

## 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. 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. 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. (NOTE THAT APPLICATION FOR REGISTERED MEMBERSHIP AND REGISTRATION OF AN ARCHITECTURAL PRACTICE CAN BE SUBMITTED AT THE SAME TIME.)
3. APPLICANTS MUST MAKE THE NECESSARY ARRANGEMENTS WITH NCARB FOR TRANSMITTAL OF THE NCARB COUNCIL RECORD DIRECTLY TO THE MAA OFFICE.
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).

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, DEBIT CARD OR OTHER FORM OF PLASTIC. 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

PLEASE NOTE THAT INFORMATION REGARDING THE COUNTRY OF ORIGIN, SCHOOL OF ARCHITECTURE AND DEGREE/DIPLOMA THAT HAS BEEN RECEIVED, WILL NOT AFFECT ELIGIBILITY FOR REGISTRATION, BUT MUST BE PROVIDED.

#### B. LICENCE HISTORY

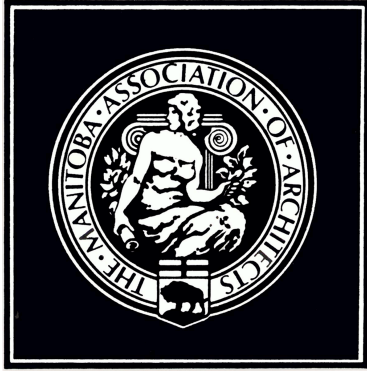
INDICATE LICENCE STATUS IN ALL JURISDICTIONS WHERE YOU CURRENTLY HOLD OR HAVE PREVIOUSLY HELD A LICENCE. IDENTIFY ANY LICENCE NOT CURRENTLY IN GOOD STANDING AND THE REASON. INCLUDE FOREIGN MEMBERSHIP AND LICENCES HELD FOR ANY OTHER PROFESSIONS. ATTACH ADDITIONAL SHEETS IF NECESSARY.

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

## **H. DECLARATION**

APPLICATIONS THAT ARE SWORN OUTSIDE THE PROVINCE OF MANITOBA, MUST BE DECLARED BEFORE AN APPROPRIATE OFFICER OF THE COURT, THAT IS AUTHORIZED TO ADMINISTER OATHS RELATIVE TO DOCUMENTATION THAT IS TO BE FILED OUTSIDE ELSEWHERE. (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.



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)

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## A. IDENTIFICATION

1. NAME IN FULL: (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 TEL: BUSINESS TEL.
6. EMAIL ADDRESS:
7. DATE OF BIRTH: 8. COUNTRY OF ORIGIN
9. SCHOOL OF ARCHITECTURE
- DEGREE/DIPLOMA RECEIVED AND DATE

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## B. LICENSE HISTORY

1. JURISDICTION IN WHICH FIRST LICENCE WAS ISSUED:

LICENCE NUMBER: DATE OF ISSUE OF LICENCE:

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

JURISDICTION	LICENCE NO.	DATE OF ISSUE OF LICENCE
JURISDICTION	LICENCE NO.	DATE OF ISSUE OF LICENCE
JURISDICTION	LICENCE NO.	DATE OF ISSUE OF LICENCE

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

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

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|---|-----|----|
| 4. HAVE YOU EVER BEEN DENIED A LICENCE?   | YES | NO |
| 5. A) HAS YOUR LICENCE EVER BEEN SUSPENDED OR REVOKED?  | YES | NO |
| B) HAS YOUR LICENCE EVER BEEN CANCELLED?  | YES | NO |
| 6. HAVE YOU RESIGNED YOUR MEMBERSHIP IN ANY ORGANIZATION OF ARCHITECTS OR ALLOWED YOUR LICENCE 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. DECLARATION

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

I AGREE TO PROVIDE ANY ADDITIONAL INFORMATION CONCERNING CURRENT OR PAST DISCIPLINARY ACTION (IF APPLICABLE) AS MAY BE REQUIRED BY THE MAA.

I DO SOLEMNLY DECLARE:

THAT, AT THE PRESENT TIME, I AM A REGISTERED/LICENCED ARCHITECT IN A STATE BOARD THAT IS A PARTICIPANT TO THE MUTUAL RECOGNITION AGREEMENT BETWEEN CANADA AND THE USA AND MY PRINCIPAL PLACE OF PRACTICE IS LOCATED IN SUCH JURISDICTION.

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)

TO COMPLETE THIS APPLICATION, PLEASE ALSO ATTACH:

- THE SEPARATE ONE PAGE DECLARATION REGARDING FAMILIARITY WITH LOCAL LAWS;
  - A CHEQUE OR MONEY ORDER FOR THE APPLICATION FEE OF \$367.50 (INCLUDES GST); AND
- ENSURE THAT THE NCARB COUNCIL RECORD WILL BE TRANSMITTED TO THE MAA OFFICE.

### FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: \_\_\_\_\_

SUPPORTING DOCUMENTS RECEIVED:

\_\_\_\_\_ CONFIRMATION OF REGISTRATION

DATE APPLICATION ACCEPTED: \_\_\_\_\_

DATE OF REGISTRATION: \_\_\_\_\_

REGISTRATION NUMBER: \_\_\_\_\_