



**The Alberta
Association of
Architects**

Architects and Licensed Interior Designers

Application for Registration

United States / Canada Reciprocity

For architects licensed/registered in states/territories signatory to the Mutual Recognition Agreement (MRA) between the National Council of Architectural Registration Boards (NCARB) and the Regulatory Organizations of Architecture in Canada (ROAC) which took effect January 1, 2014. (Amended January 15, 2026).

FOR OFFICE USE ONLY

Applicant Name: _____ AAA ID#: _____

Approved by: _____ Date: _____
Registration Committee Chair

Approved by: _____ Date: _____
Registrar

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Application Checklist

- Copy of US government-issued photo identification;
- Copy of current resume/CV;
- 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;
- Passport photograph emailed;
- Consent Declaration signed;
- Proof of licensure in good standing with NCARB Board(s) signatory to the MRA by submitting a transmittal request to a Canadian jurisdiction via the [MyNCARB Portal](#);

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General Information

1. **Processing** takes **4 to 6 weeks** from the date of receipt of the application and confirmation from home jurisdiction. 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 Alberta Association of Architects (AAA) may use the words “Architect”, or “Registered Architect” after their 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).
5. **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.
6. **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.
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) 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 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.
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. **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.
11. **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 Sole Proprietorship, Partnership or Corporate Permit to Practice.
12. **Fees** – There are Registration, Eligibility and Annual Dues Fees for each registration/licence. Registration and eligibility fees are non-refundable. All applicable fees will be sent upon registration and are payable **immediately** on receipt. Annual dues for the following year and thereafter 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.
13. To promote, offer, or provide architectural services in Alberta, a registered architect must apply for and have approved a Certificate of Practice.

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Schedule 1: Excerpts from the Mutual Recognition Agreement (Canada/USA)

The following is a summary of the requirements as set out in the Mutual Recognition Agreement (MRA) between the National Council of Architectural Registration Boards (NCARB) and the Regulatory Organizations of Architecture in Canada which took effect January 1, 2014 and amended January 15, 2026.

1. **Mutual Recognition Agreement**

Definitions:

- a. **Limitations:** Nothing in the MRA limits the ability of an NCARB Member Board or ROAC jurisdiction to refuse to license/register an architect or impose terms, conditions or restrictions on their licence/registration.

2. **Eligibility and Conditions**

All applicants for registration in the Province of Alberta, and all architectural practices, must comply with the local requirements.

a. **Eligibility**

- i. Architects must be licensed/registered and in good standing in a participating jurisdiction of their home country.
- ii. Hold a current NCARB certificate,
- iii. Architects who have been licensed in their home country by means of another foreign reciprocal licensing agreement are not eligible to benefit from the provisions of this agreement.
- iv. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under the MRA.

b. **Conditions - U.S. Architect to Canadian Jurisdiction**

Upon application, those ROAC jurisdictions who are signatories to the MRA, and so long as they remain signatories, agree to license/register as an architect in their respective province or territory any architect who:

- i. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a current signatory to the MRA;
- ii. Verify you qualify for the MRA by contacting [NCARB](#).
- iii. Submit a transmittal request to a Canadian jurisdiction via [MyNCARB](#) Portal;
- iv. Complete an *Attestation Letter* that acknowledges current licensure and good standing, date of licence and jurisdiction, confirmation of eligibility for MRA, and discipline history (if applicable).

NCARB then verifies registration and discipline records with the U.S. jurisdiction. Upon confirmation of registration information and completion of *Attestation Letter*, NCARB will upload records to transmittal portal for Canadian jurisdiction review. The Canadian jurisdiction examines the transmitted records and continues its-specific application process.

For a list of participating States, please visit the NCARB website (www.ncarb.org>NCARB Certificate>International Practice>Canada & the U.S.).

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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: _____
(as registered with AAA) Firm Name

Preferred
_____ Street

_____ City State/Province Zip/Postal Code

_____ Phone Email

NOTE: The AAA must be contacted immediately for 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 (if not registered complete application)

2. Applying for a:

- Sole proprietorship or partnership (Firm)
- Corporation

Firm/Corporation Name

Please indicate:

- Application enclosed
- Application to follow

NOTE: You will **not** be permitted to practice or receive a stamp until you join an existing AAA registered practice or have a practice arrangement in place registered with the AAA.

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 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 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 – 11, use a supplementary sheet to provide dates and details.

Identification Requirements

Photo Identification Required

IDENTIFICATION & PHOTO REQUIREMENTS

1. Scan of valid US government-issued photo identification (e.g. drivers 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 United States/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 (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

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Consent Declaration

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 Mutual Recognition Agreement (MRA) between the National Council of Architectural Registration Boards (NCARB) and the Regulatory Organizations of Architecture in Canada (ROAC,) effective January 1, 2014 (Amended January 15, 2026);

THAT I have satisfied the requirements of the MRA;

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 are 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

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Fees and Dues

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, Alberta T6E 5Z9

Appendix 1

Template:

DECLARATION AND UNDERTAKING

for the

MUTUAL RECOGNITION AGREEMENT (MRA)

(between the National Council of Architectural Registration Boards (NCARB) and the
Regulatory Organizations of Architecture in Canada (ROAC))

I, _____, declare and affirm that:
Applicant Name

I AM a licensed/registered architect, and currently a licensee/registrant in good standing with the
_____ which is my principal place of practice;
Name of Licensing Authority

I WAS licensed on _____ with the _____ which is my
Date Name of Licensing Authority
principal place of practice who will separately be confirming that I am in good standing with that Authority.

I MEET all of the eligibility requirements of the MRA for reciprocal licensing between NCARB and ROAC.

I HAVE had a disciplinary action registered against me by a licensing authority. Yes* No

I AFFIRM that the above statements are accurate and true to the best of my knowledge and belief.

Date Printed Name Signature

**The accepting licensing authority has the right to request further details with respect to disciplinary actions.*