

Application for Registration

United States / Canada Reciprocity

For architects licensed/registered in States/Territories signatory to the Mutual Recognition Agreement (MRA) between the National Council of Architectural Registration Boards (NCARB) and the Canadian Architectural Licensing Authorities (CALA) which took effect January 1, 2014.

FOR OFFICE USE ONLY

Applicant Name: _____ AAA ID#: _____

Approved by: _____ Date: _____
Registration Committee Chair

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Application Checklist

- Copy of a Government issued photo identification;
- Proof of Citizenship of lawful permanent residency status in the United States of America (USA) or Canada;
- Current NCARB Certificate or Record Book attached (or has been requested from NCARB to be sent to the AAA);
- Copy of current licence from home jurisdiction/principal place of practise is attached;
- Copy of current Resume/CV is attached;
- Practice Arrangement information complete - (If applicable attach an Application for Firm or Corporation);
- Identification Photograph attached, and Consent Declaration signed and notarized;
- Architects Act* Course information complete;
- Registration fee and annual dues payment provided;
- Signed affidavit attesting to 2,000 hours of post-licensure experience, (template attached – Appendix 1);
- Proof of licensure in good standing with NCARB Board(s) signatory to the MRA (template attached – Appendix 2).

General Information

1. **Processing** takes **3 to 5 weeks** from the date of receipt. The forms must be current and complete with all the required documentation and appendices.
2. **Applications** should be typed or printed.
3. **Restrictions on Title** – only Registered Architects with the AAA may use the words “Architect”, or “Registered Architect” after his/her name in Alberta.
4. **Licence Term** – January 1 to December 31 of each year. **Applications received after December 1** will not be finalized in that calendar year (unless otherwise requested) and must include the appropriate fees for the following year.
5. **Seals** are automatically ordered by the AAA at the time of registration. The fee for seal is included in the registration fee.
6. **Certificate** – A certificate of registration will be issued to the architect with their registration package. The certificate shall be prominently displayed in his/her place of business.
7. **Mandatory Professional Development** – The AAA has a mandatory professional development program and detailed information can be found on the AAA website at www.aaa.ab.ca.
8. **Practice Arrangement** - The AAA has a two (2) tier registration/licensing. You must obtain a Licence for yourself (individual) and must be employed by an architectural firm/corporation registered with the AAA or must apply to the AAA for a Firm Licence or Corporate Permit to Practice (‘Practice Arrangement’) prior to providing architectural services in Alberta. An application for Firm Licence or Corporate Permit to Practice should be submitted together with the Application for Registration.
9. **Mobility of Architects** – Sometimes clients want you to start to work in Alberta or provide design ideas, programming or other architectural services before you are registered in Alberta. Architectural services in Alberta can only be provided by an architect registered by the AAA and employed by, or hold ownership in, a registered/licensed firm or corporation with the AAA.
10. **Principal Place of Practise** – The address declared by the architect to be the address at which the architect is predominately offering architectural services. The architect may only identify one principal place of practise.
11. **Commissions** – You are advised to notify the AAA in writing in advance of being considered for a commission in Alberta. You must also promise to comply with the requirements for registration immediately upon obtaining the commission. This avoids the perception that you are trying to practice architecture without a Certificate of Registration or an approved Practice Arrangement.
12. **Collaboration and Temporary Licences** - As an alternative to the process of licensure as an architect and issuance of a Certificate of Registration, or in the case of an architect who is licensed in a jurisdiction which does NOT have reciprocity with Alberta, the process of a Visiting Project Licence is available for the purpose of providing architectural services on ONE specific project. This option requires collaboration with an Alberta Registered Architect with a Firm Licence or Corporate Permit to Practise.
13. **Fees** – There are Registration Fees and Annual Dues Fees for each registration/licence. Registration Fees are non-refundable. All applicable fees must accompany each application for registration. Annual Dues are payable on or before December 15 of each year for the following calendar year. Late fees will occur to outstanding accounts at a rate of \$100.00 per month until all fees have been paid in full. Cancellation of membership will occur if all fees are not paid by the required date.

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Schedule 1: Excerpts from the Mutual Recognition Agreement (Canada/USA)

The following is a summary of the requirements as set out in the Mutual Recognition Agreement (MRA) between the National Council of Architectural Registration Boards (NCARB) and the Canadian Architectural Licensing Authorities (CALA) which took effect January 1, 2014.

1. **Mutual Recognition Agreement**

Definitions:

- a. **Demonstration of Required Experience:** 2,000 cumulative hours of post-licensure experience shall be demonstrated by individual applicants through the provision of proof of licensure in good standing and a signed affidavit attesting to the experience.
- b. **Principal Place of Practice:** The address declared by the architect to be the address at which the architect is predominately offering architectural services. The architect may only identify one principal place of practise.
- c. **Limitations:** Nothing in the MRA limits the ability of an NCARB Member Board or CALA jurisdiction to refuse to license/register an architect or impose terms, conditions or restrictions on his/her licence/registration.

2. **Eligibility and Conditions**

All applicants for registration in the Province of Alberta, and all architectural practises, must comply with the local requirements.

a. **Eligibility**

- i. Architects who are able to benefit from the provisions of the MRA must be citizens respectively of the United States or Canada or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in the other country as the host country under the MRA. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under the MRA.
- ii. Architects must also be licensed/registered in a jurisdiction of their home country and must have completed at least 2,000 hours of post-licensure/registration experience practising as an architect in their home country.
- iii. Architects who have been licensed by means of a Broadly Experienced Foreign Architect program of either two countries or other foreign licensing agreement are not eligible under the MRA.

b. **Conditions - U.S. Architect to Canadian Jurisdiction**

Upon application, those CALA jurisdictions who are signatories to the MRA, and so long as they remain signatories, agree to licence/register as an architect in their respective province or territory any architect who:

- i. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a current signatory to the MRA;
- ii. holds a current NCARB Certificate;
- iii. meets the eligibility requirements listed above; and
- iv. whose principal place of practise is in a jurisdiction that is a current signatory to the MRA.

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Schedule 2: Signatory States/Territories

Schedule 2 lists those State Licensing Boards which will accept Certificate Holders for registration to practise architecture in its jurisdiction in accordance to the MRA effective January 1, 2014.

| | | |
|----------------------|----------------|---------------------|
| Alabama | Kansas | Pennsylvania |
| Alaska | Louisiana | Puerto Rico |
| Arizona | Maryland | Rhode Island |
| Arkansas | Massachusetts | South Carolina |
| California | Michigan | Tennessee |
| Colorado | Missouri | Texas |
| Connecticut | Montana | U.S. Virgin Islands |
| Delaware | Nebraska | Vermont |
| District of Columbia | New Hampshire | Virginia |
| Georgia | New Mexico | Washington |
| Guam | North Carolina | West Virginia |
| Illinois | North Dakota | Wisconsin |
| Indiana | Ohio | Wyoming |
| Iowa | Oregon | |

Schedule 3: Signatory Provinces/Territories

Schedule 3 lists those Canadian Provincial Associations and Territories which will Register as Registered Architects those Certificate Holders whose Principal Place of Practice is in the jurisdiction of a Member Board listed in Schedule 2 in accordance to the MRA effective January 1, 2014.

| | | |
|------------------|-------------------------|----------------------|
| Alberta | New Brunswick | Ontario |
| British Columbia | Newfoundland & Labrador | Prince Edward Island |
| Manitoba | Northwest Territories | Quebec |
| | Nova Scotia | Saskatchewan |

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Identification

1. Have you been previously registered/Are you currently registered with the AAA? Yes No If yes, ID#: _____

2. Name: _____
Surname First Middle

Date of Birth: _____ Salutation: Miss Ms. Mrs. Mr. Other _____

3. Residence Address: _____
Street

Preferred

City State/Province Zip/Postal Code

Phone: _____ Email: _____

4. Place of Business: _____
Firm Name

Preferred

Street

City State/Province Zip/Postal Code

Phone: _____ Email: _____

NOTE: The AAA must be contacted of any changes to contact information immediately.

Required Supplementary Documents

- Attach a copy of Government Issued Photo Identification
- Attach proof of citizenship of lawful permanent residency status in the U.S. or Canada
- Attach a current NCARB Certificate or request to be delivered to the AAA from NCARB
- Attach a current copy of your architect licence from home jurisdiction/principal place of practise
- Attach a current copy of your Resume/CV

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Practice Arrangement (i.e. Employer or Company)

1. Joining:

- An existing AAA registered/licensed firm/corporation
- A government department/institution
- Other – please specify _____

Firm/Institution Name

2. Applying for a:

- Sole Proprietorship or Partnership (Firm)
- Corporation

Firm/Corporation Name

3. If applying for a Firm or Corporation is the:

- Application enclosed
- Application to follow

Education History

Provide particulars of architectural education:

| School of Architecture | Degree/Diploma Received | Date Received |
|------------------------|-------------------------|---------------|
| | | |
| | | |

Licence History (use supplementary sheets if necessary)

1. Jurisdiction in which **first** licence was issued:

| Jurisdiction | Licence Number | Date Licence Issued |
|--------------|----------------|---------------------|
| | | |

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2. List all other jurisdictions in which you **currently** hold a licence:

| Jurisdiction | Licence Number | Date Licence Issued |
|--------------|----------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

3. List all other jurisdictions in which you **previously** held a licence and provide the reason you no longer hold a licence in those jurisdictions:

| Jurisdiction | Licence Number | Date Licence Issued | Date Resigned/Cancelled | Reason Resigned/Cancelled |
|--------------|----------------|---------------------|-------------------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- 4. Have you ever been denied a licence? Yes No
- 5. Has your licence ever been suspended or revoked? Yes No
- 6. Has your licence ever been cancelled? Yes No
- 7. Have you ever been convicted of an offence relevant to your suitability to practice architecture? Yes No
- 8. Have you ever been found guilty of professional misconduct or incompetence? **and/or** Yes No
- 9. Is your conduct or competence presently the subject of disciplinary or complaint review proceedings? Yes No
- 10. Was your conduct or competence under review at the time of your resignation or cancellation? Yes No
- 11. Have you been issued a licence in any jurisdiction which is subject to any terms, conditions or limitations? Yes No

NOTE: If you have answered "yes" to questions 4 to 11, use a supplementary sheet to provide dates and details.

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Identification Photograph

*Affix
Photograph
Here*

Signature

Month / Year of Photograph

PHOTO REQUIREMENTS

1. One passport-size photograph (2" x 3").
2. Taken within the past twelve (12) months.
3. Following data must be placed under the photograph where indicated:
 - a. your signature;
 - b. month and year photo was taken.

Consent to Disclosure Declaration – Professional Regulatory Bodies

I hereby provide consent to the Alberta Association of Architects (the "AAA") to disclose to the professional regulatory bodies governing architecture in each jurisdiction in Canada, any present and future information respecting my registration with the AAA. This includes, but is not limited to, particulars of my registration status, member dues/fees, corporate or firm status, continuing competence program activity/status, details of practice review or discipline proceedings and contact information (address, telephone number and email address), provided always that such disclosure is conducted for purposes relative to national professional registration/licensure and in accordance with the AAA Privacy Policy.

Signature: _____ Date: _____

Appointment of Additional Administrator (optional)

In order to facilitate timely and efficient administration of my membership activity:

I hereby appoint _____ (Email): _____, to act as an additional administrator of my membership with the AAA. I authorize the AAA to provide the above named individual with information pertaining to my professional development, registration and reporting and to act on instruction from this individual as it pertains to my membership with the AAA until instructed otherwise by written request. I understand that by notifying the AAA in writing, I may rescind this individual's authorization or change the named authorized person at any time.

Signature: _____ Date: _____

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Consent Declaration (must be notarized)

In consideration of the services to be rendered by The Alberta Association of Architects (AAA), I hereby release, discharge and exonerate the AAA from any and all liability of every nature and kind arising out of the transmission of information concerning this application.

If my application is accepted, I DO SOLEMNLY DECLARE:

THAT I am applying for a Certificate of Registration under the *Architects Act* of the Province of Alberta;

THAT I am a member of an organization of architects which is recognized by the Council and which has objects, standards of practice and requirements for membership similar to those of the AAA (i.e. from a jurisdiction which is signatory to the Mutual Recognition Agreement between the National Council of Architectural Registration Boards (NCARB) and the Canadian Architectural Licensing Authorities (CALA) effective January 1, 2014);

THAT I have satisfied the requirements of the Mutual Recognition Agreement;

THAT I will be governed and bound by the *Architects Act*, General Regulations and Bylaws of the Province of Alberta made thereunder and will submit myself to every part thereof, and to any alterations thereof which may hereafter be made until I have ceased to be a member of the AAA;

THAT I will acquire detailed knowledge of other regulations and conditions pertaining to the Practice of Architecture in the Province of Alberta as may be required to perform my professional responsibilities;

THAT I understand that only those registered/licensed in good standing with the AAA and employed by or hold ownership in an AAA registered/licensed firm or corporation is permitted to offer and/or provide to a member of the public a service that is part of the practise of architecture;

THAT the facts set out in this application are true and correct in every particular;

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as is made under oath;

I HEREBY MAKE APPLICATION for registration as a Registered Architect with The Alberta Association of Architects.

Signature: _____

For completion by Notary Public or Commissioner of Oaths:

Certified before me in the City/Township of _____

in the Province/State of _____

on _____ of _____, 20____.

day

month

year

Affix Seal Here

(Notary / Commissioner Signature)

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The *Architects Act*, General Regulation and Bylaws Course Declaration

The *Architects Act* course is an online course which can be found at www.aaa.ab.ca.

| Newly Registered/Licensed | Deadline for Completion of <i>Architects Act</i> Course |
|-------------------------------|---|
| July 1, 2018 to June 30, 2019 | June 30, 2019 |
| July 1, 2019 to June 30, 2020 | June 30, 2020 |

I have read the entire booklet on the Alberta Association of Architects (AAA) *Architects Act*, General Regulation and Bylaws and have answered the supplied questions concerning the legislation. In addition, I have compared my answers with the answers included with the course materials. The full course fee is submitted with this application.

Upon completion of the Act Course, I undertake to keep a copy of my answers to these questions for a minimum of TWO years in the event my mandatory professional development activities are audited as part of the professional development program's random audit process.

Date

Printed Name

Signature

***Architects Act* Course Fees** (Submit if Applicable)

| Course Fees | |
|------------------------|------------------|
| Complete Course | \$150.00 |
| GST (5%) | \$ 7.50 |
| TOTAL | \$ 157.50 |

I have previously completed the *Architects Act* course and the course update and have previously submitted my declaration and payment to the AAA. (No additional payment required)

I have elected to not complete the *Architects Act* course prior to my registration with the AAA as it is not a requirement of registration through reciprocity. I confirm that I will complete the entire Act course prior to the applicable deadline as required by the Professional Development Program. (No additional payment required with application- payment submitted at a later date when course completed)

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Fees and Dues

FULL payment of Registration Fees and Annual Dues must accompany this application. Please select from the following approval periods:

| CERTIFICATE OF REGISTRATION FEES | <input type="checkbox"/> Applications approved between JAN 1 to JUN 30 | <input type="checkbox"/> Applications approved between JUL 1 to DEC 31 |
|---|---|---|
| Registration Fee | \$ 355.00 | \$ 355.00 |
| Annual Dues Fee | \$ 975.00 | \$ 487.50 |
| GST (5%) | \$ 66.50 | \$ 42.13 |
| TOTAL | \$ 1,396.50 | \$ 884.63 |

NOTE: The annual dues amount for applications received after July 1st of each year are reduced to half (-50%) for that year's annual dues payment. The one-time registration fee remains in full (100%).

Payment may be made in Canadian Funds via Cheque, VISA or MasterCard payable to:

The Alberta Association of Architects
10515 Saskatchewan Drive, NW
Edmonton, AB T6E 4S1

Method of Payment: Cheque VISA MasterCard

For Visa or MasterCard, please provide the following details:

Name of Cardholder: _____

Card Number: _____ Expiry Date: _____

Cardholder Signature: _____

The Alberta Association of Architects GST Registration Number: 10669 2601

NOTE:

- The registration fee is non-refundable.
- Registration fees and annual dues for Reciprocity Membership are NOT pro-rated
- Annual dues are payable upon application and on or before December 15 in each year for the following calendar year.

Please direct your application to the **Registration Department** and submit via email to registration@aaa.ab.ca or post to the AAA office.

Inquiries may also be directed to registration@aaa.ab.ca or 780.432.0224.

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Appendix 1

Template: Affidavit attesting to the completion of 2,000 cumulative hours of post-licensure experience, practising as an architect in the USA in accordance to the MRA, effective January 1, 2014.

DECLARATION AND UNDERTAKING

for the

MUTUAL RECOGNITION AGREEMENT (MRA)

(between the National Council of Architectural Registration Boards (NCARB) and the Canadian Architectural Licensing Authorities (CALA))

I, _____, declare and affirm that:
Applicant Name

I AM a citizen or hold permanent residency status in _____;
U.S. / Canada

I AM a licensed/registered architect, and currently a licensee/registrant in good standing with the _____ which is my principal place of practice;
Name of Licensing Authority

I WAS licensed on _____ with the _____ which is my
Date Name of Licensing Authority
principal place of practice who will separately be confirming that I am in good standing with that Authority, and I did not obtain licensure in that jurisdiction by means of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program.

I HAVE completed a minimum of 2,000 hours of post-licensure experience as an architect engaged in the lawful practice of architecture; and

I MEET all of the eligibility requirements of the Mutual Recognition Agreement for reciprocal licensing between NCARB and CALA.

I HAVE had a disciplinary action registered against me by a licensing authority. Yes* No

I AFFIRM that the above statements are accurate and true to the best of my knowledge and belief.

Date Printed Name Signature

**Note: The accepting licensing authority has the right to request further details with respect to disciplinary actions*

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Appendix 2

Template: Proof of licensure in good standing to be issued from the principal jurisdiction of practise¹ with a NCARB member board signatory to the current MRA agreement.

Date: _____

The Alberta Association of Architects
10515 Saskatchewan Drive
Edmonton, AB T6E 4S1

Dear Sir or Madam:

This is to confirm that _____, was licensed/registered on
_____ with the _____ and was not licensed by means of
_____ of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program.

_____, is currently a licensee/registrant in good standing
with the _____ and is not currently the subject of disciplinary action by this
licensing authority nor has a record of unresolved disciplinary action on file with this licensing authority.

Sincerely,

Name of Registrar³

Signature of Registrar³

¹ The address declared by the architect to be the address at which the architect is predominately offering architectural services. The architect may only identify ONE principal place of practise.

² NCARB member board signatory to the current MRA.

³ Registrar or similar position at NCARB member board signatory to the current MRA.