INTRODUCTION
The purpose of this Registration Bulletin is to advise members of The Alberta Association of Architects (‘AAA’) on the Branch Office Policy effective January 1, 2014. This Policy affects all Firms and Corporations (‘Firms’) with more than one location registered/licensed with the AAA in Alberta.

‘BRANCH OFFICE’ DEFINED
The AAA defines a ‘Branch Office’ as an Alberta architectural and/or licensed interior design firm that is registered/licensed and practicing or may practice in Alberta through multiple offices in addition to the first office/head office of registration/licensure.

THE POLICY
Recognizing the need to monitor architectural/licensed interior design activity of Firms in all communities in which they practice, the AAA requires separate registration/licensing of each office. As such, the annual dues for each Alberta Branch Office of practicing Firms will be $250.00, effective January 1, 2014, susceptible to annual increases as determined by the Council. The first office of registration/licensure (or ‘Head Office’) will be required to pay the full Firm annual dues as determined by the Council.

If a Firm wishes to establish a practice in more than one office location in Alberta (i.e. the firm has an office in both Edmonton and Calgary);

a. Each office is required to be registered/licensed with the AAA (regardless of the collaboration, prime or sub consultant role) prior to any work of any type take place on an Alberta project (General Regulations, Part 2);
   (NOTE: each out-of-province firm that is practicing in Alberta must also register with the AAA. These firms would be registered as a Non-Resident Firm. Please review the Registration Bulletin RB01-2013: Non-Resident Firm Policy for additional details)

b. The Firm must contain the same ownership/corporate structure (shareholders, directors, partners, etc.) for each location (otherwise it will be considered a separate entity);

c. The Firm must indicate the individual(s) who will be responsible for the direct personal supervision, direction and control of the practice of architecture and/or licensed interior design at each location/office;

d. The Firm will be issued a new registration number and stamp (corporations only) for each location, and separate and distinct administration records will be established.
POLICY RATIONALE

- The requirement for registering/licensing each office provides a mechanism for the AAA to be informed as to the specific office from which architects and licensed interior designers are practicing.

- Each office should have a professional who is responsible for the architectural/licensed interior design activity within the community in which it functions. The AAA shall communicate directly with the professional with respect to these functions within the location.

- It is necessary for the AAA to have the ability to track which office is providing services and who is responsible for the practice of architecture/licensed interior design at that office.

- The public must also have access to information if an architect or licensed interior designer is operating an office and/or providing services in a community.