

**POLICY ON APPLICATIONS**  
**(approved by Council at its meeting on October 7, 2009)**

For quite some time, the MAA office had been dealing with a number of applications/files that were subject to receipt of further documents. It seemed that while architects from other jurisdictions in Canada and/or the USA were extremely anxious to have their applications for registered membership and firm registration urgently processed, and the Association was attempting to readily facilitate their requests (in the spirit of reciprocity agreements that were in place), the MAA office was then spending considerable time and effort chasing down the required follow through on their parts, in some cases.

Similarly, there had been a growing number of applicants that were commencing the process of registered membership and/or firm registration, submitting incomplete paperwork, engaging the MAA office in an expended and ongoing communication and expecting files to remain open for an unlimited period of time (years).

The MAA's Registration Board had serious concerns about the impact of both situations on the Association and its staff, and the MAA Council concurred.

**.....THAT, based on the recommendation of the Registration Board, the MAA Council establish a policy relating to applications whereby the file of any and all applicants automatically be closed, and if applicable, any and all application fees forfeited, under either of the following circumstances:**

- 1. Any and all outstanding documentation has not been filed with the Association within three (3) months of receipt of the initial application form;**  
**or**
- 2. The applicant has decided to voluntarily abandon the application and advised the Association accordingly.**

**CARRIED**