
Surrender

General – Surrendering a Licence

A former Architect whose licence has been surrendered may not:

- a) use the designation "OAA";
- b) use the designation "Architect";
- 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, R.S.O. 1990, c. A.26](#). 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 has 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 (refer to Section 41 of the *Architects Act* and Subsection 42(22) of the [Regulation 27, R.R.O. 1990: GENERAL](#) (the regulations)).
- advise their employer, if continuing in employment, that they are no longer an Architect licensed with the OAA;
- ensure the employer discontinues the use of promotional material, professional cards, letterhead and other forms containing the cancelled Architect's name in conjunction with the letters "OAA" or the term "Architect".

Reapplication for Licence

A former Architect whose licence was surrendered, may 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.