Ontario Association of Architects

Council Policy

Policy Name	**Seals - Return** The return of Seals to the Association
Issue Date	**March 15, 1989**
Revision Dates	**September 20, 2001** **January 18, 2019**

1. Upon cancellation of licence or certificate of practice for cause, the letter of cancellation shall request the return of the licence, certificate of practice and seal forthwith and shall state that these items are the property of the Association. A date of fourteen days from the date of the letter by which the items must be received at this office shall be given. If the items are not received by the close of business on the seventh day, the matter shall be referred to the Registrar on the morning of the fifteenth day, and they will take the appropriate action which consists of telephone calls or e-mails to expedite the return of the seal. If the seal is not returned, it shall be invalidated.

2. Upon resignation or death of a member where the seal is not returned after fifteen days, a telephone call or e-mail is sent to the family or executors in the case of a deceased Member. If, after a further fifteen days, the seal has not been returned, the matter shall be referred to the Registrar who will initiate further action.

3. When a member's status changes, rendering them ineligible to hold a seal, if the seal is not returned within fifteen days of the request for its return, a telephone call or e-mail is sent requesting its return within a further ten days. If the seal has not been returned, it shall be invalidated.

4. When notified of the loss of a seal and asked for a replacement, the Office of the Registrar will notify the Building Departments and OBOA Newsletter of the loss of the seal and of its replacement with a seal bearing a new number. The replacement seal must be given a new number (the next number in the Licence Certificate list), and the number recorded in the holder's Certificate of Practice file, their member's file and on the Licence Certificate list. The new seal number must also be recorded on the Seal information line of the computer register.