
Guidelines for Completion
of an Application for Licence

First Application - Architect

(Membership in the Ontario Association of Architects)

OAA-12-21



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 (OAA) 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 (refer to Payment of Fees Form); and
5. Completed, signed Consent Form (under 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, as defined under the *Architects Act* and further elaborated on the [OAA Website](#), 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 **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. The **Licence Term** is January 1 to December 31 of each year. The onus is on the architect to pay the fee within the time prescribed.
5. **Applications received after December 1** will not be finalized in that calendar year (unless otherwise requested). Applicants should contact the Office of the Registrar after December 1 for information with respect to fees.
6. 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 of any changes to the Certificate of Practice.
2. The employee must immediately notify the Office of the Registrar at 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/oaa>. For more information, refer to the following links:



- Signing up information: <https://notarius.com/signup/certifioforprofessionals>;
- CertifiO for Professional Product brochure: <https://www.notarius.com/en/library/certifio-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.

Questions regarding the seal can be directed to the Office of the Registrar at officeoftheregistrar@oaa.on.ca.

Once complete, submit your application to the Office of the Registrar at officeoftheregistrar@oaa.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.

An OAA Seal must remain under the sole control of the licensee; it cannot be shared or delegated under any circumstances.

7. Every holder of a Licence shall **display their Licence certificate prominently** in their place of business (Subsection 49.(7), Regulation 27).
8. The OAA has a **mandatory Continuing Education program**. Detailed information can be found on the OAA Website at <https://www.oaa.on.ca/working-with-an-architect/member-benefits/continuing-education-program>.
9. The **fees** for Licence are set out on the Payment of Fees Form.



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 10a and 10b, please enclose proof.

B. Self-explanatory

C. Self-explanatory

D. LICENCE HISTORY

In Section D, Questions 4 through 8, if the applicant for Licence makes a positive declaration, the OAA will ask for full details and make any additional inquiries to confirm completeness and accuracy of the information. The OAA will then assess the suitability of the applicant for licensure.

E. DECLARATION

It is the statutory responsibility of the OAA to ensure 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 Website.

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 *Architects 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.



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](#)

Ontario Building Code Act 1992, 1992, S.O. 1992, c. 23 and the Building Code, O. Reg 332/12

Acquired **general** knowledge of **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 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





The fees listed below are in Canadian funds and include the Harmonized Sales Tax (HST).

Licence Fees	Applications approved between Jan 1 & Jun 30	Applications approved between Jul 1 & Dec 31
Application fee (non-refundable)	<input type="checkbox"/> \$366.12	<input type="checkbox"/> \$366.12
Annual Licence fee	<input type="checkbox"/> \$1,111.92	<input type="checkbox"/> \$555.96
Total	\$	\$

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

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. 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 instructions.

Credit Card

Note: There is 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.
2. Visit secure.oaa.on.ca/store to pay your Architect 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 Architect Licence 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.



Ontario Association
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Personal Information Protection and Electronic Document Act (PIPEDA) Consent Form

For the collection, use, disclosure, and retention of personal information by the Ontario Association of Architects (OAA) in the course of its commercial activities.

Name: _____

Address: _____

City: _____ Prov./State: _____ Postal/ ZipCode: _____

Telephone: _____ Email: _____

Through this Consent Form:

I hereby consent to the release of my name, address of correspondence, telephone number, and email address by the OAA to the organization offering the OAA Group Insurance Plan for 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

I hereby consent to the release of my name, address of correspondence, telephone number, and email address by the OAA to the entities and/or individuals offering the OAA Conference, event planning, and/or event registration services for the purpose of enabling them to contact me.

Yes

No

I acknowledge that I have the right to amend this Consent Form in writing.

Signature

Date

Please Note – by opting out, you may not receive important information about your professional liability insurance requirements and/or opportunities to complete your continuing education requirement.



A. 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. The data will be maintained in a secure information system, with access restricted to staff members for the purpose of reporting anonymous aggregate information and analyzing trends.

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: or Employment 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 Ontario Association of Architects Register. If your residence and business addresses are in different electoral districts, you will be permitted to vote only in the electoral district that corresponds with your Licence Address of Record.)

(b) Permission to share contact information with public, upon request: Yes [] No []

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

6. Email:

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 as set out in s.31 of the R.R.O. 1990, Regulation 27: GENERAL

1. I have completed a total of 3,720 hours of experience that meets the requirements of the Internship in Architecture Program (IAP), including 940 hours of experience in Ontario on projects physically located in Ontario under the personal supervision and direction of an architect licensed to engage in the practice of architecture in Ontario, which was completed within three years prior to the date of this application, and 2,780 hours of experience under the personal supervision and direction of a person licensed to engage in the practice of architecture. Yes No

Or

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

2. I have successfully completed the architect examination requirements of _____
Jurisdiction

D. ARCHITECT LICENCE HISTORY AND GOOD CHARACTER QUESTIONS (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

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

7. 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.)

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

8. (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 8, use a supplementary sheet to provide dates and details.

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



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 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 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 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 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.

Signature of Applicant

Date

