  
 (if applicable) Street \_\_\_\_\_ Suite No. \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ Province/State/Territory \_\_\_\_\_ Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_  
 Tel: ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Voice Mail: Yes  No

5. Principal Residence Address of OAA architect who is Personally Supervising and Directing (PSD) the holder's Practice at each office (items 2. and 3. above):

OAA Architect's Name in Full	a) Office Location (city) where PSD	b) OAA Architect's Principal Residence Address and telephone number	Distance in km between a) & b)
(print)			
(signature)			
(print)			
(signature)			
(print)			
(signature)			

**C. ARCHITECT PRACTICE HISTORY** *(Use supplementary sheets if necessary)*

1. Has the applicant previously held an architect Certificate of Practice issued by the OAA? Yes  No
2. Is the sole proprietor or any employee currently a principal or employee of another holder of an architect Certificate of Practice issued by the OAA or an organization that is not the holder of a Certificate of Practice? Yes  No
3. Is the sole proprietorship engaged in functions other than the practice of architecture? Yes  No   
*(If this practice provides engineering services, enclose a copy of the Certificate of Authorization issued under the Professional Engineers Act of Ontario.)*
4. Has the sole proprietor or employee ever been convicted of an offence in this or any other jurisdiction that may be relevant to whether the sole proprietorship will engage in the practice of architecture in accordance with the law and with honesty and integrity? Yes  No
5. Has the sole proprietor or any employee ever been found guilty of professional misconduct or incompetence in this or any other jurisdiction, or is their conduct or competence presently the subject of an investigation, inquiry, or proceedings? Yes  No

**If you have answered "yes" to any of the above questions, use a supplementary sheet to provide dates and details.**

**D. PRACTICE STRUCTURE** *(Use supplementary sheets if necessary)*  
*(This Practice Only)*

List all OAA Architects who will be principals or employees of this Certificate of Practice.

Name in Full <i>(please print)</i>	Full-time	Part-time	OAA Architect	Member PEO	Holds OAA Seal	Applying for Seal	Office Location <i>(city only)</i>



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**E. DECLARATION**

I DO SOLEMNLY DECLARE:

THAT I am applying for a Certificate of Practice under the *Architects Act* of the Province of Ontario;

THAT in regard to the documents listed in the Guidelines for Completion of an Application for Certificate of Practice, 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 under "General Knowledge;" and
- d. specific knowledge of the contents of the documents identified as "documents architects must be familiar with;"

THAT I agree to comply with the *Architects Act*, the Regulation, and Bylaws, all as amended from time to time;

THAT I understand that only an architect who is a holder of a licence who also has a certificate of practice, or is employed by 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 Certificate of Practice 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 of 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 or certificate of practice history and good character and I will co-operate with any investigation related thereto;

AND THAT 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.

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 Sole Proprietor

Date

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Signature of OAA Architect who will Personally Supervise and Direct this practice

Date

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Signature of OAA Architect who will Personally Supervise and Direct other office

Date

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OAA-12-21





Ontario Association  
of Architects

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

## Undertaking to the Ontario Association of Architects

This will confirm THAT as a former holder of a Certificate of Practice, 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 that did not offer architectural services to the public.

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Name (*please print*)

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Date

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Signature