



Architects Association
of Prince Edward Island

APPLICATION FOR MEMBERSHIP

Name of Applicant (Please Print)

Date of Application

INSTRUCTIONS FOR COMPLETING APPLICATION FOR MEMBERSHIP

GENERAL

The “Application for Membership” is used by all bona fide applicants for registration by the Architects’ Association of Prince Edward Island.

The form must be filled out accurately, neatly and completely. Use “N/A” for those sections which do not apply in your situation, and attach additional sheets when necessary to explain complex or unusual situations. (Do not attach a resume in lieu of completing the form.) The form should be typed or neatly printed using black ink so that clear reproductions can be made.

Return one original, notarized copy of the application to the Association.

A. REGISTRATION HISTORY

Indicate registration status in all jurisdictions where you are currently or have been previously registered. For each registration, include your registration number and the date you were initially registered. Note any registration not currently in good standing and the reason for it no longer being in good standing. Include foreign registrations and licenses for any other professions held. Attach additional sheets as necessary.

B. EDUCATION HISTORY

Education qualifications must be verified. Please indicate your Canadian Architectural Certification Board (formerly RAIC Certification Board) Number.

List the colleges and universities you have attended. Designate those from which you received your architectural education. Those who have had no college education should list the date of graduation from high school (or high school equivalent) and the name of the school. An applicant who did not complete a degree from a college or university or recognised equivalent (Syllabus of Studies) should show major field(s) of study, i.e. architecture, etc. and the number of credit hours (semester or quarter) attained.

C. EXPERIENCE HISTORY

All applicants must provide complete information on all of their employment experience. Accuracy of dates and the types of employment is very important. Employers will be contacted for confirmation to establish the employment record. Employment with organizations that are not architectural firms and employment not directly related to architectural work must be included so that no gaps appear in the complete chronological listing. Note periods of unemployment, where they occur, rather than leaving a period of time without explanation.

Differentiate carefully between periods of part-time and full-time employment.

Note: Part-time means less than 35 hours/week. Seasonal employment should be listed as full time if more than 35 hours/week.

List complete current address for all employers. If a former employer is deceased, the firm has dissolved, or is now operating under a different name, list a current address of a reference source (preferably an architect) who can verify the employment history with the firm.

Note: Graduate architects applying for registration are required only to list employers. Complete employment history is accepted through the submission of the Canadian Experience Record Book and evidence of approved completion of the three-year work experience requirement.

D. EXAMINATION HISTORY

Indicate the examination(s) you have completed and give the jurisdiction for which you took the exam(s). Indicate if you have successfully completed a treatise or seminar on special subjects e.g., seismic forces, sub-arctic conditions, etc. on the line marked "Other".

E. PROFESSIONAL, PUBLIC AND COMMUNITY SERVICE

List membership in professional, public and community organizations, noting special activities and offices held.

IDENTIFICATION (Please Type or Print)

NAME IN FULL: _____
(Surname) (First Name) (Initial)

RESIDENCE ADDRESS: _____
(Street) (City)

(Province) (Postal Code)

PLACE OF BUSINESS: _____
(Firm Name)

(Street) (City, Province) (Postal Code)

ADDRESS FOR CORRESPONDENCE: Residence () Business ()

RESIDENCE TELEPHONE: _____ BUSINESS TELEPHONE: _____

DATE OF BIRTH: _____ PLACE: _____ SIN: _____
(Yr/Mo/Day) (City, Country)

NAME AS IT SHOULD APPEAR ON
CERTIFICATE AND STAMP _____

A. REGISTRATION HISTORY

1. Jurisdiction of initial registration: _____
Registration Number _____ Date Acquired: _____
2. List all other jurisdictions (with registration number and date acquired) in which you currently hold or have previously held a registration to practice architecture (attach on separate pages).
3. Have you ever been denied registration? Yes () No ()
4. Has your registration ever been suspended or revoked? Yes () No ()
5. Have you surrendered or allowed your registration to lapse in any jurisdiction due to an action pending or threatened? Yes () No ()
6. Have you ever been convicted of an offence which may be relevant to your suitability to practice architecture? Yes () No ()
7. Have you ever been found guilty of professional misconduct or incompetence in another jurisdiction, or is your conduct competence presently the subject of proceedings? Yes () No ()

If you have answered "yes" to any of the above questions, provide dates and details of the situation in the space below. Include the result of any appeals. Use a supplementary sheet if necessary.

B. EDUCATION HISTORY

1. Indicate Canadian Architectural Certification Board approval:

Certificate Number: _____ Date: _____

2. a) Colleges, Universities, Technical Schools, Syllabus of Studies
Dates of Attendance
Degree Received*
Date Degree Received
(* if no degree, indicate credit hours earned. Specify semester or quarter system)

b) Other: _____

C. EXPERIENCE HISTORY: Record only experience in architectural work received subsequent to completion of a recognized program of studies in architecture. Record most recent experience first. Include periods of self-employment as well as non-architectural employment. Note: All applicants are to submit a detailed history of work experience. Please submit on separate pages and attach to this application.

D. EXAMINATION HISTORY

Exams Completed	Jurisdiction where taken	Year succeeded
1. Examination for Architects in Canada (CExAC)		
Section 1	_____	_____
Section 2	_____	_____
Section 3	_____	_____
Section 4	_____	_____
2. NCARB (Architectural Registration Examination)		
Pre-design	_____	_____
General Structures	_____	_____
Lateral Forces	_____	_____
Mechanical & Electrical Systems	_____	_____
Materials & Methods	_____	_____
Construction Documents & Services	_____	_____
Site Planning	_____	_____
Building Planning	_____	_____
Building Technology	_____	_____

3. Oral Examination _____

4. Other _____

If other than above, please state Professional Registration Examination(s) successfully completed.
(Submit evidence)

E. PROFESSIONAL, PUBLIC AND COMMUNITY SERVICE: On a separate page please 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 Board of Examiners.

F. OATH:

If my application is accepted, I will subscribe to the following declaration:

“Solemnly do I declare that having read and understood the Prince Edward Island Architects Act and its Bylaws, I am eligible for membership. Further do I announce that I will uphold professional aims, and the art, and the science, of architecture and thereby improve the environment. I also accept with obligation the need to further my education as an architect. I promise that my professional conduct as it concerns the community, my work, and my fellow architects will be governed by the ethics and the tradition of this honourable and learned profession.”

G. DECLARATION:

“The applicant acknowledges that the AAPEI will compile and evaluate a record with respect to all aspects of the applicant’s career. The applicant agrees to provide any additional information in connection with the investigation as may be required by the AAPEI.

The applicant acknowledges that any statements, papers or documents received by the AAPEI in its investigation may be transmitted by the AAPEI to Architectural Registration Boards of Provinces or States or other authorities licensing architects, and will not be available to the applicant.

The applicant hereby authorizes the AAPEI to transmit the applicant’s record and all other pertinent information obtained in the course of its investigation to Architectural Registration Boards, Provinces or States or other authorities licensing architects.

In consideration of the services to be rendered by the AAPEI, the applicant hereby releases, discharges and exonerates the AAPEI’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.”

The undersigned, being duly sworn upon oath, deposes and says that he/she is the person making the foregoing statements, and that they are made in good faith and are true in every respect.”

COUNTRY OF: _____

Signature of Applicant

JURISDICTION OF: _____

Sworn by the deponent _____

known to me, at _____

on the _____ day of _____ 20_____

Before me, _____

(Notary or other officer qualified to take oaths)

SEAL

FOR OFFICE USE ONLY

Date Application Received: _____

Supporting Documents Received: _____

Evidence of Registration ()

Work History ()

Date Application Accepted: _____

Registration Number: _____

FEES

- Initial Application Fee _____
- Annual Dues for Registered Membership _____
- HST _____
- Total _____

** Please see the annual fee schedule on the aapei.com membership page

APPLICATION CHECKLIST (each must be submitted before application is considered)

- Completed application
- Confirmation of license from home jurisdiction
- Confirmation of continuing education requirements from home jurisdiction
- Current registration status in all jurisdictions (attach on separate pages)
- Registration history (attached on separate pages)
- Experience history (attached on separate pages)
- Notarized application
- Payment in full