

Application

# Change of Membership

Facilitates registration of Retired Members, Associate Members, Practising to Non-Practising Corporations and cancellation of all membership types.

**FOR OFFICE USE ONLY**

Applicant Name: \_\_\_\_\_ AAA ID#: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Registrar

**Note:** All requests must be approved by the Council. This application does NOT facilitate all changes to membership (i.e. Interns requesting registration, firms requesting to register as a corporation, etc.).

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of **INDIVIDUAL** Requesting Change

\_\_\_\_\_  
AAA #

- AND/OR -

\_\_\_\_\_  
Name of **FIRM/CORPORATION** (Practice) Requesting Change

\_\_\_\_\_  
AAA #

Contact Address: \_\_\_\_\_  
(Street) (City) (Province) (Postal Code)

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

## Change of Individual Status (Complete for cancellation of individual membership only)

Select Current Status:

- Registered Architect
- Licensed Interior Designer
- Retired Member
- Associate Member
- Other: \_\_\_\_\_

Select Requested Status:

- Voluntary Cancellation (select reason for cancellation)
  - Individual/Company has ceased to operate: (outline reason – retirement/death/closing down operations/ merger)  
\_\_\_\_\_
  - Company purchased by/merged with another permit holder: (please state name and permit number of new owner)  
\_\_\_\_\_
  - No AAA registered/licensed member to hold 51% requirement of majority shares
  - Other (please explain): \_\_\_\_\_
- AAA Associate Member (AS) (fee and annual dues payment required)
- Retired Member (RM) (annual dues payment required)

Effective Date of Requested Status: \_\_\_\_\_

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## Change of Practice Status (Complete for cancellation of firm/corporation membership only)

### Select Current Status:

- Practising Corporation
- Non-Practising Corporation
- Firm (Sole Proprietorship or Partnership)

### Select Requested Status:

- Voluntary Cancellation – Reason for Cancellation: \_\_\_\_\_
- Non-Practising Corporation (fee required)

Effective Date of Requested Status: \_\_\_\_\_

## Seal/Stamp Return

All entities who are currently in receipt of a seal/stamp issued by the AAA, must surrender to the Registrar, the professional seal or corporate stamp issued by the Registrar. (*Architects Act*, s.24)

If you are CANCELLING or RETIRING, have you returned your seal/stamp?  Yes  No

## Complaints and Good Standing

### Complaints:

Complaints respecting the conduct of an authorized entity (individual or practice) may be dealt with within one year following the date of cancellation of the registration as if the cancellation had not occurred. (*Architects Act*, s. 31(2)). If there is an open complaint file on a member, Council will not accept a voluntary cancellation request until the file is considered closed.

### Good Standing:

Members **must** be in good standing with the Association at the time of receipt of the cancellation/change request to voluntarily cancel or change membership status with the Association.

## Successorship

Completion date of most recent project(s): \_\_\_\_\_, 20\_\_\_\_ - or -  N/A

List ALL outstanding projects (add supplementary sheets if necessary):  
\_\_\_\_\_

Is successorship in place for all current projects as required by s.43 (1) of the General Regulation?

- Yes - If yes, a letter of successorship must be provided to facilitate change request.
- No - If no, membership changes will not occur until the successorship letter has been received.
- N/A Select only if no current projects exist.

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## Firm/Corporation Ownership (Add supplementary sheets if necessary)

**Note:** All individuals cancelling registration or changing to Retired Member status must simultaneously cancel the registration of their firm/corporation or submit evidence that they are no longer a majority shareholder in the firm/corporation (include cancellation information within this application or submit a Change to Practice Application if amending share percentages).

For individual membership changes, list ALL AAA Firms/Corporations, in which you currently hold ownership/shares and the percentage of shares held:

Name of AAA Firm/Corporation: \_\_\_\_\_ Share Percentage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Firm/Corporation membership changes, list ALL AAA owners/shareholders of the Firm/Corporation and the percentage of shares held:

Name of AAA Firm/Corporation: \_\_\_\_\_ Share Percentage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Acknowledgment (to be completed by individual or principal / owner of practice requesting change)

I, \_\_\_\_\_, hereby confirm that the information contained within this Change of Membership Application, including all appendices, is accurate and complete, and acknowledge any and all responsibilities to be carried henceforth.

I also hereby confirm that I will undertake to notify all clients and contacts, amend all marketing, social media, and email signatures to reflect my current status and that of my associated firm(s) / corporation(s) that I am no longer a Registered Architect / Licensed Interior Designer, and that neither I nor my associated firm(s) / corporation(s), if listed, are permitted to practice architecture.

This acknowledgment is effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_

## Membership Information

### Associate Members

An individual may apply for membership as an Associate Member if the applicant:

- resigns as a registered architect or licensed interior designer by way of Change of Membership Status Application and agrees to take on a category change to Associate Member status;
- immediately returns all stamps/seals to the Association;
- pays all outstanding charges, including administration fees, in full at the time of change to Associate Member status; and
- agrees to pay the annual dues of associate membership as determined by the Association.

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An Associate Member is entitled:

- to attend annual general meetings, unless the meeting votes to exclude those persons who are not registered architects or licensed interior designers, but is not entitled to vote;
- to receive newsletters published by the Association;
- to receive such information as the Council may direct from time to time; and
- to use the words "Associate Member, AAA" after his/her name to indicate that the person is an associate member of the Association.

An Associate Member is not entitled:

- to call himself/herself an Architect/Licensed Interior Designer in the Province of Alberta nor is he/she eligible to practice the restricted scope of architecture or interior design.

**Note:** Associate status will expire after five (5) years of absence as a Registered Architect or Licensed Interior Designer (*see #4 on page 5*). Individuals are expected to keep current in their professional field during their time as an Associate Member.

## **Retired Members**

An individual wishing to retire may apply for membership in the Association as a Retired Member if the applicant:

- resigns as a registered architect or licensed interior designer and agrees to take on a category change to Retired Member status;
- immediately returns all stamps/seals to the Association;
- pays all outstanding charges, including administration fees, in full at the time of change to Retired Member status; and
- agrees to pay the annual dues of retired membership as determined by the Association.

On payment of the appropriate fee, the Council may approve the entry in the records of the Association of an individual referred to in subsection (1) in the category of Retired Member.

A Retired Member is entitled:

- to attend annual general meetings and special general meetings, unless the meeting votes to exclude those persons who are not registered architects or licensed interior designers, but is not entitled to vote;
- to receive the newsletter published by the Association;
- to receive such information as the Council may direct from time to time; and
- to use the words "Architect (Retired)" or "Licensed Interior Designer (Retired)" after the individual's name to indicate Retired Member status.

A Retired Member shall pay such annual dues as are specified by the Council.

## **Voluntary Cancellation of Registration**

For an individual to Voluntarily Cancel membership with the Association:

- the request for cancellation of a registration must be approved by the Council;
- the authorized entity requesting the cancellation shall, on being notified of the approval, surrender to the Registrar the seal or stamp issued by the Registrar and, when requested by the Registrar, the certificate of registration, annual certificate, licence, permit or certificate of authorization, as the case may be.

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## Reinstatement Process

1. A member who resigned voluntarily, or who adopted Associate Member status, may apply for reinstatement by making application and providing payment of the following:
  - any outstanding fees, dues, costs or levies;
  - the administration fee applicable to the reinstatement;
  - registration fees and annual dues for the current year.
2. An applicant who applies for reinstatement within three (3) years of the date of resignation or adoption of Associate status:
  - a. will be required to complete professional development requirements for the year of reinstatement at the existing standard of the home jurisdiction **plus an additional 50%** of the Alberta required structured learning hours;
  - b. and may be required to provide such further documentation or engage in any of the following activities as determined necessary to establish to the satisfaction of the Council that the member has attained a level of competence required of the profession in Alberta such as:
  - c. provide an updated CV;
    - i. provide letters of reference;
    - ii. complete specific courses;
    - iii. provide evidence of continuing competence activities in other jurisdictions;
    - iv. write additional examinations as prescribed by the Council;
    - v. attend at an interview with the Registration Committee.
3. An applicant who applies for reinstatement between three (3) and five (5) years of the date of resignation or adoption of Associate status:
  - a. will be required to complete professional development requirements for the year of reinstatement at the existing standard of the home jurisdiction **plus an additional 100%** of the Alberta required structured learning hours;
  - b. and may be required to provide such further documentation or engage in any of the following activities as determined necessary to establish to the satisfaction of the Council that the member has attained a level of competence required of the profession in Alberta such as:
    - i. provide an updated CV;
    - ii. provide letters of reference;
    - iii. complete specific courses;
    - iv. provide evidence of continuing competence activities in other jurisdictions;
    - v. write additional examinations as prescribed by the Council;
    - vi. attend at an interview with the Registration Committee.
4. Associate status will expire after five (5) years of absence as a Registered Architect or Licensed Interior Designer. An applicant who applies for reinstatement **more than five (5) years** from the date of resignation or adoption of Associate status will be assessed on an individual basis and will be required to meet current registration requirements including completion of all or a portion of two years of practical training, successful completion of all prescribed examinations and a Registration Committee interview.

**Note:** An applicant must, concurrently with the reinstatement application, make application for registration of a Practice Arrangement acceptable to the Association.

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## Fees and Dues

Please select ONE of the following options and include payment as required:

Cancellation of Membership – No Fee Required

Retired Member - No Fee Required\*

No Registration Fee

Annual Dues for the following year \$55.00\*

GST (5%) 2.75

**TOTAL \$57.75 CDN**

**Note:** \*Payment of annual dues is not required if current dues have been paid for current year – the new annual dues amount will be required in the following year.

Associate Member

Registration Fee \$150.00

GST (5%) 7.50

**TOTAL \$157.50 CDN**

Annual Dues for the following year \$255.00 + GST\*

Non-Practising Corporation (NPC):

Registration Fee \$150.00

GST (5%) 7.50

**TOTAL \$157.50 CDN**

Annual Dues for the following year \$190.00\*

GST (5%) 9.50

**TOTAL \$199.50 CDN**

Method of Payment:  Cheque  VISA  MasterCard

For Visa or MasterCard, please provide the following details:

If paying by cheque, please make payable to:

Name of Cardholder: \_\_\_\_\_

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

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

*The Alberta Association of Architects GST Registration Number: 10669 2601*

### NOTE:

- The NPC registration fee is applicable for NPC's transferring from Practising status only. NPC registration fees differ for Corporations registering as a NPC at their initial time of registration with the AAA.
- Annual dues are payable on or before December 15 of each year for the following calendar year.
- Registration Fees & Annual Dues for Membership are NOT pro-rated and are non-refundable.

## APPLICATION SUBMISSION & INQUIRIES

**Submit your application via post to the AAA office or via email:**

[Registration1@aaa.ab.ca](mailto:Registration1@aaa.ab.ca) (if first letter of your last name falls within A-L)

[Registration2@aaa.ab.ca](mailto:Registration2@aaa.ab.ca) (if first letter of your last name falls within M-Z)

**Inquiries may also be directed to the appropriate email address above or by phone 780.432.0224.**