



THE MANITOBA ASSOCIATION OF ARCHITECTS
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APPLICATION FOR A CERTIFICATE OF APPROVAL TO PRACTICE ARCHITECTURE AS A JOINT ARCHITECTURAL AND ENGINEERING FIRM IN THE PROVINCE OF MANITOBA

The application for a Certificate of Approval must be signed by partners in the firm, who also must be:

- Professional Engineers registered with the Association of Professional Engineers and Geoscientists in the Province of Manitoba (APEGM); and/or
- Registered Members of the Manitoba Association of Architects (MAA).

Applications that are sworn by the applicant(s) within the Province of Manitoba may be declared before a Notary Public or Commissioner for Oaths; whereas applications that are sworn outside the Province, **must** be declared before a Notary Public. The original application form must be provided to the MAA office. **Electronic signatures and/or electronic submissions are not permitted.**

At the time of filing application, the following must also be provided:

1. Written confirmation from the APEGM that:
 - a) the firm has applied for or holds a valid Certificate of Authorization; and
 - b) the Professional Engineers who are partners in the firm are registered with the APEGM.
2. The personal written undertaking(s) of any full-time permanent employees or partners, who are Registered Member(s) of the MAA and who will carry on or personally supervise, and have professional responsibility for, the practice of architecture by the firm.
3. A copy of the proposed letterhead to be used by the firm, which must adhere to Subsection 13.10 of the MAA By-Law.

(Note: The firm name to be used must adhere to Subsection 13.8 of the MAA By-Law, regarding the names and designations applicable to various entities. To register a business name that uses the word "architect" or any variation thereof in the business name, as permitted by Subsection 13.8, it is necessary for the company to file the consent of the Manitoba Association of Architects with the Manitoba Companies Office. A letter of consent can be obtained from the Association office, once satisfactory evidence of compliance has been provided and the MAA's Registration Board has granted approval relative to the firm name.)

4. Proof of professional liability insurance coverage for the firm in the minimum amount of \$250,000 and satisfactory evidence that all activities of the firm, including the practice of architecture by the Registered Member(s) that will be responsible, are covered by the policy.
5. A cheque or money order for payment of the application fee, in the amount of \$787.50 (Includes GST).

Any legal costs incurred by the Association, which result directly from the application and which exceed the amount of the application fee paid by the applicant, will be billed to the applicant as a disbursement.

The annual practice fee and the cost of the firm stamp are billed to the applicant following approval of the firm.

NOTE: The application form can be filled in on screen, prior to printing.

**APPLICATION FOR A CERTIFICATE OF APPROVAL FOR A JOINT A/E FIRM
(A PARTNERSHIP OF ENGINEERS OR A PARTNERSHIP OF ENGINEERS AND ARCHITECTS)**

CANADA)	IN THE MATTER OF AN APPLICATION TO THE MANITOBA ASSOCIATION
)	OF ARCHITECTS FOR A CERTIFICATE OF APPROVAL FOR
PROVINCE OF)	
)	(NAME OF PARTNERSHIP)
TO WIT:)	PURSUANT TO THE PROVISIONS OF THE ARCHITECTS ACT (MANITOBA).

WE, THE UNDERSIGNED DO SOLEMNLY DECLARE THAT:

1. WE ARE PROFESSIONAL ENGINEERS REGISTERED WITH THE ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS OF THE PROVINCE OF MANITOBA (THE "APEGM") AND ARE DULY QUALIFIED TO CARRY ON THE PRACTICE OF PROFESSIONAL ENGINEERING IN THE PROVINCE OF MANITOBA AND/OR REGISTERED MEMBERS OF THE MANITOBA ASSOCIATION OF ARCHITECTS (THE "MAA") AND ARE DULY QUALIFIED TO CARRY ON THE PRACTICE OF ARCHITECTURE IN THE PROVINCE OF MANITOBA.
2. WE HAVE CAUSED A PARTNERSHIP TO BE FORMED UNDER THE NAME

(HEREINAFTER REFERRED TO AS THE "FIRM").
3. THE FIRM HAS APPLIED FOR OR HOLDS A VALID CERTIFICATE OF AUTHORIZATION FROM THE APEGM AND IS OR WILL BE LEGALLY ENTITLED TO ENGAGE IN THE PRACTICE OF ENGINEERING IN MANITOBA.
4. ALL OF THE PARTNERS IN THE FIRM ARE PROFESSIONAL ENGINEERS REGISTERED WITH THE APEGM AND/OR REGISTERED MEMBERS OF THE MAA.
5. THE NAMES AND ADDRESSES OF THE PARTNERS IN THE FIRM ARE:

<u>PARTNER</u>		<u>ADDRESS</u>
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6. THERE IS NO OTHER INDIVIDUAL, FIRM OR CORPORATION ASSOCIATED WITH US IN THE SAID BUSINESS.
7. DURING SUCH TIME AS THE FIRM HOLDS A CERTIFICATE OF APPROVAL FROM THE MANITOBA ASSOCIATION OF ARCHITECTS, THE PRIMARY AND CUSTOMARY BUSINESSES OF THE FIRM WILL BE BOTH THE PRACTICE OF PROFESSIONAL ENGINEERING AND THE PRACTICE OF ARCHITECTURE.
8. THE PRACTICE OF ARCHITECTURE BY THE FIRM WILL BE CARRIED ON BY, OR UNDER THE DIRECT PERSONAL SUPERVISION OF AN INDIVIDUAL(S), WHO IS/ARE BOTH A FULL-TIME PERMANENT EMPLOYEE OR PARTNER OF THE FIRM AND A REGISTERED MEMBER(S) OF THE MAA AND WHO WILL HAVE PROFESSIONAL RESPONSIBILITY FOR THE PRACTICE OF ARCHITECTURE THAT IS CARRIED ON BY THE FIRM. THE PERSONAL UNDERTAKING OF EACH SUCH REGISTERED MEMBER OF THE MAA IS ATTACHED HERETO.

9. THE REGISTERED MEMBER OF THE MAA WHO HAS BEEN DESIGNATED BY THE FIRM TO BE NOTIFIED OF ANY COMPLAINT AGAINST THE FIRM OR ANY REGISTERED MEMBERS OF THE MAA ASSOCIATED WITH THE FIRM IS

10. I/WE WILL CAUSE THE FIRM TO CARRY AND MAINTAIN PROFESSIONAL LIABILITY INSURANCE IN SUCH MINIMUM AMOUNTS AND CONTAINING SUCH TERMS AND CONDITIONS AS MAY BE PRESCRIBED FROM TIME TO TIME BY COUNCIL AND UNDERTAKE TO PROVIDE TO THE MANITOBA ASSOCIATION OF ARCHITECTS A CERTIFICATE OF INSURANCE, TOGETHER WITH VERIFICATION THAT THE SAID POLICY COVERS ALL ACTIVITIES OF THE FIRM, INCLUDING THE PRACTICE OF ARCHITECTURE BY THE REGISTERED MEMBER(S) THAT HAVE BEEN IDENTIFIED HEREIN AND WILL BE RESPONSIBLE FOR SUCH PRACTICE.

11. I/WE WILL IMMEDIATELY NOTIFY THE MANITOBA ASSOCIATION OF ARCHITECTS OF ANY CHANGES WHICH OCCUR WITH RESPECT TO THE REGISTERED MEMBER(S) OF THE MAA WHO IS/ARE CARRYING ON, PERSONALLY SUPERVISING, AND/OR HAS PROFESSIONAL RESPONSIBILITY FOR THE PRACTICE OF ARCHITECTURE CARRIED ON BY THE FIRM OR OF ANY CHANGES IN THE PARTNERS OF THE FIRM OR OF ANY CHANGE IN ITS INSURANCE COVERAGE.

12. I/WE WILL CAUSE THE FIRM TO PAY SUCH FEES TO THE MANITOBA ASSOCIATION OF ARCHITECTS AS ARE PRESCRIBED FROM TIME TO TIME BY COUNCIL OF THE MANITOBA ASSOCIATION OF ARCHITECTS.

AND I/WE 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, AND BY VIRTUE OF THE CANADA EVIDENCE ACT.

DECLARED BEFORE ME AT THE CITY/TOWN OF _____)
 _____)
 _____ IN THE PROVINCE/STATE)
 OF _____ THIS _____)
 DAY OF _____ , 20 _____ .)

 (SIGNATURE OF APPLICANT)

 (SIGNATURE OF NOTARY PUBLIC OR COMMISSIONER FOR OATHS)

DECLARED BEFORE ME AT THE CITY/TOWN OF _____)
 _____)
 _____ IN THE PROVINCE/STATE)
 OF _____ THIS _____)
 DAY OF _____ , 20 _____ .)

 (SIGNATURE OF APPLICANT)

 (SIGNATURE OF NOTARY PUBLIC OR COMMISSIONER FOR OATHS)

DECLARED BEFORE ME AT THE CITY/TOWN OF _____)
 _____)
 _____ IN THE PROVINCE/STATE)
 OF _____ THIS _____)
 DAY OF _____ , 20 _____ .)

 (SIGNATURE OF APPLICANT)

 (SIGNATURE OF NOTARY PUBLIC OR COMMISSIONER FOR OATHS)

SOLEMN UNDERTAKING

(TO BE SUBMITTED IN CONJUNCTION WITH AN APPLICATION
FOR A CERTIFICATE OF APPROVAL BY A JOINT A/E FIRM OR JOINT A/E CORPORATION)

1. I, _____,
(NAME OF INDIVIDUAL)
AM A REGISTERED ARCHITECT AND A REGISTERED MEMBER OF THE MANITOBA ASSOCIATION
OF ARCHITECTS ("THE MAA").

2. I HEREBY UNDERTAKE THAT I WILL CARRY ON OR PERSONALLY SUPERVISE THE PRACTICE OF
ARCHITECTURE BY

(NAME OF FIRM OR CORPORATION FOR WHOM A CERTIFICATE OF APPROVAL IS SOUGHT).

3. I HEREBY ACKNOWLEDGE AND AGREE TO UNDERTAKE PROFESSIONAL RESPONSIBILITY FOR
THE PRACTICE OF ARCHITECTURE BY

(NAME OF FIRM OR CORPORATION FOR WHOM A CERTIFICATE OF APPROVAL IS SOUGHT).

WITNESS

REGISTERED ARCHITECT

DATE

DATE