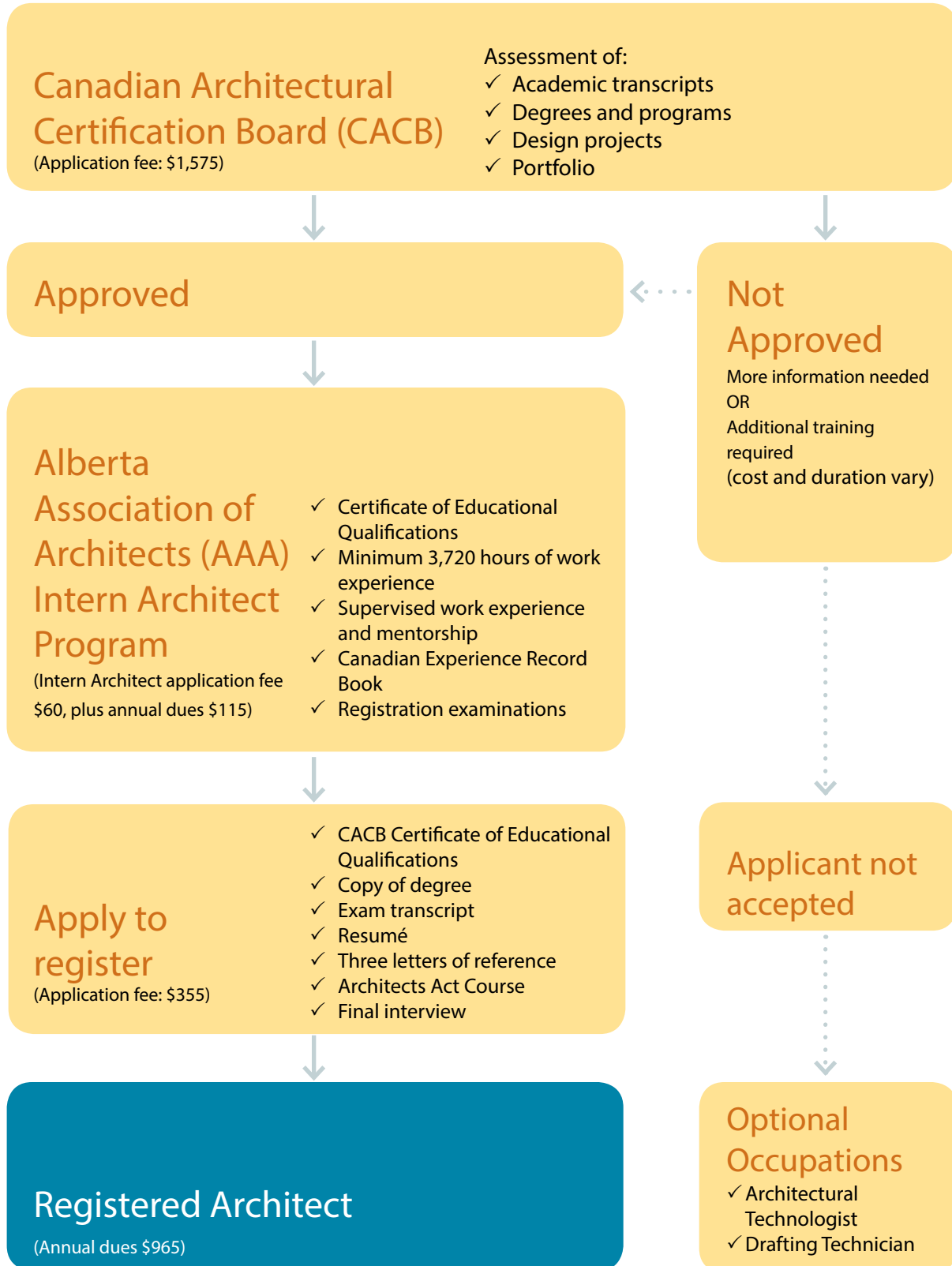


Architect

Registration Process



Architect

Registration Process

Description of Occupation

Architects design building projects and advise clients on building projects. They prepare programs, sketches and cost estimates, produce scale construction drawings, write specifications and review on-site construction work.

Architects meet with clients to discuss their projects. They visit proposed building sites, evaluate client needs and review land use bylaws, codes and regulations. Then they prepare sketches of proposed layouts and present them to clients.

When clients have approved the design concept and budget, architects proceed with the design development to the construction document stage. They usually produce documents, including detailed drawings, specifications and contracts, on computers.

Obtaining Registration in Alberta

Architects must be registered with the Alberta Association of Architects (AAA) to practice in Alberta and use the title of Architect.

Before you can register with the AAA, you must complete the following steps:

- Have your academic credentials assessed by the Canadian Architectural Certification Board (CACB).
- Apply for and complete the AAA Intern Architect Program.
- Successfully complete registration examinations.

When you have finished the above steps, you can apply to the AAA for registration as a Registered Architect. You must:

- Contact the AAA to receive an Intern Architect to Registered Architect Application Form.
- Submit the completed form along with the documents outlined in section 3 of this fact sheet.
- Complete a final registration interview with the AAA if your application is approved.

After a successful interview, you will become a member of the AAA and you will also be registered under the Architects Act of Alberta. These qualifications mean you can practice as an Architect in Alberta.

Contact information and links to other resources are at the end of this document.

Residency Requirement

CACB and AAA do not have residency requirements. You can start the application process from outside Canada.

Requirements for Canadian Architectural Certification Board (CACB)

The first step for internationally educated Architects is to have your academic credentials assessed by the Canadian Architectural Certification Board (CACB). You must meet the following requirements:

1. **Academic Credentials**

You must have a bachelor's or master's degree in architecture from a professional degree or diploma program. The program must meet the Canadian Education Standard established by the Canadian Architectural Licensing Authorities. CACB will issue you a Certificate of Educational Qualifications if you meet the Standard.

- Complete the **Graduates of Foreign Schools of Architecture Application Form** found on the CACB website. Make sure the information you provide is accurate. Include all supporting documents outlined on the Application Form. Supporting documents include:
 - Official transcript, or certified true copy, showing your grade or standing achieved for architecture courses.
 - If you completed post-secondary studies as an admission requirement for a School of Architecture, an official transcript of those studies, or a certified true copy, must also be submitted.
 - Certified true copy of all degrees.
 - University calendar, or equivalent documentation, describing all programs you undertook, including architecture.
 - List of academic design projects completed in your architecture program, and a brief description of each project.
 - Portfolio of academic design work.

Note:

Your credentials can be certified by one (1) of the following: the post-secondary institution where you were educated; a lawyer; a notary or a commissioner of oaths. If original documents are not in English or French, you must also provide a certified translation.

2. **Language**

As part of the General Education Requirement, you must have a minimum of two (2) semester hours of English or French composition, or an acceptable language proficiency test demonstrating adequate compositional skills.

CACB Decision

An Assessment Committee from CACB will review your application. The committee may:

- Approve your application if you meet the Canadian Education Standard.
- Request further clarification on your application.
- Request an interview to better understand your program of study or review any education gaps. Interviews are done in French or English, so you should be fluent in one (1) of those languages.
- Request that you take additional courses, approved by CACB, to eliminate gaps in your education. You can reapply for certification when you have completed the courses.

- Issue a Provisional Status Letter if education gaps are only in *Area 6* of the application form (dealing with the legal context of architectural practice, including rules of professional conduct). Provisional Status allows you to enrol in the AAA Intern Architect Program. You will have eighteen (18) months to complete the required course(s).

You will be notified of the Assessment Committee decision by mail. It will take a minimum of three (3) months to receive the notification.

Notes:

- Graduates from schools accredited by the National Architectural Accrediting Board (NAAB) in the United States are granted certification under a mutual agreement CACB has with the National Council of Architectural Registration Boards (NCARB).
- If you were awarded a degree or qualification from the following agencies after January 1, 2010, your qualifications will be considered substantially equivalent under the Canberra Accord on Architectural Education. You will still have to apply to CACB for a Certificate of Educational Qualifications. You may refer to the website of the Canadian Architectural Licencing Authorities for application forms and information on the application process, <http://cala-roac.ca/international-agreements/?lang=en>.
 - Australian Institute of Architects
 - National Board of Architectural Accreditation of China
 - Korea Architectural Accrediting Board
 - Consejo Mexicano de Acreditacion de Ensananza de la Arquitectura
 - National Architectural Accrediting Board of the USA
 - Commonwealth Association of Architects

Requirements for Alberta Association of Architects (AAA)

Once you have received a Certificate of Educational Qualifications from the CACB, you can apply for membership with the AAA as an Intern Architect before taking examinations and registering as an Architect.

1. Intern Architect Program (IAP)

Fill out the **Application for Registration Intern Architect** on the AAA website. Once your application is approved, you must spend at least two (2) years as an intern under the mentorship of a Registered Architect. You can suggest a Registered Architect mentor, or the AAA can provide a list of registered mentors.

- You must complete a minimum of 3,720 hours of work experience.
- Past work experience in another country may be credited towards the 3,720 hour minimum. Send your resumé and a portfolio of work to AAA for review.
- You must document all work experience in a Canadian Experience Record Book (CERB). AAA will review the CERB and your activity from time to time.

Note:

You can start the Intern Architect application before you find a mentor or an employer.

2. Examinations

As an Intern Architect, you must pass registration examinations that test your knowledge and skills. You can choose from two (2) exam options below. Both are recognized by AAA:

- The Examination for Architects in Canada (ExAC) is offered by the Canadian Architectural Licensing Authorities.
 - You can start writing ExAC exams after you have 2,800 hours of work experience verified in your CERB.
 - ExAC is made up of four (4) sections covering twelve (12) topic areas. The exam is delivered in four (4) half-day sessions over two (2) days.
 - The exam is held once per year. Testing centres are located in Alberta.
- The Architectural Registration Examination (ARE) is offered by the National Council of Architectural Registration Boards (NCARB) in the United States.
 - You can start writing the ARE exams at any point during your internship.
 - ARE is made up of seven (7) divisions that can be written in any order. You must pass all divisions within five (5) years.
 - Before you can write the ARE, you must sign up for an NCARB Record. This is a detailed, verified record of your education and training.
 - Exams are offered year round. Testing centres are located in Alberta.

3. Architects Act Course

The purpose of this course is to familiarize members with the major topics of the legislation that governs the activities of all registered architects, licensed interior designers and restricted practitioners in Alberta. Intern Architects must complete the entire course prior to licensure. You must complete each chapter's questions and compare your answers with the answers provided within the course materials.

4. Registration as an Architect

When you have successfully completed the Intern Architect Program, the Architects Act Course and the registration exams, you can apply to AAA for registration as an Architect.

Contact AAA to receive an **Intern Architect to Registered Architect Application Form**. You must provide the following information with your application:

- CACB Certificate of Educational Qualifications
- Copy of degree(s) and/or diploma(s)
- Copy of official ExAc or ARE transcript
- Current curriculum vitae or resumé
- Three (3) letters of reference that speak to your character and professional competency.

AAA will review your application. If your application is approved, AAA will contact you to arrange a final Registration Interview. The interview tests your ability to carry out the full responsibilities of a Registered Architect. After a successful interview, you will be a Registered Architect.

English Language

English is the working language in Alberta. While there is no English language requirement to become a Registered Architect with AAA, proficiency in English can help you find a job.

United States Applications to AAA

Because of an Inter-Recognition Agreement between the architectural licensing authorities in the United States and Canada, reciprocal licensing arrangements are possible. To see if you qualify, visit the AAA website and fill out the **Application for Registration–Registered Architect US Inter-Recognition Agreement**. You must:

- Provide proof that you have NCARB Certification.
- Provide evidence of current State registration.
- Include a copy of your resumé.
- Pay the application fee.

Payment

The following fees may apply for internationally educated applicants. All fees are in Canadian dollars, unless otherwise noted. Fees are subject to change. See association for most up-to-date fees.

CACB Fees	
Application Fee for internationally educated applicant	\$1,575
AAA Fees	
Intern Architect Registration	\$60
Intern Architect Annual Dues	\$115
Registered Architect Registration	\$355
Registered Architect Annual Dues	\$965
Examination Fees	
ExAC Fee	\$239.40 (per section)
ARE Fee	\$210 US (per division)

Average Earnings

The overall average earnings for all Architects, according to the Alberta 2013 Wage and Salary survey:

Average hours worked per week	38.6
Average wage per hour	\$38.79
Average salary per year	\$77,693

Employment Options

You can also consider working in Alberta in related occupations such as Architectural Technologist or Drafting Technician.

For more information about additional employment options, go to the following website:

[Alberta Learning Information Service \(ALIS\) Occupational Profiles — Architect](http://www.alis.alberta.ca/occinfo)
(www.alis.alberta.ca/occinfo).

Contact Information

Alberta Association of Architects
10515 Saskatchewan Drive NW
Edmonton, Alberta T6E 4S1
Telephone: 780-432-0224
Fax: 780-439-1431
Email: info@aaa.ab.ca
Website: www.aaa.ab.ca

Canadian Architectural Certification Board
710 – 1 Nicholas Street
Ottawa, Ontario K1N 7B7
Telephone: 613-241-8399
Fax: 613-241-7991
Email: info@cacb.ca
Website: www.cacb-ccca.ca

Resources

This information is only an overview of the registration process. For the most current information on Architect registration visit the AAA website at www.aaa.ab.ca.

Application Forms and Information

[Intern Architect Application Form](#)
[Intern Architect Program \(IAP\) Information](#)
[Graduates of Foreign Schools of Architecture Application Form](#)
[NCARB Record Application Form](#)

Academic Credentials:

[CACB Standards](#)

Examinations

[ARE](#)
[ExAC](#)

Architects Act

[Architects Act, General Regulations and Bylaw Course](#)