
Surrender

General – Surrender of Licence and Certificate of Practice

A former Architect/holder whose licence and certificate of practice have been surrendered may not:

- a) use the designation "OAA";
- b) use the designation "Architect" or "Architects";
- c) be involved in providing any services for buildings requiring the services of an Architect or referring to their services as 'architectural services' other than as an employee of a holder of a certificate of practice.

Note: The former Architect may provide design services for buildings in Ontario of the size and categories permitted to non-architects under Subsection 11(3) of the Architects Act. However, if the licence is re-established, all such design services must be provided through a certificate of practice.

When an Architect surrenders their licence, the resigned individual may request, in writing, appointment as a Retired member and pay the fee prescribed by the OAA Bylaws. Refer to the [OAA Website](#) for more information on this status.

When a licence and certificate of practice have been surrendered, the former Architect:

- 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 Architects(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 cancellation 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.

Reapplication of the Licence and Certificate of Practice

If a former Architect whose licence and certificate of practice were surrendered wishes to provide architectural services or act in a consulting capacity in matters related to the practice of architecture, they must reapply for their licence and certificate of practice.

Reapply for licence by:

- submitting an application to the Registrar for re-establishment of their licence.
 - i. If the application is made within three years of the date of surrender, the applicant is exempted from the academic and experience requirements prescribed by Section 31 of the regulations.
 - ii. If the application is made more than 3 years after surrender, the same procedures as for first time applicants for licence would apply, except that an application to Council may be made for exemption from the academic and experience requirements under Section 13 of the *Architects Act* and Section 33 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 their surrender, 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.
- providing evidence to the Registrar that they have, before the date of application, completed a cycle of continuing education that meets the requirements of the Continuing Education Program established under Section 54 of the regulations.
- paying all fees, premiums, levies and deductibles in arrears and any other monies owing on the date of surrender.
- paying the annual fees prescribed by the OAA Bylaws for the two years before the date of application, except that no payment is required for the first year after the date of surrender.
- paying the annual fees prescribed by the OAA Bylaws due and owing on the date of filing of the application.

Reapply for 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 surrender.