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# Surrender

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## General – Surrendering a Certificate of Practice

When a certificate of practice has been surrendered, the Architect:

- associated with the surrendered certificate of practice may not be involved in providing any architectural services to the public including design services for buildings of the size and category permitted to non-Architects under Subsection 11(3) of the [Architects Act, R.S.O. 1990, c. A.26](#) other than as an employee of a holder of a certificate of practice.
- shall return to the Registrar their OAA seal and remove any scanned or digital images of the OAA seal from the computer system. They must also ensure that the OAA seals of all the OAA members who were authorized to hold an OAA seal in the former practice are also returned (refer to Section 41 of the *Architects Act* and Subsection 42(22) of the [Regulation 27, R.R.O. 1990: GENERAL](#) (the regulations)).

*Note: If the Architect(s) involved are to be employed by another holder of a certificate of practice or employer who requires that they use the OAA seal as an employee, this must be arranged in accordance with the requirements, which may be obtained by contacting the Office of the Registrar.*

- shall advise, in writing, all clients whose projects are ongoing, and make recommendations about turning the project over to another holder of a certificate of practice. If the client agrees, make the necessary arrangements with another holder to carry out the required services. The suggested draft format for the letter follows:

*"Dear Client:*

*RE: NAME OF PROJECT*

*Due to the surrender of the certificate of practice of [name of holder], I am no longer able to provide architectural services to you.*

*I regret any inconvenience that this may cause you, and I recommend that you make arrangements with another architectural practice to take over the professional services required to complete the project.*

*Upon the request of the newly engaged holder of a certificate of practice, every effort will be made to facilitate the takeover, in keeping with acceptable take-over of project procedures."*

- shall notify the Excess Insurer, if excess professional liability insurance was carried. The Registrar will notify Pro-Demnity Insurance Company.
- shall notify building departments from which current building permits are held.
- shall notify all consultants, contractors and authorities having jurisdiction for projects requiring ongoing architectural services about the closure of the practice and the arrangements made for the continued provision of architectural services if the former Architect has been involved in the take-over of the project.
- shall notify, if applicable, other certificate of practice holders in Joint Venture(s).
- shall ensure that use of company professional cards, letterheads, cheques and other forms containing the term "Architect" or "Architects" are discontinued.
- shall notify its communication carriers and others for removal from telephone listings and business directories.
- shall ensure that any website and social media that promotes the former certificate of practice or the provision of architectural services is de-activated.
- shall ensure that no drawings are issued by any individual, sole proprietor, partnership, corporation, partnership of corporations, joint venture, or consultant, which contain the holder's name, and which incorporate any change from copies issued prior to the surrender of the certificate of practice.

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## Winding Up the Business

A business entity that previously held a certificate of practice may carry on the activities necessary to the winding up of the business, provided that the word "Architect" or any derivative thereof is removed from the name of the corporation (refer to *Architects Act* Section 44). If the premises are to be used by the former holder during the winding-up period or for other activities, all references to "Architect" or "Architects" or derivatives thereof must be deleted from the office operation, e.g. method of answering the telephone, website, social media, office directory and office signage, letterhead and other documentation, etc.

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## Reapplication for a Certificate of Practice

If an Architect whose certificate of practice was surrendered wishes to provide architectural services or act in a consulting capacity in matters related to the practice of architecture, they must reapply the certificate of practice by:

- submitting an application to the Registrar for the issuance of a certificate of practice.
- providing evidence through a curriculum vitae that the applicant has been engaged in the practice of architecture during the period of five years preceding the application as per the currency requirement outlined in Subsection 17(2) of the *Architects Act*.
- providing 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 regulations.
- filing with the Registrar, a Statutory Declaration in which they affirm that they have not engaged in the practice of architecture in the Province of Ontario or held themselves out as engaging in the practice of architecture in the Province of Ontario from the date of the surrender of their certificate of practice, except:
  - as an employee of a holder of a certificate of practice; or
  - as an employee of an organization which did not offer architectural services to the public.
- fulfilling all the requirements for establishing a practice, i.e.
  - making application to obtain practice insurance with Pro-Demnity Insurance Company or, if eligible an application for exemption.
  - maintaining the standards of practice prescribed in Sections 47, 49 and 50 of the regulations.
  - paying all fees, premiums, levies and deductibles in arrears and any other monies owing on the date of cancellation.