



Newfoundland Association of Architects

P. O. Box 5204, St. John's, NL, A1C 5V5
Telephone: (709) 726-8550 / Fax (709) 726-1549

naa@warp.nfld.net
www.newfoundlandarchitects.com

APPLICATION FOR MEMBERSHIP

NAME: _____

Do hereby make application for Membership in the Newfoundland Association of Architects.

Membership Dues: $\$660.00 + 13\% \text{ HST } (85.80) = \745.80

Application Fee: $\$650.00 + 13\% \text{ HST } (84.50) = \734.50

Experience:

Before Graduation: Time in months spent under direction of a Registered Canadian Architect:

Time in months spent in work related to architecture:

Employer's Profession:

After Graduation: Time in months spent under direction of a Registered Canadian Architect:

Time in months spent under Registered Newfoundland Architect:

Previous Application and Membership in other Provincial Associations:

Present Employer:

Signed: _____

Date: _____

Continued.....

NAA Membership Application (continued)

The following information must also be completed:

- CACB Certification #: _____
- Date you received your Certification #: _____
- Completion of the Confirmation of Registration/License (Appendix A), Examination Results Form (Appendix B) by your provincial association and declaration (Appendix C).
- Provide a letter from your provincial association stating that you are a member in good standing as it relates to continuing education.
- A copy of your resume, indicating your education, examination history (NCARB? RAIC Syllabus? Other, if any?) and work experience.
- Information regarding your intended method of practice in Newfoundland and Labrador (Sole practitioner? Partnership? Limited company?)
- Do you intend to apply for a Certificate of Approval (form is attached); what will your firm name be, and will this firm have other registered architects? Will you staff a local office in Newfoundland and Labrador? If so, would you like the local address to be included on the Registrar of the NAA?
- Have you signed any client/architect agreements for architectural projects in Newfoundland and Labrador? If so, please provide agreement dates and particulars.
- Have you held or are you holding a temporary license from the Newfoundland Association of Architects for work in Newfoundland and Labrador? If so, please provide dates and particulars.
- Personal and Business Data Form and NAA Professional Liability Insurance Form

Newfoundland Association of Architects

PERSONAL and BUSINESS DATA FORM

Full name	
Home address	
Home phone	
Home e-mail address	
Business Information	
Company	
Business address	
Business phone	
Business fax	
Business e-mail address	
Web page address	
Name of Province in which you permanently reside:	
Employment Status: (Firm Name or Organization and Position):	
Do you intend to apply for a Certificate of Approval from the NAA?	
Do you hold Membership in other Provincial Architectural Associations or Temporary Licenses in other Provinces?	
Do You Practice Architecture in another Province (As a Member of another Provincial Association)?	

PROFESSIONAL LIABILITY INSURANCE FORM

Professional Liability Insurance coverage of architectural practice is a mandatory requirement for obtaining a Certificate of Practice from the Newfoundland Association of Architects. All registered members of the Newfoundland Association of Architects applying for a Certificate of Practice and all engineers certified to practice architecture by the NAA/PEGNL Joint Board of Practice applying for a Certificate of Practice must submit this form. Engineers certified to practice architecture by the NAA/PEGNL Joint Board of Practice must submit a letter from their insurance company verifying that their professional liability insurance policy covers the *practice of architecture*. All holders of a Certificate of Practice and all Temporary License Holders shall immediately notify the Secretary of the Newfoundland Association of Architects if their professional liability insurance is cancelled or is not renewed.

Name of insured (please print)

Name of insurance company

Name of insurance broker

Insurance policy number

Date of expiry

Signature of insured (please print) *date*

Guidelines for Out-of-Province Applications for:

- Temporary Licenses
- Membership in the NAA

The Registration Board advises all Out-of-Province Architects who wish to apply for membership in the NAA as follows:

1. That if it is their intention not to apply for a *Certificate of Approval*, the application for membership must be made as an individual, not as a firm.
2. All correspondence and application support materials must refer only to the individual making the application, not the individual's firm (this in a situation where the name of the Out-of-Province firm may be different from the name of the individual); however, the individual's firm may be listed in the resume.
3. If the individual's firm (for example, an incorporated firm or a partnership) is listed on an insurance policy, the Out-of-Province architect not applying for a Certificate of Approval from the NAA must submit a letter from the insurance company verifying that the individual has insurance coverage to practice architecture in Newfoundland and Labrador as an individual (sole-practitioner, independent of the individual's firm).
4. Further, the Out-of-Province architect intending to practice architecture in Newfoundland and Labrador as a sole practitioner without a Certificate of Approval must sign an undertaking to the effect that only the sole practitioner's name will be used on promotional materials (including business cards and directory advertising), correspondence, and construction documents (for example, S. Smith, Architect is acceptable, but not S. Smith Architect Ltd. or S. Smith and Partners).
5. Out-of-Province architects must also verify that they are familiar with all local Newfoundland and Labrador codes and legal requirements applicable to their projects and they will conduct themselves according to the provisions of the Code of Conduct of the NAA
6. Out-of-Province architects are advised that the process for applying for membership could take from three to six months, pending the receipt of information from the applicant. If work on a project must start immediately, then applying for a Temporary License is the best option.

TO BE COMPLETED BY YOUR PROVINCIAL ASSOCIATION

Confirmation of Registration/License

(Appendix A)

Name of Applicant: _____

Mailing Address:

City: _____

Province: _____

Country _____

Postal Code: _____

Business Telephone: _____

Fax: _____

Email Address: _____

For Submission to: _____

I certify that the records of _____

(Insert Provincial Association)

show that the above named applicant:

1. Was first registered/licensed as an Architect on? _____
Registration/License Number _____
Member registration/license history attached
(a) *(include discontinuous membership)* Yes No

2. (a) Now holds a valid registration/license which expires on _____
unless renewed. _____

(b) Held a valid registration/license which expired on _____

3. CACB Certification Number _____

4. Was granted the above registration/license based upon:

(a) Fulfillment of registration/license requirements *(indicate upon which basis applicant was registered/licensed)*

 Education Written an/or Computer Administered Examination
 Experience Oral Examination

(b) Reciprocity with the _____

(c) NCARB Certification Number _____

(d) Exemption: *(include upon which basis applicant was registered/licensed)*

 Education Written an/or Computer Administered Examination
 Experience Oral Examination

5. Has a record of disciplinary action on the file with this Registration/Licensing Authority:
 Yes (*Please explain in detail*) No

6. Is engaged with _____
in the position of: (*Name of Architectural Practice or Organization*)

Sole Proprietor Corporate Director Partner
 Employee Other (*Please clarify. Use separate sheet*)

This document is certified by the authorization of the

Certified by:

Title:

Signature:

Date:

TO BE COMPLETED BY YOUR PROVINCIAL ASSOCIATION

Confirmation of Examination Results

(Appendix B)

Name of Applicant: _____

1. *As per Article 3.2.1 of the Reciprocity Agreement.*

If the applicant has registered/licensed after December 31, 1998, please complete the following:

Architect Registration Examination	Date Passed
• Pre-Design or Pre-Design A	
• General Structures or Structural Technology-General & Long Span D/F	
• Lateral Forces or Structural Technology-Lateral Forces E	
• Mechanical and Electrical Systems or Mechanical, Plumbing and Electrical Systems G	
• Materials and Methods or Materials and Methods H	
• Construction Documents & Services or Construction Documents and Services I	
• Site Planning or Site Design-Written and Graphic B	
• Building Planning or Building Design C	
• Building Technology or Building Design C	

OR

2. *as per Article 3.2.2 of the Reciprocity Agreement*

If the Applicant was registered/licensed before December 31, 1998, append examination results.

OR

3. *As per Article 3.2.3 of the Reciprocity Agreement*

If the Applicant was registered/licensed in Quebec prior to the French Language version of the Architect Registration Examination, please complete the following:

QUEBEC FOUR PART WRITTEN EXAMINATION	Date Passed

This document is certified by the authorization of the

Certified by: _____

Title: _____

Signature: _____

Date: _____

Out of Province, Sole-Practitioner Membership Application

I _____ declare that I will
(Name of applicant applying for Sole-Practitioner)

conduct myself according to the provisions of the Code of Professional Conduct of the Newfoundland Association of Architects.

I also declare that my insurance company has been made aware that I intend to practice architecture in Newfoundland and Labrador as a sole practitioner (independent of any firm I am presently associated with).

I also declare that only my name will be used on promotional materials (including business cards and directory advertising), correspondence, and construction documents (for example, S. Smith, Architect is acceptable, but not S. Smith Architect Ltd. or S. Smith and Partners) for my Newfoundland and Labrador architectural projects.

I also declare that I am familiar with all local codes and local legal requirements applicable to my Newfoundland and Labrador projects.

Signature

Date

Witness

Date



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Statement on Application by a Body Corporate for a Certificate of Approval

1. Name of Company:

2. The full Mailing Address of the head office or chief place of business in Newfoundland and Labrador is/will be:

City: Province: Country Postal Code:

Business Telephone: Fax:

Email Address:

3. The Mailing Address of the Company is as above or:

City: Province: Country Postal Code:

Business Telephone: Fax:

Email Address:

4. If the Company is non-resident in Newfoundland and Labrador, the full address or chief place of business outside Newfoundland and Labrador is:

City: Province: Country Postal Code:

Business Telephone: Fax:

Email Address:

5. The Company was incorporated in (state province, state or country, as the case may be)

on the _____ day of _____ A.D. _____
and is at the date hereof a valid and subsisting corporation, legally authorized to transact
business in Newfoundland and Labrador.

**(N.B. A copy of the Certificate of Incorporation, certified by the Secretary of the Company,
must accompany this application).**

6. The company was incorporated under (state Memorandum and Articles of Association,
Letters Patent, or as the case maybe _____).

**(N.B.) A copy of the Memorandum and Articles, Letters Patent, etc., certified by the
Secretary of the Company, must accompany this Application).**

7. The Company commenced business (or intends to commence business) in Newfoundland and
Labrador on _____ A.D. _____.

8. One of the principal and customary functions of the Company is (or is intended to be) the
“practice of architecture” as defined by section 2(k) of The Architects’ Act, 1978 and it is intended
that the Company will continue such practice as one of its principal and customary functions.

9. The practice of architecture by the Company is (or will be) the responsibility of, and is (or will be)
carried out under the supervision of, a director or directors of the Company who is (are) registered
or licensed to practice architecture in Newfoundland and Labrador, namely:

10. Other than the practice of architecture, the Company carries on (or intends to carry on) in
Newfoundland and Labrador the following businesses or functions:

11. The Directors of the Company are as listed hereunder and those Directors who are qualified to
practice in a “design profession” (as defined in section 2(h) of the Architects’ Act, 1978) are so
specified hereunder:

Name:	Address:	Profession:
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. All the Shareholders of the Company and the class and number of shares held by each
Shareholder are as listed hereunder and those Shareholders who are qualified to practice in a
“design profession” are so specified hereunder:

Name	Address	Class of Shares	# of Shares	Profession
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(N.B.) A copy of the latest Share List filed by the Company with the Registry of Companies or other relevant authority, certified by the Secretary of the Company, must accompany this application.)

13. If the Company is non-resident in Newfoundland and Labrador, each of the principals or directors of the Company who are registered as architects in the province where the Company normally carries on business have been granted licenses to practice architecture in Newfoundland and Labrador, as follows:

Name:	Address:	Date of License
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. The authorized share capital of the Company is \$ _____ and is divided into _____ shares of a par value of \$ _____ each, or the number of shares without nominal or par value authorized is _____

15. The subscribed capital of the Company at the date hereof is \$ _____ and the paid-up capital at the date hereof is \$ _____

16. The shares of the Company consist of (state different classes, if any) _____

17. Other relevant information: _____

IN WITNESS WHEREOF the common seal of the Company was hereunto affixed on the _____ day of _____ A.D. _____. The common seal of _____ was hereunto affixed in the presence of

_____ Officer of Company (Affix Seal of Company here)
_____ Officer of Company

Witness

_____ Province _____ (City or Town)

TO WIT:

In the matter of the Architects Act, and of (name of Company) _____
We, _____ of _____
and _____ of _____
do solemnly declare that we are respectively (state offices) _____
and _____ of (name of Company) _____
and that the particulars set forth in the foregoing statement of the said Company pursuant to Section 24(2) and, if applicable, Section 25, of The Architects' Act are true and correct. And we severally make this solemn declaration conscientiously believing it to be and knowing that it is of the same force and effect as if it had been made under oath and by virtue of the Canada Evidence Act.

Severally declared before me by the above-named declarants at _____
In the _____ of _____ this _____ day of _____
A.D. _____.

Officer of Company: _____

Officer of Company: _____

A notary public, commissioner for oaths (or other person authorized by the law of the place to administer oaths or take affidavits or solemn declarations.)

18. Fees:

Certificate of Approval Application fee: \$250.00 plus 13% HST

Certificate of Approval Fees are based on the number of architects per company; see chart below and are subject to 13% HST.

1 architect per firm:	\$190
2-3 architects per firm	\$340
4-6 architects per firm	\$590
7 or more architects per firm	\$890