

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

- 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:

- One or more Alberta registered architects, or
- One or more architect-held firms, or
- A combination of registered architects and architect-held firms, or
- 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:

- One or more licensed interior designers, or
- One or more licensed interior designer-held firms, or
- A combination of licensed interior designers and licensed interior designer-held firms, or
- 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:

	<b>Name</b>	<b>Position</b>	<b>AAA#</b>	<b>% of Ownership</b>
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

**10 – FEES & DUES:**

**FULL PAYMENT** in Canadian funds must accompany this application and include **ONE** of the following:

**FIRM LICENCE**

Registration Fee	\$280.00
Annual Dues	<u>425.00</u>
Subtotal	\$705.00
GST (5%)	<u>35.25</u>
<b>TOTAL</b>	<b>\$740.25</b>

**FIRM LICENCE – ALBERTA BRANCH OFFICE**

Note: For corporations with a SECOND office in Alberta (the first location of registration in Alberta is the Head Office)

Registration Fee	\$280.00
Annual Dues	<u>255.00</u>
Subtotal	\$535.00
GST (5%)	<u>26.75</u>
<b>TOTAL</b>	<b>\$561.75</b>

Method of Payment:  VISA     MasterCard     Cheque

For Visa or MasterCard, please provide the following details:

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

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

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

If paying by cheque, please make payable to: **The Alberta Association of Architects  
10515 Saskatchewan Drive NW  
Edmonton, AB T6E 4S1**

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

- NOTE:**
- The Registration fee is Non-refundable.
  - Registration fees and Annual dues for Firm Membership are NOT pro-rated.
  - Annual dues are payable upon application and on or before December 15 of each year for the following calendar year.

**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 firm name falls within A-L)

[Registration2@aaa.ab.ca](mailto: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 780.432.0224.**