

Architect's Professional Seal

Electronic Application of Seal

Summary

Architects may apply their seal in manual or electronic format. The date and signature of the architect on the seal must be done manually.

BACKGROUND

The practice of architecture cannot be performed competently, nor within the requirements of the Act and Bylaws, without the Member maintaining supervisory control over the provision of services. In order for a Member to be "responsible" for architectural services, he/she must be actively involved in the planning or supervision (ie. directing and controlling the project). Refer to the MAA Regulatory Practice Bulletin A.1a regarding Application of Seal (revised December, 2015).

Concern has been expressed regarding the use and application of electronic seal and signatures with respect to the above requirements.

The Practice Committee has reviewed this issue and Council has accepted its recommendation that **Members may be permitted to apply their seal manually or electronically**. The date and signature of the Member on the seal **must** be applied manually.

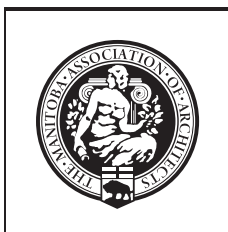
PROCEDURE

1. If you choose to apply your seal electronically you may scan it for this purpose. The scanned version should be an exact replica of the manual seal issued to you. Do **not** affix your signature to the electronic seal.
2. **Apply the date and your signature manually to your seal on the**

documents once you are satisfied that they are in accordance with the requirements of the MAA Regulatory Practice Bulletin A.1a regarding Application of Seal.

(*Note: It is permissible for registered members to individually sign and date the final documents manually through the use of an electronic pen device, such as a tablet.)

3. If an electronic seal is applied to a reduced size drawing it may be scaled down, provided that it is still clear and legible.
4. You are responsible for exercising the same responsible control over the use of both your electronic and manual versions of your seal.
5. If the manual seal is required to be returned to the MAA, you must discontinue further use of an electronic version of the seal as well. Delete the electronic seal from all disks, and electronic folders etc. (Note: It is not intended that the electronic seal be removed from any work previously completed and sealed, while authorized to do so.). Provide written confirmation to the MAA that the electronic seal has been deleted from any and all current hard drives and will no longer be utilized.



REGULATORY

Practice Bulletin

A.1b

Revised December, 2015
(Original-December, 2002)
