

Act	GR	Bylaws
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9(1)(a) –  
(e.1)

6-9

## Introduction to Education and Training

One of the most important functions of the Association is to set requirements for the entry of new members into the profession. The Act grants to Council the authority to make regulations concerning:

- academic qualifications and training requirements for those who wish to be registered as architects or licensed interior designers.
- **“residence, age and character requirements.”**
- evaluation of these requirements by the Registration Committee, the Practice Review Board, Council or **“any other committee or board established”** for this purpose, and
- eligibility of applicants for registration as visiting project architects, visiting project interior designers and restricted practitioners.



# Chapter 6

Act

GR

Bylaws

6(1), 7(1)

## Criteria for Registration

All architects and interior designers who wish to be registered must be at least 18 years old and of good character.

### Education and Training Requirements

#### Architects

In order to meet the requirements necessary for registration as a registered architect, an applicant must:

- have a university degree acceptable to Council or have completed a substantially equivalent post-secondary program acceptable to Council;
- have completed at least 3 years of practical training in the practice of architecture acceptable to the Registration Committee, and
- have completed the examinations approved by Council.

If the applicant is registered as an architect in a jurisdiction recognized by Council, then they may apply for registration by virtue of the inter-recognition and reciprocity agreements in place with these jurisdictions.

#### Licensed Interior Designers

In order to meet the requirements necessary for registration as a licensed interior designer, an applicant must:

- have a university degree in interior design acceptable to Council or have completed a substantially equivalent post-secondary program acceptable to Council;
- have completed at least 3 years of practical training in the practice of interior design acceptable to the Registration Committee, and
- have completed the examinations approved by Council.

If the applicant is registered as an interior designer or the equivalent, in a jurisdiction recognized by Council, then Council may apply its discretion.



# Chapter 6

Act	GR	Bylaws
	8	<p><b>Training Credits and Exemptions</b></p> <p>If an applicant for registration as a registered architect or licensed interior designer has had previous training in the practical experience requirements of the Intern Architect Program or the Intern Licensed Interior Designer Program, or an equivalent program as recognized by the Registration Committee, they may apply to the Registration Committee for that training to be considered for credit going towards all or part of the practical training required under section 6(2)(a)(ii) or 7(2)(a)(ii) of the GR.</p>
	9	<p><b>Exemptions</b></p> <p>Where the Registration Committee is of the opinion that an applicant's qualifications, knowledge and experience merit, the Committee may grant an exemption from all, or part of, the registration requirements as set out in section 6(2) of the GR for registration as a registered architect, or section 7(2) of the GR for registration as a licensed interior designer.</p>
		<p><b>Purpose and Use of Log Books</b></p> <p>120.2(1) Log books are used to aid the Registration Committee in quickly determining the following questions:</p> <ul style="list-style-type: none"><li>• The name of the applicant,</li><li>• The individual who is supervising the applicant and</li><li>• The length and sufficiency of the practical training in each of the required areas.</li></ul> <p>120.2(2) The Registration Committee is not obliged to use logbooks. It may use another method to determine the sufficiency of training if the logbooks are not practical in a particular situation. While logbooks are primarily used by the Registration Committee in determining eligibility for membership, they are also used by the Committee and the Practice Review Board as an aid in determining whether an intern is receiving sufficient practical training.</p> <p>120.3 <b>Review of Log Books</b></p> <p>The Registration Committee or the Practice Review Board may request an intern architect to send the individual's logbook to the Committee or the Board for review. If the Registration Committee or the Practice Review Board is not satisfied that an intern architect is gaining appropriate training and experience it may:</p> <ul style="list-style-type: none"><li>• notify the intern architect and his employer or either of them accordingly;</li><li>• issue a warning and provide guidance for future practical training;</li><li>• endorse the log book with such comments as it considers appropriate.</li></ul>



# Chapter 6

Act	GR	Bylaws
9(1)(q), 27(1)	46, 47	<p>If an intern architect fails to comply with the guidance provided by the Registration Committee or the Practice Review Board, or if the intern architect fails to qualify for registration as a registered architect within 5 years of their registration as an intern architect (or such longer period as may be permitted by Council), the Registration Committee or the Practice Review Board may recommend to Council that their membership as an intern architect be terminated and Council may make its decision accordingly.</p> <h3>Introduction to the Continuing Competence Program</h3> <p>The Architects Act under s. 9(1)(q) allows the Association to create and enforce a continuing competence program for members. This continuing education is designed to ensure that members are kept up-to-date on training and education requirements. The GR details the continuing education procedures that registered architects, licensed interior designers and restricted practitioners must comply with. The Act sets out the cancellation procedures for members that do not comply with the mandatory continuing competence program.</p> <p>Although s. 27 of the Act refers to authorized entities generally, practically speaking the requirement for continuing competence applies to:</p> <ul style="list-style-type: none"><li>• registered architects</li><li>• licensed interior designers and</li><li>• restricted practitioners.</li></ul> <h3>Responsibilities of Members</h3> <p>Registered architects, licensed interior designers and restricted practitioners must:</p> <ul style="list-style-type: none"><li>• comply with the continuing competence program rules approved by the Council</li><li>• obtain the continuing competence hours required by the Council in each calendar year by completing continuing competence activities approved by Council and the core competency courses required by the Council</li><li>• maintain accurate and complete records of activities in the continuing competence program</li><li>• report on the completion of continuing competence activities in a manner approved by Council, and</li><li>• on the request of the Registrar, submit documentation in a form approved by Council that demonstrates compliance with the continuing competence program rules.</li></ul>
	46	



# Chapter 6

Act	GR	Bylaws
-----	----	--------

47

52

## Establishment of the Education Committee

The Education Committee is established by the Council of The Alberta Association of Architects to administer educational programs, including the Mandatory Continuing Competence program as directed by Council, and to advise Council on policies respecting such programs.

47

## Duties of the Education Committee

The Education Committee may make recommendations to the Council regarding rules governing the operation of the continuing competence program, which include:

- rules governing the continuing competence requirements that may be earned for each continuing competence activity
- rules governing the type and category of continuing competence activities that an authorized entity must undertake in a calendar year
- rules limiting the number of continuing competence activities within a specific category for which a member may earn continuing competence hours
- rules governing additional continuing competence activities for which continuing competence hours may be earned
- other rules, as required, governing the continuing competence program.

46

## Compulsory Continuing Competence Program Guide

The specifics of the Continuing Competence requirements can be found on the AAA website at <http://www.aaa.ab.ca> under the Membership, Continuing Education options. In this section, members are able to access the Continuing Education (CE) Program Guide produced by the Education Committee. This document describes in detail various components of the continuing competency program including:

- A list of available core competency courses
- The number and type of learning units that must be reported per calendar year
- Forms
- The annual requirements for a member living and working outside of Alberta
- The different types of acceptable learning activities
- Failure to comply with continuing competence requirements
- New member continuing competence requirements



# Chapter 6

Act

GR

Bylaws

27(3)-(7)

## Consequences for Failure to Comply with Continuing Competency Requirements

It is mandatory that registered architects, licensed interior designers and restricted practitioners comply with the requirements of the continuing competence program. Should an individual fail to comply with the requirements, the Registrar may serve written notice to the member that the Registrar intends to cancel the member's registration.

The notice of cancellation served on the member by the Registrar must include:

- reasons for the Registrar's decision
- that the authorized entity must complete the requirements of the continuing competence program within a specified time, which may not be less than 30 days from the date the notice is served on the authorized entity
- that the Registrar may cancel the authorized entity's registration unless the authorized entity completes the requirements of the continuing competence program within the time specified in the notice and
- that the authorized entity is entitled to request a review of the Registrar's decision under s. 27.1 of the Architects Act.

If the authorized entity does not comply with the written notice by the time specified, the Registrar may cancel the registration of the authorized entity.

Once the registrar has cancelled the registration, the certificate of registration and annual certificate, licence, permit or certificate of authorization of that authorized entity is deemed to be cancelled. These items, along with any seal or stamp must be surrendered by the member to the Registrar upon request.

### Review of Decision

When served with a written notice of cancellation under section 27(3), a registered architect, restricted practitioner or licensed interior designer may, within 30 days after being served notice, request the Council to review the decision of the Registrar. The authorized entity must include in the request to Council the reasons why, in their opinion, the decision of the Registrar should be reviewed. This request for review acts as a stay on the Registrar's decision to cancel the authorized entity's registration.

The Registrar has 30 days, upon being served with a request for review, to notify the authorized entity of the date, time and place at which the Council will conduct the review.

27.1(1) to  
27.1(6)



# Chapter 6

Act

GR

Bylaws

Both the authorized entity and the Registrar may appear with or without counsel while making representations to the Council at a review.

Once Council has completed the review, it may confirm, reverse or vary the decision of the Registrar and make any decision the Registrar may have made, and can further make any orders the Council considers necessary for carrying out the decision.

Council must provide the applicant as well as the Registrar a written copy of its decision including reasons for the decision.

Please click [here](#) to complete the Question and Answer for this chapter.

