



**The Alberta  
Association of  
Architects**

Architects and Licensed Interior Designers

Application for Registration

# Canadian Reciprocity

For architects licensed/registered in Provinces/Territories signatory to the Canadian Architectural Reciprocity Agreement between the Canadian Architectural Licensing Authorities (CALA) which took effect January 1, 2010.

## FOR OFFICE USE ONLY

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Registration Committee Chair

## Index

	Page
Application Checklist .....	1
General Information.....	2
<u>Application for Registration:</u>	
Identification .....	3
Required Supplementary Documents .....	3
Practice Arrangement .....	4
Education History .....	4
Licence History .....	4
Identification Photograph .....	6
Consent to Disclosure Declaration - Professional Regulatory Bodies .....	6
Appointment of Additional Administrator .....	6
Consent Declaration.....	7
Fees and Dues .....	8
Application Submission and Inquiries .....	8

## Application Checklist

- ☐ Copy of a Government issued photo identification;
- ☐ Confirmation of Registration from home jurisdiction/principal place of practise in Canada is attached (or has been requested from home jurisdiction to be sent to the AAA);
- ☐ Copy of current licence from home jurisdiction/principal place of practise in Canada is attached;
- ☐ Copy of current Resume/CV;
- ☐ Practice Arrangement information complete - (If applicable attach an Application for Firm or Corporation);
- ☐ Identification Photograph attached, and Consent Declaration signed and notarized;
- ☐ Registration fee and annual dues payment provided

## 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 compulsory professional development program requiring completion of two mandatory courses and a predetermined number of learning hours. Detailed program information can be found on the AAA website ([www.aaa.ab.ca](http://www.aaa.ab.ca)) under Professional Resources > Professional Development.
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.

# Canadian Reciprocity Application

## 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

☐ Confirmation of Registration from the home jurisdiction has been requested. *(Note – This confirmation is forwarded directly to The Alberta Association of Architects by the home jurisdiction upon the member's request.)*

☐ Attach a current copy of your architect licence from home jurisdiction/principal place of practice

☐ Attach a current copy of your Resume/CV

# Canadian Reciprocity Application

## 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

# Canadian Reciprocity Application

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.**

# Canadian Reciprocity Application

## 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

# Canadian Reciprocity Application

## 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 Canadian Architectural Reciprocity Agreement between the Canadian Architectural Licensing Authorities (CALA) which took effect January 1, 2010);

THAT I have satisfied the requirements of the Canadian Architectural Reciprocity 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 practise 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 of \_\_\_\_\_

on \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.  
day month year

*Affix Seal Here*

\_\_\_\_\_  
(Notary / Commissioner Signature)



## Fees and 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](mailto:Registration1@aaa.ab.ca) (for last names beginning with A-L)

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