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## Surrendering a Limited Licence

When a Licensed Technologist surrenders their limited licence class of OAA membership, the individual may request, in writing, appointment as a [Retired Member](#) and pay the fee prescribed by the OAA Bylaws.

A former Licensed Technologist or Retired member may provide design services for buildings in Ontario of the size and categories permitted to unlicensed individuals under Subsection 11(3) of the [Architects Act](#) (the Act). However, if the limited licence is re-established all such architectural services may only be provided to the public through an OAA certificate of practice.

A former Licensed Technologist or Retired member may not use the designation "OAA" following their name or be involved in providing any services for buildings requiring the services of an OAA member other than as an employee of a holder of a certificate of practice.

The Licensed Technologist who intends to surrender their limited licence must:

- a) 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 Ontario [Regulation 27](#), R.R.O. 1990 under the Act);
- b) advise their employer, if continuing in employment, that they are no longer a Licensed Technologist member of the OAA; and
- c) ensure the employer discontinues the use of promotional material, professional cards, letterhead and other forms containing the former Licensed Technologist's name in conjunction with the letters "OAA" or the title "Licensed Technologist".

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## Re-establishment of the Limited Licence

A former Licensed Technologist who has surrendered their limited licence, must reapply for the limited licence by:

- a) submitting an application to the Registrar for reapplication of their limited licence;
  - i. If the application for limited licence is made **within three years of the date of resignation**, the applicant is exempted from the academic, examination and experience requirements prescribed by the Regulation.
  - ii. If the application for limited licence is made **more than 3 years after resignation**, the same procedures as for first time applicants for limited licence would apply, except that an application to Council may be made for exemption from the academic, examination and experience requirements under Section 13 of the *Architects Act* and Section 33 of Regulation 27.
- b) complying with the provision of any outstanding decisions and orders of the Discipline Committee;
- c) 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 resignation, except:
  - i. as an employee of a holder of a certificate of practice; or

- ii. as an employee of an organization which did not offer architectural services to the public.
- d) 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 Regulation 27;
- e) paying all fees, premiums, levies and deductibles in arrears and any other monies owing on the date of resignation;
- f) paying the annual fees prescribed by the by-laws for the two years before the date of application, except that no payment is required for the first year after the date of resignation;
- g) paying the annual fees prescribed by the OAA Bylaws due and owing on the date of filing of the application.

