

Committee Name:	Registration Committee	Type:	Regulatory Standing Committee
Chairperson:	Appointed by Council	Vice-Chair:	Appointed by Council
Responsible to:	Council	AAA Administration Support:	Director of Regulatory Affairs.
Authority and Purpose:	Refer to Appendix.		
Composition:	<p>The Registration Chair and Vice Chair are appointed by Council. The Committee Members are appointed by the Registration Chair. It is recommended that at least ten (10) committee members be appointed with a minimum of two (2) Licensed Interior Designers.</p> <p>The Reinstatement Committee is a sub-committee of the Registration Committee. The Vice-Chair is the Chair of this sub-committee.</p>		
Term of Office:	Committee members may serve up to three (3) consecutive two (2) year terms. All members may be reappointed for additional terms if required.		
Operating Guidelines or Criteria	<ul style="list-style-type: none"> • Members are required to meet on a regular basis, at the call of the Chair. • The Committee may create ad-hoc, sub-committees / task forces from time to time. • Quorum for meetings will be a simple majority with at least one (1) Licensed Interior Designer. 		

SPECIFIC AREAS OF RESPONSIBILITY

Mandate: The Registration Committee is governed by the *Architects Act* – Part 4 – Registration Committee and Council Reviews-Sections 12 (1) to 16.3 (1); the *Architects Act General Regulation* Part 1-Registration – Sections 2 -9 and AAA Bylaws Part 5-Committees and Part 14-Forms and Log Books.

The Registration Committee will provide advice, education and instruction to the AAA as they move forward with their mandate.

Deliverables:

- In accordance with the Act and General Regulation, the Registration Committee must consider and decide on an application for registration as an Architect or Licensed Interior Designer.
- Certify that standards are met and are applied equitably and fairly to all candidates seeking registration and the authority to practice (including the review and approval of logbooks).
- Conduct interviews of intern members for registration as registered members of the AAA.
- Adhere to the National Intern Architect Program (IAP) or Alberta IID Program.
- Provide oversight in the development and implementation of Registration related policies approved by Council and implemented by administration.

Meetings, Timeframes, and Deadlines: Meetings can be “virtual,” on the phone, or in person.

Proposed Approval / Review Date: Annual Review – June

APPENDIX A

The Architects Act —Revised Statutes of Alberta 2000 Chapter A-44 Current as of April 30, 2015

PART 4 – REGISTRATION OF MEMBERS - REGISTRATION COMMITTEE AND COUNCIL REVIEWS

Registration Committee

- 12 (1) The Council shall, by bylaw, establish a Registration Committee consisting of those registered architects and licensed interior designers appointed by the Council as members of the Registration Committee.
- (2) The Registration Committee shall, in accordance with this Part, the regulations and the bylaws, consider applications for the registration of applicants as registered architects or licensed interior designers, and may approve or refuse to approve the registration or defer the approval of registration until it is satisfied that the applicant has obtained further experience as required by the Registration Committee.
- (3) On approving, refusing or deferring the registration of a registered architect or licensed interior designer under this Part, the Registration Committee shall cause a written notice of the approval, refusal or deferral to be sent to the applicant, and in the case of an approval shall cause a notice of the approval to be published to registered architects or licensed interior designers in the manner prescribed in the bylaws.
- (4) A registered architect or licensed interior designer may, within 15 days after publication of a notice of approval under subsection (3), request the Council to review the application and approval by serving on the Registrar a written request for review by the Council setting out the reasons why, in the architect's or interior designer's opinion, the registration of the applicant concerned should be reviewed.
- (5) A request for review under subsection (4) acts as a stay of the approval of registration by the Registration Committee.
- (6) An applicant whose application for registration in accordance with this Part has been refused may, within 30 days after receiving a notice of refusal and the reasons for the refusal, request the Council to review the refusal by serving on the Registrar a written request for review by the Council setting out the reasons why, in the applicant's opinion, the applicant's registration as a registered architect or licensed interior designer should be approved.

Review by Council

- 13 (1) The Council shall, after receipt of a request for review under section 12(4) or (6), review the request so received.
- (2) A person who requests a review pursuant to section 12(4) and the applicant for registration or, on a request under section 12(6), the applicant alone
- (a) shall be notified in writing by the Council of the date, place and time that it will consider the matter requested to be reviewed, and
- (b) is entitled to appear with counsel and make representations to the Council when it considers the matter under review.
- (3) A member of the Registration Committee who is also a member of the Council may participate at a review by the Council under this section but shall not vote in a decision of the Council at a review under this section.

Registered Architects, Visiting Project Architects and Architects Corporations

Registration as registered architect

- 14 (1) The Registration Committee or, on review, the Council shall approve for registration as a registered architect an individual who has applied under this Act and is eligible in accordance with this Act and the regulations to be registered as a registered architect.
- (2) An individual becomes entitled to be registered as a registered architect when the Registration Committee or the Council, as the case may be, approves the individual's registration.

Registration as visiting project architect

- 15 (1) The Council may approve the registration of an individual who has applied under this Part and is eligible in accordance with this Act and the regulations to be registered as a visiting project architect for the purpose of a project approved by the Council.
- (2) The Council may, for the purposes of this section, approve:
- (a) a project described in an application for registration under this section, and
 - (b) subject to the regulations, the proposed relationship between the applicant for registration as a visiting project architect and a registered architect who will collaborate on the project approved under clause (a).
- (3) An individual becomes entitled to be registered as a visiting project architect when the Council approves the individual's registration.

Registration of architect's corporation

- 16 (1) The Council may approve the registration of a corporation registered, incorporated or continued under the *Business Corporations Act* that has applied under this Part and is eligible in accordance with this Act and the regulations to be registered as an architect's corporation.
- (2) A corporation becomes entitled to be registered as an architect's corporation when the Council approves its registration.

Licensed Interior Designers, Visiting Project Interior Designers and Interior Design Corporations

Registration as licensed interior designer

- 16.1 (1) The Registration Committee or, on review, the Council shall approve for registration as a licensed interior designer an individual who has applied under this Act and is eligible in accordance with this Act and the regulations to be registered as a licensed interior designer.
- (2) An individual becomes entitled to be registered as a licensed interior designer when the Registration Committee or the Council, as the case may be, approves the individual's registration.

Registration as visiting project interior designer

- 16.2 (1) The Council may approve the registration of an individual who has applied under this Part and is eligible in accordance with this Act and the regulations to be registered as a visiting project interior designer for the purpose of an interior design project approved by the Council.
- (2) The Council may, for the purposes of this section, approve:
- (a) an interior design project described in an application for registration under this section, and
 - (b) subject to the regulations, the proposed relationship between the applicant for registration as a visiting project interior designer and a licensed interior designer who will collaborate on the interior design project approved under clause (a).
- (3) An individual becomes entitled to be registered as a visiting project interior designer when the Council approves the individual's registration.

Registration of interior design corporation

- 16.3 (1) The Council may approve the registration of a corporation registered, incorporated or continued under the *Business Corporations Act* that has applied under this Part and is eligible in accordance with this Act and the regulations to be registered as an interior design corporation.
- (2) A corporation becomes entitled to be registered as an interior design corporation when the Council approves its registration.

ARCHITECTS ACT GENERAL REGULATION Alberta Regulation 200/2009

With amendments up to and including Alberta Regulation 147/2018 Current as of July 10, 2018

PART 1 – REGISTRATION

Registration form

2 An application for registration under the Act must be made on a form approved by the Council.

Registration Committee – Chair, Vice-Chair

3 The Council must designate a member of the Registration Committee as chair and may designate one or more members as vice-chairs.

Quorum

- 4 (1) Subject to subsection (2), a quorum of the Registration Committee is 2 of its members.
(2) When the Registration Committee is considering an application for registration as a licensed interior designer, a quorum is 2 members of the Registration Committee, one of whom must be a licensed interior designer.

Power and duties

- 5 (1) In accordance with the Act and this Regulation, the Registration Committee must consider and decide on an application for registration as a registered architect or licensed interior designer.
(2) The Registration Committee must perform any other functions assigned to it by the Council.

Registered Architects and Licensed Interior Designers

Eligibility for registration as registered architect

- 6 (1) An applicant for registration as a registered architect who meets the requirements of subsection (2) is eligible for registration as a registered architect if the applicant provides proof satisfactory to the Registration Committee that the applicant:
(a) is of good character, and
(b) is at least 18 years old.
(2) An applicant meets the academic and training requirements necessary for registration as a registered architect if:
(a) the applicant:
(i) has a university degree acceptable to the Council or has completed a substantially equivalent post-secondary program acceptable to the Council,
(ii) has completed at least 2 years of practical training in the practice of architecture acceptable to the Registration Committee, and
(iii) has completed the examinations approved by the Council, or
(b) the applicant is registered as an architect in a jurisdiction recognized by the Council.

Eligibility for registration as licensed interior designer

- 7 (1) An applicant for registration as a licensed interior designer who meets the requirements of subsection (2) is eligible for registration as a licensed interior designer if the applicant provides proof satisfactory to the Registration Committee that the applicant:
(a) is of good character, and
(b) is at least 18 years old.

- (2) An applicant meets the academic and training requirements necessary for registration as a licensed interior designer if:
- (a) the applicant:
 - (i) has a degree in interior design acceptable to the Council or has completed a substantially equivalent post-secondary program acceptable to the Council,
 - (ii) has completed at least 2 years of practical training in the practice of interior design acceptable to the Registration Committee, and
 - (iii) has completed the examinations approved by the Council, or
 - (b) the applicant is registered as a licensed interior designer or the equivalent, as recognized by the Council, in a jurisdiction recognized by the Council.

Training credit

- 8 An applicant for registration as a registered architect or licensed interior designer who, before graduation or completion of education satisfactory to the Council, had practical training in some or all of the practical experience requirements of the Intern Architect Program or the Intern Licensed Interior Designer Program, or a substantially equivalent program recognized by the Registration Committee, may apply to the Registration Committee for all or part of that training to be considered as a credit toward all or part of the period of practical training required under section 6 (2)(a)(ii) or 7 (2)(a)(ii).

Exemption

- 9 The Registration Committee may, where it is of the opinion that an applicant's qualifications, knowledge and experience so merit, grant an exemption from all or part of the registration requirements set out in:
- (a) section 6 (2) to an applicant for registration as a registered architect, or
 - (b) section 7 (2) to an applicant for registration as a licensed interior designer.

ARCHITECTS ACT 2000

Amendments approved by Members May 9, 2017

Further amendments approved by Members April 20, 2020

PART 5 – COMMITTEES

Standing Committees

- 5.1 (1) The standing committees of the Association are the Registration Committee, the Practice review board, the Complaint Review Committee, and the Joint Board. Except as otherwise specifically provided in this Part, nothing in this Part applies to the standing committees.
- (2) In accordance with section 12 of the Act, the Registration Committee is hereby established;
 - (3) For the purpose of section 12(3) of the Act, notice by the Registration Committee of its approval of the registration of an individual as a registered architect or licensed interior designer shall be made available to the membership through such printed or electronic communication as determined by the Council.

PART 14 – FORMS AND LOGBOOKS

Forms

- 14 (1) The Council shall prescribe the forms for use under the Act, General Regulation and bylaws.

Required Form for Reviewers

- 14 (2) A report to be prepared by a reviewer at the direction of the Practice Review Board pursuant to section 60(1) of the General Regulation shall at a minimum contain the following information:
- (a) name of the authorized entity;
 - (b) date of review and source of request for review;
 - (c) areas of practice reviewed; and
 - (d) findings relating to practice.

Logbooks

- 14.3 (1) For the purpose of determining whether an applicant has completed all or any part of the practical training, the Council may authorize the preparation of log books containing such information as will enable the Registration Committee to determine at least the following matters:
- (a) the name of the individual concerned;
 - (b) the name of the individual who supervised the practical training, and
 - (c) the length and sufficiency of the practical training in each of the required subject areas.
- (2) In those cases where a logbook is impractical or impossible to complete the Registration Committee may specify another method to determine whether the practical training has been satisfactorily completed.
- (3) The Registration Committee or the Practice Review Board may from time to time request an intern architect or intern interior designer to send the individual's logbook to the Registration Committee or the Practice Review Board for review.
- (4) If the Registration Committee or the Practice Review Board is not satisfied that an intern architect or intern interior designer is gaining appropriate practical training and experience it may:
- (a) notify the intern architect or intern interior designer and the intern architect's or intern interior designer's employer or either of them accordingly;
 - (b) issue a warning that the practical training is insufficient or inadequate in whole or in part and provide guidance for future practical training; and
 - (c) endorse the logbook with such comments as it considers appropriate.
- (5) If an intern architect or intern interior designer:
- (a) fails to comply with the guidance provided by the Registration Committee or Practice Review Board, or
 - (b) within five (5) years of the registration of the person as an intern architect or intern interior designer or such longer period as may be permitted by the Council, the intern architect or intern interior designer fails to qualify for registration as a registered architect or licensed interior designer the Practice Review Board or the Registration Committee may recommend to the Council that the individual's membership as an intern architect or intern interior designer be terminated and the Council may make its decision accordingly.