



**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 Regulatory Organizations of Architecture in Canadian (ROAC)

FOR OFFICE USE ONLY

Applicant Name: _____ AAA ID#: _____

Approved by: _____ Date: _____
Registration Committee Chair

Approved by: _____ Date: _____
Registrar

Canadian Reciprocity Application

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Application Checklist

- Copy of a Canadian government-issued photo identification;
- Confirmation of Registration from the home jurisdiction has been requested.
NOTE: This confirmation is forwarded directly to the AAA by the home jurisdiction upon the applicant's request. Applications will not be processed until the confirmation is received directly from the home jurisdiction.
- Copy of current resume/CV;
- Practice arrangement information complete - Practice arrangement information complete - (If applicable attach the [Application for Sole Proprietorship, Partnership or Corporation](#))
NOTE: You are not permitted to practice until your practice arrangement is approved by Council;
- Identification Photograph attached,
- Consent Declaration signed.

Canadian Reciprocity Application

General Information

1. **Processing** takes **20-25 business days** from the date of receipt of a current and complete application and confirmation of registration from home jurisdiction.
2. **Applications** should be typed or printed.
3. **Restrictions on Title** – only Registered Architects with the Alberta Association of Architects (AAA) may use the words “Architect”, or “Registered Architect” after their name or use any derivative of the word “architect” such as “architecture” or “architectural” 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 billed the appropriate fees for the following year.
5. **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 practice registered with the AAA or must apply to the AAA for a Sole Proprietorship, Partnership or Corporate Permit to Practice (‘practice arrangement’) **prior** to providing architectural services in Alberta. An application for the practice arrangement should be submitted together with the Application for Registration.
6. **Seals** are automatically ordered by the AAA at the time of registration, however, will **not** be issued until a practice arrangement is in place. The fee for seal is included in the registration fee.
7. **Certificate** – A certificate of registration will be issued to the architect with their registration package. The certificate shall be prominently displayed in their place of business.
8. **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) under Professional Resources > Professional Development.
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 practice arrangement with the AAA.
10. **Principal Place of Practice** – The address declared by the architect to be the address at which the architect is predominately offering architectural services for Alberta. The architect may only identify one principal place of practice.
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 registered AAA practice arrangement.
13. **Fees** – There are registration fees and annual dues fees for each registration/licence. Registration Fees are non-refundable. All applicable fees will be sent upon registration and payable immediately upon request. Annual dues are payable on or before December 15 of each year for the following calendar year. Late fees will occur to outstanding accounts until all fees have been paid in full. Cancellation of registration will occur if all fees are not paid by the required date.

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Identification

1. Have you been previously registered/Are you currently registered with the AAA? Yes No
If yes, ID#: _____

2. Name: _____
Surname First Middle

3. Date of Birth: _____ 4. Salutation: Miss Ms. Mrs. Mr. Other _____

5. Residence Address: _____
Street

Preferred

For mailing purposes

_____ City State/Province Zip/Postal Code

_____ Phone Email

6. Place of Business: _____
(the AAA registered entity) Firm Name

Preferred

_____ Street

_____ City State/Province Zip/Postal Code

_____ Phone Email

NOTE: Place of Business is the registered AAA entity or the entity you wish to register in Alberta. The AAA must also be contacted immediately if there are any changes to contact information.

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Practice Arrangement (i.e. Employer or Company)

1. Joining:

- An existing AAA registered/licensed practice arrangement
- A government department/institution
- Other – please specify _____

Firm/Institution Name

2. Applying for a:

- Sole proprietorship or partnership
- Corporation

Practice Arrangement Name

Please indicate:

- Application enclosed
- Application to follow

NOTE: Your professional seal will **not** be issued, and you will not be permitted to practice until a practice arrangement is in place and approved by Council. Please visit www.aaa.ab.ca for applications.

Education History

1. Provide particulars of architectural education:

School of Architecture	Degree/Diploma Name	Date Received

Licence History (use supplementary sheets if necessary)

1. Jurisdiction in which **first** licence was issued:

Jurisdiction	Licence Number	Date Issued

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2. List all other jurisdictions in which you **currently** hold a licence:

Jurisdiction	Licence Number	Date Licence Issued

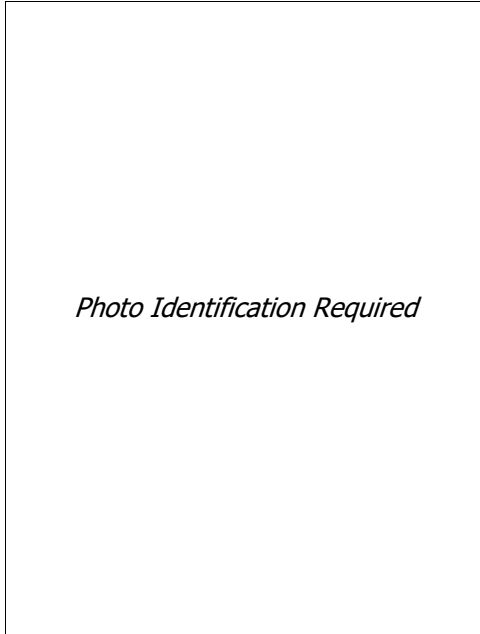
3. List all other jurisdictions in which you **previously** held a licence and provide the reason you no longer hold a licence in those jurisdictions:

Jurisdiction	Licence Number	Date Licence Issued	Date Resigned/Cancelled	Reason Resigned/Cancelled

- 4. Have you been issued a licence in any jurisdiction which is subject to any terms, conditions or limitations?* Yes No
- 5. Have you ever been denied a licence?* Yes No
- 6. Has your licence ever been suspended or revoked?* Yes No
- 7. Has your licence ever been cancelled?* Yes No
- 8. Have you ever been convicted of an offence relevant to your suitability to practice architecture?* Yes No
- 9. Have you ever been found guilty of professional misconduct or incompetence?* Yes No
- 10. Is your conduct or competence presently the subject of disciplinary or complaint review proceedings?* Yes No
- 11. Was your conduct or competence under review at the time of your resignation or cancellation?* Yes No

***NOTE:** If you have answered "Yes" to questions 4 to 11, please use a supplementary sheet to provide dates and details.

Identification Photograph



IDENTIFICATION & PHOTO REQUIREMENTS

1. Scan of valid Canadian government-issued photo identification (e.g. driver's licence or passport)
2. One passport photograph taken within the past twelve (12) months
3. Date when photo was taken
4. Email photo, along with completed UK/Canada Reciprocity Application, to
Registration1@aaa.ab.ca if your last name falls within A-L
Registration2@aaa.ab.ca if your last name falls within M-Z

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, 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

Email Consent Declaration

I provide my express consent to receive emails from the AAA containing non-regulatory information which may include registration educational resources; event, downloadable resources, and registrant and stakeholder engagement.

Signature

Date

Consent Declaration

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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 registration similar to those of the AAA (i.e. from a jurisdiction which is signatory to the Canadian Architectural Reciprocity Agreement between the Regulatory Organizations of Architecture in Canada (ROAC, formerly 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 registrant of the AAA;

THAT I will acquire detailed knowledge of other regulations and conditions pertaining to the practice 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 practice 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

Date

Fees and Dues

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Once your application has been processed an invoice will be sent to you for immediate payment. The Fees and Dues Schedule, including payment methods, can be found on the AAA website.

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

Please direct email applications to:

Registration1@aaa.ab.ca if your last name falls within A – L
Registration2@aaa.ab.ca if your last name falls within M – Z

Please direct postal applications to:

The Alberta Association of Architects
#200, 4208 97 Street
Edmonton, AB T6E 5Z9