

Application for Assessment

Experienced Interior Designer

FOR OFFICE USE ONLY	Applicant Name:	
Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	AAA ID Number:	
Approved by:	Date:	

Legal Name of Applicant: _____ Date: _____
(as it appears on the submitted government-issued photo identification)

APPLICATIONS WILL BE ACCEPTED FOR THIS EXPERIENCED INTERIOR DESIGNER PATHWAY FROM JUNE 30, 2020 TO JUNE 30, 2024.

An individual may apply for membership in the association via the Experienced Interior Designer Pathway, if they meet the following criteria. At the time of application, applicants must have:

1. CIDA-accredited interior design professional degree or in the process of obtaining the CIDA-accredited professional degree with degree completion **no** later than JUNE 30, 2024.
2. NCIDQ certificate
3. Minimum of ten (10) years (18,500 hours) of practice experience in interior design with 940 hours within the last two (2) years in Alberta.
4. Minimum of three (3) years (5,500 hours) of employment under the direct supervision of a licensed interior designer or registered architect.

Failure to complete or include all documentation will result in processing delays.

1 – APPLICATION CHECKLIST

- ☐ Graduated from a CIDA Degree Program of Interior Design or in progress – attach copy of Degree if completed. Send transcript directly to AAA from institution. **OR** If in process of CIDA professional degree, send proof of enrolment (final transcript will be required within four weeks of completion).
- ☐ NCIDQ Certification
Attach copy or photo of certificate.
- ☐ Attach detailed Curriculum Vitae
 - Education
 - Work
 - Years / hours of experience
 - Employment and supervision under a licensed interior designer or registered architect
- ☐ Declaration of Work Experience from Employer(s)
Employer(s) must be either a licensed interior designer or registered architect and they must complete the Work Experience Declaration form.
- ☐ Competency Self-Assessment Worksheet **AND** Project Sheet(s)
Must be submitted along with this application.
- ☐ Assessment Fee – \$165.00 + GST (non-refundable)
- ☐ Registration Fee – \$190.00 + GST (credited to applicant's account until successful completion of oral review)

Fees must accompany application. Failure to do so will result in processing delays.

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2 – IDENTIFICATION

Have you been previously registered with the AAA? ☐ Yes ☐ No If yes, ID Number: _____

Title: ☐ Miss ☐ Ms. ☐ Mrs. ☐ Mr. Other: _____

Name: _____
(Surname) (First) (Middle)

Date of Birth: _____ Country of Origin: _____
(MM / DD / YYYY)

Residence:

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Mobile: _____ Email Address: _____

Employer /or Self-Employed:

Company Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Email Address: _____

Note: All mail will be directed to the residence address.

3 – CIDA DEGREE

I HAVE A DEGREE FROM A CIDA-ACCREDITED INSTITUTION. ☐ Yes ☐ No

Institution: _____ Year Graduated: _____

I AM ENROLLED TO COMPLETE A PROFESSIONAL DEGREE FROM A CIDA-ACCREDITED INSTITUTION. ☐ Yes ☐ No

Institution: _____ Year of Expected Graduation: _____

4 – NCIDQ

The NCIDQ exam is the LID qualifying exam accepted by The Alberta Association of Architects. Please confirm the following:

I AM NCIDQ CERTIFIED. ☐ Yes ☐ No

NCIDQ Certification Number: _____ Year Granted: _____

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5 – DECLARATION OF WORK EXPERIENCE

Work experience required for the Experienced Interior Designer Pathway must be completed under the supervision of a licensed interior designer or registered architect. This declaration must be completed by the employer. A declaration of work experience is required from each employer for whom the applicant is declaring they have worked.

To the Registrar of the Alberta Association of Architects:

I declare that _____, of _____, was:
(Name of Applicant) (City / Province)

- a. Employed full time / part time as an interior designer, and
- b. Supervised by a ☐ Licensed Interior Designer OR ☐ Registered Architect.

Name of Licensed / Registered Member: _____

for the period of:

_____ to _____; equal to _____ hours in total.
Date Date Approx # hours

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the [Canada Evidence Act](#).

Date Name (please print) Signature

Firm Name: _____

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6 – CONSENT DECLARATION BY APPLICANT

In consideration of the services to be rendered by The Alberta Association of Architects, 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 the application.

If my application is accepted, I DO SOLEMNLY DECLARE:

THAT, as a member of The Alberta Association of Architects, I will be governed and bound by the *Architects Act*, *General Regulation* and Bylaws 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 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 if made under oath and by virtue of the *Canada Evidence Act*.

I HEREBY MAKE APPLICATION for the assessment of the Experienced Interior Designer Pathway with the Alberta Association of Architects.

Date

Name (please print)

Signature

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7 – FEES

FULL PAYMENT in Canadian funds must accompany this application.

Payments include the following:

Assessment Fee:	\$ 165.00	Registration Fee:	\$ 190.00
GST (5%)	8.25	GST (5%)	9.50
TOTAL	\$ 173.25	TOTAL	\$ 199.50

The Alberta Association of Architects GST Registration Number: 10669 2601

Method of Payment:

<input type="checkbox"/> Cheque / Money Order (Made payable to The Alberta Association of Architects)	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	Name of Cardholder:	
		Card Number:	Expiry:
Cardholder Signature:			

Send application via email or post, to:

Registration1@aaa.ab.ca (if first letter of last name falls within A-L)
Registration2@aaa.ab.ca (if first letter of last name falls within M-Z)

or

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

NOTES:

- The assessment fee will be processed upon receipt of application and is non-refundable. Applications will not be processed without registration fees.
- The registration fee, if paid by cheque or money order, will be credited to the applicant's account until successful completion of an oral review. If paid by credit card, payment will not be processed until successful completion of oral review.
- If emailing this application with credit card information, please note that it is at the applicant's discretion.
- Inquiries may be directed to registration@aaa.ab.ca or 780-432-0224.
- Failure to complete or include all documentation will result in processing delays.