

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR REGISTRATION

NOTE: THE APPLICATION FORM CAN BE FILLED IN ON SCREEN, PRIOR TO PRINTING.

GENERAL:

1. THE APPLICATION SHOULD BE TYPED, PRINTED USING INK, OR FILLED IN ON SCREEN PRIOR TO PRINTING. ALL SECTIONS SHOULD BE COMPLETED (EXCEPT AS NOTED). THE ORIGINAL FORM, DECLARED BEFORE AN APPROPRIATE OFFICER OF THE COURT, MUST BE FORWARDED TO THE MANITOBA ASSOCIATION OF ARCHITECTS (MAA). **ELECTRONIC SIGNATURES AND/OR ELECTRONIC SUBMISSIONS ARE NOT PERMITTED.**
2. ALL DOCUMENTATION THAT IS SUBMITTED WILL BE VERIFIED.
3. APPROVAL OF THIS APPLICATION ENTITLES YOU TO BECOME A REGISTERED MEMBER OF THE MAA ONLY. IF IT IS YOUR INTENTION TO OFFER OR PROVIDE ARCHITECTURAL SERVICES (AS DEFINED IN THE ARCHITECTS ACT) TO THE PUBLIC, YOU MUST ALSO MAKE APPLICATION FOR REGISTRATION OF AN ARCHITECTURAL PRACTICE.
4. ALL APPLICANTS FOR REGISTERED MEMBERSHIP **MUST ALSO SUBMIT THE DECLARATION FORM** (SEPARATE SHEET) WHICH RELATES TO KNOWLEDGE OF THE ARCHITECTS ACT, MAA BY-LAWS, CODE OF ETHICS, BUILDERS LIEN ACT AND MANITOBA BUILDING CODE; AND WHICH FORMS PART OF THE APPLICATION FOR REGISTERED MEMBERSHIP. THE DECLARATION IDENTIFIES WHERE COPIES OF THE APPLICABLE DOCUMENTS MAY BE OBTAINED (AND THE MAJORITY OF THE DOCUMENTS MAY BE DOWNLOADED OFF THE MAA OR GOVERNMENT OF MANITOBA WEBSITES).
5. FEES: THE \$367.50 (INCLUDES GST) APPLICATION FEE MUST BE SUBMITTED WITH THE APPLICATION FORM BY WAY OF CHEQUE, MONEY ORDER, BANK DRAFT OR CASH. THE MAA IS NOT ABLE TO PROCESS ANY FORM OF CREDIT CARD FOR PAYMENT OF THE APPLICATION FEE. UPON ACCEPTANCE AS A REGISTERED MEMBER YOU WILL BE INVOICED FOR THE YEAR'S ANNUAL DUES (PRO-RATED QUARTERLY).

NOTE: ANY FORMER MEMBER MUST ENCLOSE ANY FEES, LEVIES AND/OR ASSESSMENTS THAT ARE IN ARREARS, PRIOR TO CONSIDERATION OF THE APPLICATION FORM. IF YOU ARE NOT AWARE OF THE EXACT AMOUNT OWING, PLEASE CONTACT THE MAA OFFICE.

COMPLETION OF APPLICATION FORM:

A. IDENTIFICATION

ALL APPLICANTS MUST COMPLETE THIS SECTION.

B. LICENCE HISTORY

ALL APPLICANTS MUST COMPLETE THIS SECTION.

INDICATE LICENCE STATUS IN ALL JURISDICTIONS WHERE YOU MAY CURRENTLY HOLD OR HAVE PREVIOUSLY HELD A LICENCE. IDENTIFY ANY LICENCE NOT CURRENTLY IN GOOD STANDING AND THE REASON. INCLUDE FOREIGN MEMBERSHIP AND LICENCES HELD FOR ANY OTHER PROFESSIONS. ATTACH ADDITIONAL SHEETS IF NECESSARY.

SHOULD QUESTIONS 2 OR 3 IN THIS SECTION NOT BE APPLICABLE, YOU ARE REQUIRED TO PROVIDE SUCH AN INDICATION ON THE APPLICATION FORM.

C. EDUCATION HISTORY

ALL APPLICANTS MUST COMPLETE THIS SECTION.

LIST THE UNIVERSITIES, COLLEGES OR TECHNICAL SCHOOLS YOU HAVE ATTENDED. DESIGNATE THOSE FROM WHICH YOU RECEIVED YOUR ARCHITECTURAL EDUCATION. INDICATE IF YOU GRADUATED FROM A COURSE OF STUDY THAT IS CONSIDERED TO BE EQUIVALENT TO A DEGREE IN ARCHITECTURE, EG. RAIC SYLLABUS.

D. EXPERIENCE HISTORY

ALL APPLICANTS MUST COMPLETE THIS SECTION.

SUCCESSFUL COMPLETION OF ALL MANDATORY REQUIREMENTS APPLICABLE TO THE CURRENT RECOGNIZED EDITION OF THE CANADIAN EXPERIENCE RECORD BOOK MUST ALREADY BE ON FILE WITH THE ASSOCIATION (AND INCLUDE DEMONSTRATION OF SATISFACTORY CURRENCY OF EXPERIENCE); OR, AS AND WHERE APPLICABLE, ANY FINAL SUBMISSIONS MUST BE ALSO SUBMITTED AT THE TIME OF APPLICATION.

E. EXAMINATION HISTORY

ALL APPLICANTS MUST COMPLETE THIS SECTION.

A TRANSCRIPT OF EXAMINATION RESULTS MUST BE PROVIDED, IF SUCH RECORDS ARE NOT ALREADY ON FILE WITH THE MAA OFFICE. TRANSCRIPTS THAT ARE ON FILE WITH ANOTHER CANADIAN JURISDICTION, MUST BE TRANSMITTED DIRECTLY TO THE MAA OFFICE BY THE APPROPRIATE REGULATORY BODY.

F. CHARACTER REFERENCES

ALL APPLICANTS MUST COMPLETE THIS SECTION.

PLEASE NOTE THAT ORIGINAL SIGNED LETTERS MUST BE SUBMITTED (**ELECTRONIC SIGNATURES AND/OR SCANNED COPIES OF REFERENCE LETTERS ARE NOT ACCEPTABLE**).

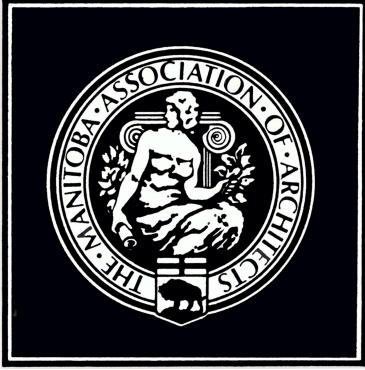
G. DECLARATION

ALL APPLICANTS MUST COMPLETE THIS SECTION.

APPLICATIONS THAT ARE SWORN OUTSIDE THE PROVINCE OF MANITOBA, MUST BE DECLARED BEFORE A NOTARY PUBLIC. (PLEASE NOTE THAT THIS ALSO APPLIES TO THE SEPARATE DECLARATION CONCERNING FAMILIARITY WITH LOCAL LAWS, THAT MUST BE SWORN AND SUBMITTED AS PART OF THE APPLICATION.)

APPLICATIONS THAT ARE SWORN BY THE APPLICANT WHILE IN THE PROVINCE OF MANITOBA, MAY BE DECLARED BEFORE A NOTARY PUBLIC OR COMMISSIONER FOR OATHS.

****PLEASE ENSURE THAT YOU ALSO INCLUDE THE SEPARATE ONE PAGE DECLARATION FORM CONCERNING YOUR REVIEW OF LOCAL LAWS, TO COMPLETE THE APPLICATION.**



THE MANITOBA ASSOCIATION OF ARCHITECTS
SUITE 101-177 LOMBARD AVENUE WINNIPEG MANITOBA R3B 0W5

APPLICATION FOR REGISTRATION

NAME OF APPLICANT
(AS IT SHOULD APPEAR ON THE LICENCE)

A. IDENTIFICATION

1. LEGAL NAME: _____
(SURNAME) (FIRST NAME) (MIDDLE NAME(S))

PLEASE CHECK ONE: MISS MRS. MS. MR.

2. RESIDENCE ADDRESS: _____
(STREET) (SUITE NO.)

(CITY) (PROVINCE/STATE) (COUNTRY) (PC/ZIP)

3. PLACE OF BUSINESS: _____
(FIRM NAME)

(STREET) (SUITE NO.)

(CITY) (PROVINCE/STATE) (COUNTRY) (PC/ZIP)

4. ADDRESS FOR CORRESPONDENCE: BUSINESS OR RESIDENCE

5. RESIDENCE PHONE: _____ 6. BUSINESS PHONE: _____

7. DATE OF BIRTH: _____ 8. EMAIL ADDRESS: _____

B. LICENSE HISTORY

1. JURISDICTION IN WHICH FIRST LICENSE WAS ISSUED: _____

LICENSE NUMBER: DATE OF ISSUE OF LICENSE: _____

2. LIST ALL OTHER JURISDICTIONS IN WHICH YOU CURRENTLY HOLD A LICENSE:

JURISDICTION	LICENSE NO.	DATE OF ISSUE OF LICENCE
_____	_____	_____
_____	_____	_____

3. LIST ALL OTHER JURISDICTIONS IN WHICH YOU PREVIOUSLY HELD A LICENSE:

JURISDICTION	LICENSE NO.	DATE OF ISSUE OF LICENCE	DATE RESIGNED/CANCELLED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. HAVE YOU EVER BEEN DENIED A 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 OR ALLOWED YOUR LICENSE TO LAPSE FOR ANY REASON? YES NO

7. HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE WHICH MAY BE RELEVANT TO YOUR SUITABILITY TO PRACTISE ARCHITECTURE? YES NO
8. A) HAVE YOU EVER BEEN FOUND GUILTY OF PROFESSIONAL MISCONDUCT OR INCOMPETENCE? YES NO
- 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

*NOTE: IF YOU HAVE ANSWERED "YES" TO ANY OF QUESTIONS 4 TO 9, PLEASE USE A SUPPLEMENTARY SHEET TO PROVIDE DATES AND DETAILS.

C. EDUCATION HISTORY

1. INDICATE CANADIAN ARCHITECTURAL CERTIFICATION BOARD APPROVAL. ATTACH COPY OF CERTIFICATE (IF NOT ALREADY ON FILE WITH THE MAA).

CERTIFICATE NUMBER _____ YEAR GRANTED _____

2. A) UNIVERSITIES, COLLEGES, TECHNICAL SCHOOLS, RAIC SYLLABUS DATES OF ATTENDANCE DEGREE/DIPLOMA RECEIVED DATE DEGREE/DIPLOMA RECEIVED

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- B) OTHER

D. EXPERIENCE HISTORY

OUTLINE ALL RELEVANT EXPERIENCE. RECORD MOST RECENT EXPERIENCE FIRST (AND INCLUDE PERIODS OF SELF-EMPLOYMENT AS WELL AS NON-ARCHITECTURAL EMPLOYMENT). SUCCESSFUL COMPLETION OF ALL MANDATORY REQUIREMENTS APPLICABLE TO THE CURRENT RECOGNIZED EDITION OF THE CANADIAN EXPERIENCE RECORD BOOK (AND INCLUDE DEMONSTRATION OF SATISFACTORY CURRENCY OF EXPERIENCE) MUST BE ON FILE AND CONFIRMED BY THE MAA'S REGISTRATION BOARD BEFORE (OR AT) TIME OF APPLICATION.

DATES OF EMPLOYMENT			EMPLOYER	
FROM MTH/YR	TO MTH/YR	TOTAL MTHS.	NAME IN FULL	LOCATION: CITY & PROV/STATE

E. EXAMINATION HISTORY

EXAMINATION FOR ARCHITECTS IN CANADA

	JURISDICTION WHERE TAKEN	YEAR SUCCEEDED
SECTION 1		
SECTION 2		
SECTION 3		
SECTION 4		

F. PROFESSIONAL, PUBLIC AND COMMUNITY SERVICE

GIVE PARTICULARS OF ANY FURTHER INFORMATION IN REGARD TO EXPERIENCE AND QUALIFICATIONS, MEMBERSHIP IN ARCHITECTURAL SOCIETIES, ACADEMIC DISTINCTIONS, COMMUNITY SERVICE AND SUCH OTHER INFORMATION THAT YOU MAY CONSIDER TO BE OF ASSISTANCE TO THE ASSOCIATION.

G. CHARACTER REFERENCES

IN ACCORDANCE WITH THE ARCHITECTS ACT, THAT APPLICANTS BE OF GOOD CHARACTER, THE APPLICANT HAS REQUESTED REFERENCE LETTERS, ATTESTING TO THEIR CHARACTER, FROM THE FOLLOWING THREE INDIVIDUALS.

- ORIGINAL REFERENCE LETTERS MAY BE FORWARDED DIRECTLY TO THE MAA OFFICE OR SUBMITTED WITH THE APPLICATION (**SCANNED SIGNATURES AND/OR COPIES OF ANY NATURE ARE NOT ACCEPTABLE**)
- ONLY **ONE** OF THE REFERENCES MAY BE FROM AN ARCHITECT AND NO MORE THAN TWO REFERENCES MAY BE FROM INDIVIDUALS THAT EITHER OWN OR ARE EMPLOYED IN THE SAME FIRM
- AT LEAST **ONE** REFERENCE MUST BE FROM OUTSIDE THE ARCHITECTURAL PROFESSION
- AT LEAST **ONE** REFERENCE SHOULD BE A PERSONAL FRIEND OR ACQUAINTANCE (OUTSIDE A BUSINESS RELATIONSHIP)
- RELATIVES AND IN-LAWS ARE NOT TO BE USED FOR THESE REFERENCES

NAME	ADDRESS	OCCUPATION
NAME	ADDRESS	OCCUPATION
NAME	ADDRESS	OCCUPATION

H. DECLARATION

I HEREBY MAKE APPLICATION TO THE MANITOBA ASSOCIATION OF ARCHITECTS FOR ADMISSION TO MEMBERSHIP IN THE ASSOCIATION UNDER THE ARCHITECTS ACT.

I ACKNOWLEDGE THAT THE MAA WILL COMPILE AND EVALUATE A RECORD WITH RESPECT TO ALL ASPECTS OF MY CAREER. I AGREE TO PROVIDE ANY ADDITIONAL INFORMATION IN CONNECTION WITH THE INVESTIGATION AS MAY BE REQUIRED BY THE MAA.

I ACKNOWLEDGE THAT ANY STATEMENTS, PAPERS OR DOCUMENTS RECEIVED BY THE MAA IN ITS INVESTIGATION MAY BE TRANSMITTED BY THE MAA TO ARCHITECTURAL REGISTRATION BOARDS OF OTHER PROVINCES OR OTHER AUTHORITIES LICENSING ARCHITECTS AND WILL NOT BE AVAILABLE TO THE APPLICANT.

I HEREBY AUTHORIZE THE MAA TO TRANSMIT MY RECORD AND ALL OTHER PERTINENT INFORMATION OBTAINED IN THE COURSE OF ITS INVESTIGATION TO ARCHITECTURAL REGISTRATION BOARDS, PROVINCES OR OTHER AUTHORITIES LICENSING ARCHITECTS.

IN CONSIDERATION OF THE SERVICES TO BE RENDERED BY THE MAA, I HEREBY RELEASE, DISCHARGE AND EXONERATE THE MAA'S DIRECTORS, OFFICERS AND AGENTS FROM ANY AND ALL LIABILITY OF EVERY NATURE AND KIND ARISING OUT OF THE TRANSMISSION OF INFORMATION CONCERNING THE APPLICATION.

I DO SOLEMNLY DECLARE:

THAT I WILL BE GOVERNED AND BOUND BY THE PROVISIONS OF THE ARCHITECTS ACT AND THE BY-LAWS OF THE ASSOCIATION 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 MEMBER OF THE ASSOCIATION;

THAT THE FACTS SET OUT IN THE FOREGOING STATEMENTS 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 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 OTHER OFFICER QUALIFIED TO TAKE OATHS FOR MANITOBA)

ALL APPLICANTS SHOULD ENSURE THAT RELEVANT DOCUMENTATION, INCLUDING THE SEPARATE ONE PAGE DECLARATION FORM AND APPLICATION FEE OF \$367.50 (INCLUDES GST), IS ENCLOSED.

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____

SUPPORTING DOCUMENTS RECEIVED:

_____ CONFIRMATION OF REGISTRATION	DATE APPLICATION ACCEPTED: _____
_____ EVIDENCE OF ACADEMIC CERTIFICATION	DATE OF REGISTRATION: _____
_____ CANADIAN EXPERIENCE RECORD BOOK	REGISTRATION NUMBER: _____
_____ EXPERIENCE HISTORY	
_____ TRANSCRIPT OF EXAMINATIONS	
_____ REFERENCES	

PAGE 5 OF 5

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