

The *Firm License to Practice Application* (the 'Application') facilitates the registration of new architectural and licensed interior design sole proprietorships and partnerships with The Alberta Association of Architects ('AAA').

Legal Name of Practice*

Date

*The firm name **must FIRST** be approved by Council (*Architects Act*, s. 25(1)) and **must not** be self-laudatory or misleading to the public. The name **must include** the applicable derivative of the word "Architecture" or "Licensed Interior Design". Plural use of the name may only occur if the firm consists of two or more shareholders who are Registered Architects or Licensed Interior Designers. (General Regulation, ss. 27, 28).

1 - FIRM INFORMATION:

1.1 Practise of the Firm: ☐ Architecture ☐ Licensed Interior Design ☐ Both

1.2 Firm Type: ☐ Sole Proprietorship ☐ Partnership

1.3 Will this location be the Head Office in Alberta? ☐ Yes ☐ No

If no, state the location of the Head Office in Alberta: _____

NOTE: All firms with more than one office registered in Alberta must select a location to be designated as the Head Office.

1.4 If YES to 1.3, is the Firm registering an additional location in Alberta (Branch Office)? ☐ Yes ☐ No

If yes, state the current Alberta jurisdiction(s) of registration: _____

NOTE: Firms with more than one physical location in Alberta must register each location (in accordance with the Branch Office Policy of September 2013).

2 - APPROVAL PROCESS:

2.1 Upon the Registrar's approval of the **Firm application, letterhead and business card**, the proposed entity will be brought forward to the Council for granting of "Firm Approval" at the next Council Meeting (scheduled once per month excluding summer months).

2.2 Upon Council approval, the Firm name will be entered into the Register of Firms.

2.3 The Registrar will issue a "final package" to the Firm, which includes the following:

- Licence to Engage in the Practise of Architecture/Licensed Interior Design as an Architectural/Licensed Interior Design Firm
- Final registration documents (Firm Approval Letter, Invoice, Bulletins, etc.)

3 - APPLICATION CHECKLIST:

- ☐ Sample Letterhead and Business Card
- ☐ Payment in Full
- ☐ Professional Liability Insurance Declaration or Certificate

NOTE: 1. Please send **ONLY** the requested documents
2. This application must be of **CURRENT** year (see bottom right footer below)

FOR OFFICE USE ONLY

Application Approved: ☐ Yes ☐ No

Registrar: _____
Signature

AAA ID#: _____

Date of Approval: _____

4 - IDENTIFICATION:

Firm Address: _____
(Street) (City) (Province) (Postal Code)

Tel: _____ **Email:** _____

Contact Person: _____ **Position:** _____

Tel: _____ **Email:** _____

NOTE: All Firms must inform the Registrar in writing of any changes to contact information immediately.

5 - RE-REGISTRATION/REINSTATEMENT:

5.1 Has the Firm been previously registered with the AAA? ☐ Yes ☐ No If yes, ID#: _____

If yes, provide all amendments to the firm since the previous registration (share information, name, etc.).

5.2 Reason for Membership Cancellation: _____

5.3 Reason for Requesting Re-Registration/Reinstatement: _____

6 - LETTERHEAD AND BUSINESS CARD:

6.1 All proposed Firms MUST submit for approval prior to use and to facilitate approval of the application:

- **ONE copy of the proposed letterhead,**
- **ONE copy of the proposed business card.**

6.2 The letterhead and business card MUST include the Firm name with ALL principal architects and licensed interior designers identified as:

“Jane Doe, Architect, AAA” or “John Doe, Licensed Interior Designer, AAA”.

- All additional designations must follow AFTER ‘AAA’.
- All principals must be included on the letterhead. All additional individuals appearing on the letterhead must list their role within the Firm after their name.

6.3 Future amendments to letterhead/business cards must be submitted for approval prior to use.

7 – OWNERSHIP REQUIREMENTS:

7.1 Architect Firms:

Majority (a minimum of 51%) ownership of Firms must be vested in:

- A. One or more Alberta registered architects, or
- B. One or more architect-held firms, or
- C. A combination of registered architects and architect-held firms, or
- D. Not less than 50% ownership of the above if any remaining voting shares are vested in either licensed interior designers or professional engineers, or both. (NOTE: if engineers will be beneficial shareholders, an application for a Joint Firm must be complete in lieu of the Firm Licence to Practise Application).

(General Regulations, Section 12)

7.2 Interior Design Firms:

Majority (a minimum of 51%) ownership of firms must be vested in:

- A. One or more licensed interior designers, or
- B. One or more licensed interior designer-held firms, or
- C. A combination of licensed interior designers and licensed interior designer-held firms, or
- E. Not less than 50% ownership of the above if any remaining voting shares are vested in registered architects.

(General Regulations, Section 13)

7.3 Non-member shareholders must be of good character and satisfactory to the Council. (No additional information is required at the time of application submission).

8 – PRINCIPAL'S CERTIFICATE: *(Add supplemental sheets as required)*

PRINCIPAL'S CERTIFICATE:

Confirming the Practice's Principals/Shareholders/Partners and
Conditions of Practice (*Architects Act*, s. 25 and the General Regulation, ss. 11(2) (b) and 29.

I, _____, as a Principal/Owner of _____
_____ (the "Firm") hereby confirm on behalf of the Firm that following:

- a) The owner(s) of the Firm are:

	Name	Position	AAA#	% of Ownership
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

- b) The majority interest in the Firm is held by Registered Architects and/or Licensed Interior Designers (minimum 51%);
- c) The Firm will engage in the practise of Architecture/Licensed Interior Design under the direct personal supervision, direction and control of the following Registered Architects/Licensed Interior Designers:

_____	_____
_____	_____
_____	_____
_____	_____

- d) The Registrar will be advised in writing of any change to the ownership of the Firm forthwith after the change occurs.
- e) The Firm will engage in the practise of Architecture/Licensed Interior Design only in its Firm name pursuant to the General Regulation and not otherwise.
- f) The Firm will not make changes to its letterhead or business card until the change has been approved by the Council.

Dated this _____ day of _____, 20____ Signature of Principal _____

9 – DECLARATIONS *(to be completed by an AAA Principal)*

9.1 CONSENT TO DISCLOSURE – 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 the Firm’s registration with the AAA. This includes, but is not limited to, particulars of the Firm’s registration status, member dues/fees, 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.

Name of Principal (Please Print)

Signature

9.2 EMAIL CONSENT DECLARATION

☐ I provide my express consent to receive emails from the AAA containing non-regulatory information which may include membership educational resources; event, member and stakeholder engagement; downloadable resources; e-blasts; and e-bulletins.

9.3 APPOINTMENT OF ADDITIONAL ADMINISTRATOR *Optional

In order to facilitate timely and efficient administration of the Firm’s membership activity:

I, hereby appoint _____ (Email): _____, to act as an additional administrator of the Firm’s membership with the AAA until instructed otherwise by written request.

I authorize the AAA to provide the above named individual with information pertaining to the Firm’s registration and annual dues payables/receivables and to act on instruction from this individual as it pertains to the Firm’s membership.

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.

Name of Principal (Please Print)

Signature

9.4 CONTENT CERTIFICATION

I certify that the information contained within this application, including all appendices, are accurate and complete and acknowledge any and all responsibilities to be carried henceforth, effective this ____ day of _____, 20_____.

Name of Principal (Please Print)

Signature

Legal Name of Practice

PLI Requirements as outlined in the Alberta Association of Architects (AAA) Bylaws Part 16:

- All active practice arrangements (architectural firms, interior design firms, or joint architecture and engineering firms) must have professional liability insurance.
- Insurance coverage should be not less than \$250,000 per claim, with aggregate coverage of no less than \$500,000. The coverage must be provided by an insurer able to legally provide such coverage in the province of Alberta.
- Notify the AAA if your insurance coverage is cancelled, terminated, or expires.
- Must be reported within a month of the reasons listed above to prevent penalties and possible practice arrangement cancellations.

To ensure compliance with Professional Liability Insurance (PLI) requirements for practice arrangement, please follow these steps:

Compliance:

1. **Annual Requirement:** Maintain PLI with a valid certificate of insurance in the current calendar year.
2. **Declaration:** Complete the form confirming compliance with PLI requirements.
3. **Annual Audit:** The AAA conducts random annual audits. If contacted, provide proof of current PLI with a certificate of insurance showing aggregate coverage and an active expiry date for the current year.
 - Example: In a 2024 audit, ensure your insurance certificate is active until December 31, 2024, showing the claim and aggregate coverage listed above.
4. **Consequences:** Failure to comply may result in penalties, including a 50% dues payment penalty and potential cancellation of your practice arrangement. Cancellation of your practice arrangement will impede your ability to practice architecture in Alberta.

Declaration:

I declare that this practice arrangement has valid professional liability insurance in accordance with the requirements of the Alberta Association of Architects, as stated above.

Signature

Name

Date

Form Submission & Inquiries

Submit this form along with appropriate application(s) via email to:

Registration1@aaa.ab.ca (if first letter of firm name falls within A-L)

Registration2@aaa.ab.ca (if first letter of firm name falls within M-Z)

Note: for firm names starting with a number, use the first letter of the first number spelled out (for example, if your firm name is 123 Architecture, your application would be sent to the Registration2 email).

Inquiries may also be directed to the appropriate email address above or by phone at 780-432-0224.

10 – FEES & DUES:

The Fees and Dues Schedule, including payment methods, can be found on the [AAA website](#).

NOTE: Full payment of annual dues are payable at the time of registration. Annual dues are payable on or before December 15 each year for the following calendar year.

Please direct your application via email to:

Registration1@aaa.ab.ca (for last names beginning with A-L)

Registration2@aaa.ab.ca (for last names beginning with M-Z)

Inquiries should be directed to the appropriate email above or to 780.432.0224.

Postal applications can be sent to the address listed on our [Contacts](#) page.