

Legal name of practice arrangement as registered with the Alberta Association of Architects (AAA):

Professional Liability Insurance (PLI) Requirements

As outlined in the AAA Bylaws Part 16:

- > All active practice arrangements (architectural, interior design, or joint architecture and engineering sole proprietorships, partnerships or corporations) 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.

Compliance

To ensure compliance with PLI requirements for practice arrangements, please follow these steps:

- > **Annual Requirement** Maintain PLI with a valid certificate of insurance in the current calendar year.
- > **Declaration** Complete the form confirming compliance with PLI requirements.
- > **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 2025 audit, ensure your insurance certificate is active until December 31, 2025, showing the claim and aggregate coverage listed above.
- > **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.

Name of Principal

Signature of Principal

Date

Form Submission & Inquiries

Forms, with appropriate applications, can be submitted via email. Inquiries may be directed to 780-432-0224 or to the emails below.

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)

* For practice arrangement names starting with a number, please use the first letter of the first number spelled out:
i.e.: 456 Architecture [four...] → Registration1@aaa.ab.ca / 123 Architecture [one...] → Registration2@aaa.ab.ca