Architects' Association of New Brunswick

ARCHITECTS' ASSOCIATION
OF NEW BRUNSWICK

ASSOCIATION DES ARCHITECTES
DU NOUVEAU-BRUNSWICK

GUIDELINES AND
APPLICATION FOR LICENSE OF RECIPROCAL ARCHITECTS LICENSED IN UNITED STATES

NAME OF APPLICANT (PLEASE PRINT)

DATE OF APPLICATION

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Sample Letters/Declaration Form and Excerpts from Mutual Recognition Agreement
Application: For License of Reciprocal Architects Licensed in the United States

When filing an Application for License, enclose the following:

1. Completed, signed Application for License (see separate document)
2. Proof of Citizenship or lawful permanent residency status in the United States of America (USA) or Canada
3. Proof of licensure in good standing with one or more NCARB Member Board(s) signatory to the current Agreement (template attached)
4. Signed affidavit attesting to the completion of 2,000 cumulative hours of post-licensure experience, practicing as an Architect in the USA (template attached)
5. Payment of applicable fees

*You are advised to notify the Architects' Association of New Brunswick (AANB) **in writing in advance** of being considered for a commission in New Brunswick. You must also promise to comply with the requirements for licensing immediately upon obtaining the commission. This avoids the perception that you are trying to practice architecture without a License and Certificate of Practice in New Brunswick.*

NOTE: AANB has two (2) tier licensing. You must obtain a License for yourself (individual) and a Certificate of Practice (individual or business) to offer or provide architectural services to the public in New Brunswick.

An Application for Certificate of Practice should be submitted together with the Application for License.

Providing architectural services before getting your License and Certificate of Practice may make you ineligible to practice in New Brunswick.

Consent

Upon submission of an application, the applicant permits the AANB to collect, use, retain and disclose personal information collected in the course of its regulatory activities. This will be done in full compliance with Personal Information Protection and Electronic Documents legislation.

GENERAL

PROCESSING

All Sections of the application must be completed in full. Please allow **2-3** weeks for processing from the date of receipt to approval.

APPLICATIONS

Should be typed or printed clearly. The terms “Not Applicable” or “N/A” may be used where sections do not apply.

VERIFICATION

All documentation submitted will be verified.

LICENCE TERM

January 1st to December 31st of each calendar year.

SEALS

There is a separate application for a Certificate of Practice.

MANDATORY CONTINUING EDUCATION/PROFESSIONAL DEVELOPMENT

The Architects’ Association of New Brunswick has a mandatory Continuing Education (CE) program. Non-resident members are required to complete their resident CE requirements. The AANB will contact your home jurisdiction directly to ensure compliance.

FEES

Required fees **must** accompany your completed **original** application form.

COMPLETING THE APPLICATION

IDENTIFICATION

QUESTION 7 (seven) requires proof of your date of birth. Photocopies of birth certificate, passport or driver's license are acceptable.

LICENCE HISTORY

Indicate License status in all jurisdictions where a License is **currently** held or **previously** held. Identify any License not currently in good standing and provide details including foreign memberships. Attach supplementary sheets if necessary.

DECLARATION

It is the statutory responsibility of the AANB to ensure that applicants for License in New Brunswick have the requisite knowledge of our Act & By-Laws before being granted a License by the AANB.

MOBILITY OF ARCHITECTS TO NEW BRUNSWICK

Oftentimes clients request you to provide design ideas, programming or other architectural services before you are licensed.

Architectural services in New Brunswick can only be provided by an *Architect licensed by the AANB* **and** *the holder of a Certificate of Practice* approved by the association.

COMMISSIONS

You are advised to *notify the AANB in writing in advance of being considered for a commission in New Brunswick*. You must also promise to comply with the requirements for licensing immediately upon obtaining the commission. This avoids the perception that you are trying to practice architecture without a License and Certificate of Practice in New Brunswick.

COLLABORATION AND TEMPORARY LICENCES

As an alternative to the process of licensure as an Architect and issuance of a Certificate of Practice, or in the case of an Architect who is licensed in a jurisdiction which does not have reciprocity with the AANB, the process of Temporary License and Certificate of Practice is available for the purpose of providing architectural services on a *specific project*. This option requires *collaboration* with an AANB architect/certificate of practice holder.

APPENDIX 2

Excerpts from the MUTUAL RECOGNITION AGREEMENT (CANADA/USA)

The following is a summary of the requirements as set out in the Mutual Recognition Agreement between the National Council of Architectural Registration Boards (NCARB) and the Canadian Architectural Licensing Authorities (CALA) which took effect January 1, 2014 in New Brunswick, Canada.

1. Mutual Recognition Agreement

Definitions:

(a) **Demonstration of Required Experience:** 2,000 cumulative hours of post-licensure experience shall be demonstrated by individual applicants through the provision of proof of licensure in good standing and a signed affidavit attesting to the experience.

(b) **Principal Place of Practice:** The address declared by the architect to be the address at which the architect is predominantly offering architectural services. The architect may only identify one principal place of practice.

(c) **Limitations:** Nothing in this Agreement limits the ability of an NCARB Member Board or CALA jurisdiction to refuse to license/register an architect or impose terms, conditions or restrictions on his/her license/registration.

2. Eligibility and Conditions

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

A. Eligibility

(1) Architects who are able to benefit from the provisions of this agreement must be citizens respectively of the United States or Canada or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in the other country as the host country under this Agreement. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under this Agreement.

(2) Architects must also be licensed/registered in a jurisdiction of their home country and must have completed at least 2,000 hours of post-licensure/registration experience practicing as an architect in their home country.

(3) Architects who have been licensed by means of a Broadly Experienced Foreign Architect program of either two countries or other foreign reciprocal licensing agreement are not eligible under this agreement.

B. Conditions

US Architect to Canadian Jurisdiction

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

1. Is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a current signatory to this Agreement;
2. Holds a current NCARB Certificate;
3. Meets the eligibility requirements listed above; and
4. Whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement

C. Applicant Must Provide:

1. A letter of good standing from the architectural licensing authority in the architect's principal place of practice (template attached);
2. A letter of declaration from the applicant attesting to at least 2,000 hours of post-licensure experience (template attached);
3. Proof of citizenship/permanent residency in the home country; and
4. A current NCARB Certificate.

3. Practice (Certificate of Practice)

1. (a) To promote, offer or provide architectural services in New Brunswick, a registered architect must apply for and have approved a Certificate of Practice.

   (b) In order to obtain and continue to hold a Certificate of Practice, a registered architect under the Mutual Recognition Agreement must maintain his/her Principal Place of Practice in a jurisdiction which allows a member to become registered on a reciprocal basis.

   (c) In order to hold a Certificate of Practice, a registered architect is subject to the local requirements including those relating to professional liability insurance coverage.

2. Permissible forms of practice are set out in the *Architects Act and Regulations*.

SCHEDULE 1

SIGNATORY STATES/TERRITORIES

Schedule 1 lists those State Licensing Boards which will accept Certificate Holders for registration to practice architecture in its jurisdiction without any further demonstration of qualification by the Certificate Holder other than, in the case of certain State Licensing Boards, a demonstration that the Certificate Holder is familiar with local laws, conditions and practice requirements.

For the current list of Signatory States/Territories, please visit:
https://www.ncarb.org/ncarb-certificate/international-practice/canada/signatories

SCHEDULE 2

SIGNATORY PROVINCES/TERRITORIES

Schedule 2 lists those Canadian Provincial Associations and Territories which will Register as Registered Architects those Certificate Holders whose Principal Place of Practice is in the jurisdiction of a Member Board listed in Schedule 1, without further demonstration of qualification by the Certificate Holder other than, in the case of certain Associations, a demonstration that the Certificate Holder is familiar with local laws, conditions and practice requirements.

Alberta
British Columbia
Manitoba
New Brunswick
Newfoundland & Labrador
Northwest Territories
Nova Scotia
Ontario
Prince Edward Island
Quebec
Saskatchewan

SAMPLE

DECLARATION AND UNDERTAKING
For The
MUTUAL RECOGNITION AGREEMENT

Between The
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)
And The
CANADIAN ARCHITECTURAL LICENSING AUTHORITIES (CALA)

I, **[*NAME*]**, declare and affirm that:

I am a citizen or hold permanent residency status in [***UNITED STATES* or *CANADA*]**;

I am a licensed/registered architect, and currently a licensee/registrant in good standing with the [***NAME OF LICENSING AUTHORITY*]** which is my principal place of practice;

I was licensed on **[*MONTH / DAY / YEAR*]** with the **[*NAME OF LICENSING AUTHORITY*]** who will separately be confirming that I am in good standing with that Authority, and I did not obtain licensure in that jurisdiction by means of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program.

I have completed a minimum of 2,000 hours of post-licensure experience as an architect engaged in the lawful practice of architecture; and

I meet all of the eligibility requirements of the Mutual Recognition Agreement for reciprocal licensing between NCARB and CALA.

I have had a disciplinary action registered against me by a licensing authority.
(circle one) YES / NO

(The accepting licensing authority has the right to request further details with respect to disciplinary actions)

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

_____
Signature

_____
Name (print)

_____
Date

SAMPLE

DATE

NAME

ADDRESS
ADDRESS
ADDRESS
ADDRESS

Dear Sir or Madam:

This is to confirm that **[*NAME OF INDIVIDUAL*]** was licensed/registered on **[*MONTH / DAY / YEAR*]** with the **[*NAME OF LICENSING AUTHORITY*]** and was not licensed by means of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program.

[*NAME OF INDIVIDUAL*] is currently a licensee/registrant in good standing with the **[*NAME OF LICENSING AUTHORITY*]** and is not currently the subject of disciplinary action by this licensing authority nor has a record of unresolved disciplinary action on file with this licensing authority.

Sincerely,

NAME
Registrar

A. APPLICANT INFORMATION

LEGAL NAME: _____
(Surname) *(First Name)* *(Initial)*

DATE OF BIRTH: _____ ☐ *Attached copy of proof required*
(Month/Day/Year)

COUNTRY OF ORIGIN: _____

LANGUAGES: ☐ English ☐ French ☐ Other _____

PLACE OF BUSINESS: _____
(Firm Name)

_____
(Street) *(City/Town)* *(Province/State)* *(Postal/Zip Code)*

TELEPHONE: _____ EMAIL: _____

MAILING ADDRESS: _____
(If different than above) *(Street)* *(City/Town)* *(Province/State)* *(Postal/Zip Code)*

COMMUNICATIONS: I agree to subscribe to the AANB E-Bulletin, which is issued periodically.

☐ YES ☐ NO ☐ ENGLISH ☐ FRENCH

SCHOOL OF ARCHITECTURE: _____

Degree/Diploma Received _____Date Degree/Diploma Received_____

B. LICENCE HISTORY *(Use supplementary sheets if necessary)*

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

JURISDICTION	LICENSE NUMBER	DATE LICENSE ISSUED

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

JURISDICTION	LICENSE NUMBER	DATE LICENSE ISSUED

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

JURISDICTION	LICENSE NUMBER	DATE LICENSE ISSUED	DATE RESIGNED/CANCELLED	REASON RESIGNED/CANCELLED

4. Have you ever been denied License? YES ☐ NO ☐

5. (a) Has your License ever been suspended or revoked? YES ☐ NO ☐
   (b) Has your License ever been cancelled? YES ☐ NO ☐

6. Have you resigned your membership in any organization of architects that licenses ***or*** authorizes the practice of architecture in a jurisdiction other than New Brunswick ***or*** allowed your license to lapse for any reason? YES ☐ NO ☐

7. Have you ever been convicted of any offence which may be relevant to your suitability to practice architecture: YES ☐ NO ☐

8. (a) Have you ever been found guilty of professional misconduct or incompetence? YES ☐ NO ☐
   and / or
   (b) Is your conduct or competence presently the subject of proceedings? YES ☐ NO ☐

9. Was your conduct or competence under review at the time of your resignation or cancellation? YES ☐ NO ☐

10. Have you been issued a license in any jurisdiction which is subject to any Terms, Conditions or Limitations? YES ☐ NO ☐

NOTE: If you have answered **YES** to any of the above questions, please provide details below. Use a supplementary sheet if required.

C. DECLARATION

I DO SOLEMNLY DECLARE:

☐ THAT I am applying for a License with the Architects' Association of New Brunswick (AANB):

☐ THAT I agree to comply with the AANB Act and By-Laws:

☐ THAT I am a member of an organization of architects which is recognized by Council and which has objects, standards of practice and requirements for membership similar to those of this Association (i.e. from a jurisdiction which is signatory to the Canada-United States Mutual Recognition Agreement (MRA) with the AANB):

☐ THAT I have satisfied the requirements of the MRA:

☐ THAT I understand that only a holder of a Certificate of Practice 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 for License are true and correct:

☐ THAT I MAKE THIS solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath:

☐ IN ADDITION, I hereby consent and authorize the _____ *(name of Regulator)* to release and disclose to the jurisdiction to which I am making this Application for License, all information and documents that in any way relate to any past, current or pending investigations or proceedings involving my conduct or competence.

Signature of Applicant: _____ Date: _____

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PRIMARY CONTINUING EDUCATION (CE) REPORTING JURISDICTION DECLARATION FORM

To ensure Architects who are licensed in multiple jurisdictions in Canada do not record their CE activities in multiple jurisdictions, the AANB has developed this form to allow AANB members to record their CE activities on a transcript in a Province, Territory or U.S. jurisdiction of their choice. Upon receipt of the completed Declaration Form, and at the completion of a CE cycle, the AANB will communicate directly with the selected jurisdiction to ensure CE compliance.

I DESIGNATE THE FOLLOWING AS MY PRIMARY CE PROGRAM REPORTING JURISDICTION *(select one):*

- ☐ Alberta Association of Architects (AAA)
- ☐ Architects' Association of New Brunswick
  Association des architects du Nouveau-Brunswick (AANB)
- ☐ Architects Association of Prince Edward Island (AAPEI)
- ☐ Architectural Institute of British Columbia (AIBC)
- ☐ Manitoba Association of Architects (MAA)
- ☐ Newfoundland and Labrador Association of Architects (NLAA)
- ☐ Northwest Territories Association of Architects (NWTAA)
- ☐ Nova Scotia Association of Architects (NSAA)
- ☐ Ontario Association of Architects (OAA)
- ☐ Ordre des architectes du Québec (OAQ)
- ☐ Saskatchewan Association of Architects (SAA)
- ☐ Other (please name) _____

I CONFIRM TO THE AANB THAT:

1. I am a registered/licensed member of the Primary CE Reporting Jurisdiction noted above (Registration/Licence #_____).
2. I am solely responsible for complying with the CE requirements of the Primary CE Reporting Jurisdiction and any other regulated mandatory requirements in jurisdictions where I am licensed.
3. I authorize my Primary CE Reporting Jurisdiction to release to the AANB, information that is relevant to my compliance with their CE program.
4. I recognize that information falsely reported in another jurisdiction will be recorded as non-compliance with the AANB's CE Program which may lead to potential disciplinary action.

Name (print): _____

Signature: _____ Date: _____