



## **ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR**

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### **Guidelines and Application for License - Reciprocal Architects Licensed in the United States**

(Membership in the Architects Licensing Board of Newfoundland and Labrador)

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**When filing an Application for License, enclose the following:**

1. Completed, signed Application for License;
2. Proof of Citizenship or lawful permanent residency status in the United States of America (USA) or Canada;
3. Proof of licensure in good standing with one or more NCARB Member Board(s) signatory to the current Agreement (template attached);
4. Signed affidavit attesting to the completion of 2,000 cumulative hours of post-licensure experience, practicing as an architect in the USA (template attached);
5. Payment of applicable fees. (Refer to Payment of Fees Form);

*You are advised to notify the ALBNL in writing in advance of being considered for a commission in Newfoundland and Labrador. You must also promise to comply with the requirements for licensing immediately upon obtaining the commission. This avoids the perception that you are trying to practice architecture without a license in Newfoundland and Labrador.*

**IMPORTANT**

**Newfoundland and Labrador has single tier licensing. You must obtain a license for yourself (individual) to offer or provide architectural services to the public.**

**Offering or providing architectural services before getting your license will make you ineligible for a license to practice in Newfoundland and Labrador.**

## GENERAL:

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1. **PROCESSING** takes **4 - 5 weeks** from the date of receipt. The forms must be complete with all the required documentation. Applications received in July and August may take longer.
2. **APPLICATIONS** should be typed or printed in English. The terms "Not Applicable" and "N/A" may be used where sections do not apply.
3. **VERIFICATION** – all documentation submitted will be verified.
4. **LICENSE TERM** – January 1 to December 31 each year. **Applications received after December 1** will not be finalized in that calendar year (unless otherwise requested) and must include the appropriate fees for the following year.
5. **SEAL:**
  - a. Article 13 of the ALBNL Architects Act 2008 permits any firm to provide architectural services provided such services are offered and provided under the direct supervision of an architect. The Code of Ethics requires an architect providing the required direct supervision to a firm or any partnership or joint venture to which the firm is a member of, (1) to be either an employee or a contract employee of the firm, (2) notify the Board in advance of when such direct supervision will commence, (3) notify the Board immediately when such direct supervision ceases; and (4) limit such direct supervision to one firm and any partnership or joint venture to which the firm is a member of.
  - b. The seal is to be applied to all documents prepared under the licensed holder's direct supervision and issued to any authority for approval, including the Planning Department submissions, and all documents issued for Construction and Supplementary Drawings. The seal remains the property of the ALBNL and is to be returned immediately upon request.
  - c. Under the ALBNL Code of Ethics a license holder is required to notify the Registrar and complete and submit the Notice of Termination of Employment Form immediately upon termination of employment of a Firm.
6. **CERTIFICATE** - Every holder of a license shall keep his/her license certificate prominently displayed in his/her place of business.
7. **MANDATORY CONTINUING EDUCATION/PROFESSIONAL DEVELOPMENT** – The ALBNL has a mandatory Continuing Education program and detailed information can be found on the ALBNL's Web site [www.albnl.com](http://www.albnl.com).
8. **PROFESSIONAL LIABILITY INSURANCE:**
  - a. As a condition of holding a license to practice architecture in Newfoundland and Labrador, the license holder must maintain professional liability insurance at all times. If, at any time, the license holder is not covered by insurance he/she must cease practicing immediately until such time as insurance is reinstated, and to notify the ALBNL immediately.
  - b. The Professional Liability Insurance Certificate must name the Insurance Company, Policy Number, Policy Expiry date; the Policy must have coverage of not less than \$250,00 per claim and not less than \$500,00 in the aggregate; must specifically indicate that the Insurance company shall notify the ALBNL if and when the policy lapses, is cancelled, or is not renewed (30 days' notice is required); the Insurance Company must be licensed with the Government of Newfoundland and Labrador to offer insurance

products in the province.

9. **FEES**

**There are Application Fees and Annual Fees for each license and license renewal:** The application and annual fees for License and License Renewal are set out on a Payment of Fees Form which is included on page 10 of this document.

## COMPLETION OF THE APPLICATION

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### A. IDENTIFICATION

**QUESTION 7 (seven) requires proof of your date of birth. Photocopies of birth certificate, passport or driver's license are accepted.**

### B. LICENCE HISTORY

Indicate license status in all jurisdictions where a license is currently held or was previously held. Identify any license not currently in good standing and give the particulars. Attach supplementary sheets if necessary.

### C. DECLARATION

It is the statutory responsibility of the ALBNL to ensure that applicants for license in Newfoundland and Labrador have the requisite knowledge of NL laws and regulations before being granted a license by the ALBNL.

Applicants must have unrestricted access to all of the documents listed in Appendix 1. The ALBNL Official Documents are only available for downloading from the ALBNL's Web site.

## MOBILITY OF ARCHITECTS TO NEWFOUNDLAND AND LABRADOR

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**Sometimes clients want you to start work in Newfoundland and Labrador or provide design ideas, programming or other architectural services before you are licensed in NL.**

**ARCHITECTURAL SERVICES IN NEWFOUNDLAND AND LABRADOR** can only be provided by an Architect licensed by the ALBNL.

**COMMISSIONS** – You are advised to notify the ALBNL in writing in advance of pursuit of a commission in Newfoundland and Labrador. You must also promise to comply with the requirements for licensing immediately upon obtaining the commission. This avoids the perception that you are trying to offer services or practice architecture without a license in NL.

**COLLABORATION AND TEMPORARY LICENCES** – Not Applicable.

## APPENDIX 1

### LIST OF DOCUMENTS

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#### ALBNL Official Documents

- 1.<sup>2</sup> The *Architects Act*, 2008, SNL2008 A-15.1  
<http://www.assembly.nl.ca/legislation/sr/statutes/a15-1.htm>
- 2.<sup>2</sup> The Newfoundland and Labrador Regulation, 105/10  
<http://www.assembly.nl.ca/legislation/sr/regulations/rc100105.htm>
- 3.<sup>2</sup> ALBNL By-Laws  
<http://www.albnl.com/documents/regulatory-requirements/by-laws/>
- 4.<sup>2</sup> ALBNL Code of Ethics  
<http://www.albnl.com/documents/regulatory-requirements/code-of-ethics/>
- 5.<sup>1</sup> Regulatory Notices  
<http://www.albnl.com/documents/the-board/policies-and-guidelines-adopted-by-the-board/about/>
- 6.<sup>1</sup> Practice Bulletins  
<http://www.albnl.com/documents/documents/flyers/insurance-requirements/>

Superscript 1 - acquired **general** knowledge

Superscript 2 - acquired **specific** knowledge

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<sup>1</sup>**Provincial statutes, regulations and codes** applicable to the design, construction, enlargement or alteration of buildings, such as but not limited to the statutes listed below and their regulations:

Building Accessibility Act

NL Act Respecting Accessibility To Buildings For Persons With Disabilities 2006 c10 s1

<http://www.assembly.nl.ca/legislation/sr/statutes/b10.htm> RSNL1990 CHAPTER B-10

Mechanics' Lien Act, RSNL1990 CHAPTER M-3

<http://assembly.nl.ca/legislation/sr/statutes/m03.htm>

Fire Protection Services Act, SNL2008 CHAPTER F-11.01

<http://www.assembly.nl.ca/legislation/sr/statutes/f11-01.htm>

Occupational Health & Safety Act, RSNL1990 CHAPTER O-3

<http://assembly.nl.ca/legislation/sr/statutes/o03.htm>

Urban and Planning Act, 2000 SNL 2000 Chapter 4-8

<http://www.assembly.nl.ca/legislation/sr/statutes/U08.htm>

Superscript 1 - acquired **general** knowledge

## APPENDIX 2

## Excerpts from the MUTUAL RECOGNITION AGREEMENT (CANADA/USA)

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The following is a summary of the requirements as set out in the Mutual Recognition Agreement between the National Council of Architectural Registration Boards (NCARB) and the Canadian Architectural Licensing Authorities (CALA) which took effect January 1, 2014 in Newfoundland and Labrador, Canada.

### 1. Mutual Recognition Agreement

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#### Definitions:

- (a) **Demonstration of Required Experience:** 2,000 cumulative hours of post-licensure experience shall be demonstrated by individual applicants through the provision of proof of licensure in good standing and a signed affidavit attesting to the experience.
- (b) **Principal Place of Practice:** The address declared by the architect to be the address at which the architect is predominantly offering architectural services. The architect may only identify one principal place of practice.
- (c) **Limitations:** Nothing in this Agreement limits the ability of an NCARB Member Board or CALA jurisdiction to refuse to license/register an architect or impose terms, conditions or restrictions on his/her license/registration .

### 2. Eligibility and Conditions

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All applicants for registration in the Province of Newfoundland and Labrador must comply with the local requirements.

#### A. Eligibility

- (1) Architects who are able to benefit from the provisions of this agreement must be citizens respectively of the United States or Canada or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in the other country as the host country under this Agreement. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under this Agreement.
- (2) Architects must also be licensed/registered in a jurisdiction of their home country and must have completed at least 2,000 hours of post-licensure/registration experience practicing as an architect in their home country.
- (3) Architects who have been licensed by means of a Broadly Experienced Foreign Architect program of either two countries or other foreign reciprocal licensing agreement are not eligible under this agreement.

#### B. Conditions

**US Architect to Canadian Jurisdiction:** Upon application, those CALA jurisdictions who are signatories to this Agreement and so long as they remain signatories agree to license/register as an architect in their respective province or territory any architect who:

1. Is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a current signatory to this Agreement;
2. Holds a current NCARB Certificate;
3. Meets the eligibility requirements listed above; and
4. Whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement

**C. Applicant Must Provide:**

1. a letter of good standing from the architectural licensing authority in the architect's principal place of practice (template attached);
2. a letter of declaration from the applicant attesting to at least 2,000 hours of post-licensure experience (template attached);
3. proof of citizenship/permanent residency in the home country; and
4. a current NCARB Certificate.

**3. Practice (Certificate of Practice for the Individual)**

1. (a) To promote, offer or provide architectural services in Newfoundland and Labrador, a registered architect must apply for and have approved a Certificate of Practice .  
  
(b) In order to obtain and continue to hold a Certificate of Practice, a registered architect under the Mutual Recognition Agreement must maintain his/her Principal Place of Practice in a jurisdiction which allows an ALBNL member to become registered on a reciprocal basis.  
  
(c) In order to hold a Certificate of Practice, a registered architect is subject to the local requirements including those relating to professional liability insurance coverage.
2. Permissible forms of practice are set out in the *Architects Act, 2008*, SNL2008 A-15.1 and Regulations 10o5/10. Information is available from the ALBNL office at 709.726.8550 or email: [albnl@albnl.com](mailto:albnl@albnl.com) .



## SCHEDULE 1

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### SIGNATORY STATES/TERRITORIES

**Schedule 1** lists those State Licensing Boards which will accept Certificate Holders for registration to practice architecture in its jurisdiction without any further demonstration of qualification by the Certificate Holder other than, in the case of certain State Licensing Boards, a demonstration that the Certificate Holder is familiar with local laws, conditions and practice requirements.

Alberta	California	Maryland	Rhode Island
British Columbia	Colorado	Massachusetts	South Carolina
Manitoba	Connecticut	Michigan	Tennessee
New Brunswick	Delaware	Missouri	Texas
Northwest Territories	District of Columbia	Montana	US Virgin Islands
Nova Scotia	Georgia	Nebraska	Vermont
Ontario	Guam	New Hampshire	Virginia
Prince Edward Island	Illinois	New Mexico	Washington
Quebec	Indiana	North Carolina	West Virginia
Saskatchewan	Iowa	North Dakota	Wisconsin
Alabama	Kansas	Ohio	Wyoming
Arizona	Louisiana	Oregon	Pennsylvania
Arkansas		Puerto Rico	Alaska

## SCHEDULE 2

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### SIGNATORY PROVINCES / TERRITORIES

**Schedule 2** lists those Canadian Provincial Associations and Territories which will Register as Registered Architects those Certificate Holders whose Principal Place of Practice is in the jurisdiction of a Member Board listed in Schedule 1, without further demonstration of qualification by the Certificate Holder other than, in the case of certain Associations, a demonstration that the Certificate Holder is familiar with local laws, conditions and practice requirements.

Alberta	Newfoundland and Labrador	Prince Edward Island
British Columbia	Northwest Territories	Quebec
Manitoba	Nova Scotia	Saskatchewan
New Brunswick	Ontario	



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**Schedule of Fees for**

**Application for License – Reciprocal Architects Licensed in the United States**

The ALBNL accepts payment of fees in Canadian funds by the following methods:

<input type="checkbox"/>	Cheque
<input type="checkbox"/>	Money Order
<input type="checkbox"/>	Bank Draft
<input type="checkbox"/>	Cash

The fees listed below include the 15 % Harmonized Sales Tax (HST).

Licence Fees		
Application fee:	\$ 747.50	<input type="checkbox"/>
Annual Licence fee	\$1,127.00	<input type="checkbox"/>
<b>Total</b>	<b>\$1,874.50</b>	

Renewal Licence Fees		
<b>Total</b>	<b>\$1,127.00</b>	<input type="checkbox"/>



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Application for License
Architects Licensed in the United States

A. IDENTIFICATION

1. Name in Full:

Surname First Name Middle Name(s)

Please check one Miss Mrs. Ms. Mr.

Name as it should appear on the Certificate:

2. Residence Address:

Street Apt. No.

City State/Territory Country Zip Code

3. Place of Business:

Firm Name

Street Suite No.

City State/Territory Country Zip Code

4. (a) Address for Correspondence: Residence [ ] or Business [ ]
(The selected address will be your Address of Record on the Register. If your residence and business addresses are in different electoral districts, you will be permitted to vote only in the electoral district which corresponds with your Address of Record.

(b) Published on Web site: Yes No
(If you choose not to have your address published, only your name will be included on the listing.)

5. Residence Tel: ( ) Business Tel: ( )

6. E-mail:

7. Date of Birth: (Attach copy of proof)
(mm/dd/yy)

8. Country of Origin

9. Language(s): English French Other

10. School of Architecture

Degree/Diploma Received

Date Degree/Diploma Received (M/D/Y)

**B. LICENCE HISTORY** (Use supplementary sheets if necessary.)

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1. Jurisdiction in which first License issued:

Jurisdiction	License Number	Date License issued

2. List all jurisdictions in which you **currently** hold a License:

Jurisdiction	License Number	Date License issued

3. List all jurisdictions in which you **previously** held a License and provide the reason you no longer hold a License in those jurisdictions:

Jurisdiction	License Number	Date License Issued	Date Resigned/Cancelled	Reason Resigned/Cancelled

4. Have you ever been denied a License? Yes  No
5. (a) Has your License ever been suspended or revoked? Yes  No   
 (b) Has your License ever been cancelled? Yes  No
6. Have you resigned your membership in any organization of architects that licenses or authorizes the practice of architecture in a jurisdiction other than Newfoundland and Labrador or allowed your License to lapse for any reason? Yes  No
7. Have you ever been convicted of an offence which may be relevant to your suitability to practice architecture? Yes  No
8. (a) Have you ever been found guilty of professional misconduct or incompetence? Yes  No   
**and/or**  
 (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

**If you have answered "yes" to questions 4. To 9. use a supplementary sheet to provide dates and details.**

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**C. DECLARATION**

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I DO SOLEMNLY DECLARE:

THAT I am applying for a License under the *Architects Act 2008* of the Province of Newfoundland and Labrador;

THAT I am a member of an organization of architects which is recognized by the Board and which has objects, standards of practice and requirements for membership similar to those of this Association (i.e. from a jurisdiction which is signatory to the Mutual Recognition Agreement with the ALBNL);

THAT I have satisfied the requirements of the Mutual Recognition Agreement;

THAT in regard to the documents listed in Appendix "1" of the Guidelines for the Application for License, I have and will continue to maintain:

- (a) The ALBNL Official Documents
- (b) unrestricted access to all other listed documents
- (c) **general** knowledge of the contents of the documents identified by the superscript 1
- (d) **specific** knowledge of the contents of the documents identified by the superscript 2

THAT I agree to comply with the *Architects Act 2008*, the Regulation, By-Laws and Code of Conduct, all as amended;

THAT I understand that only a holder of a Certificate of Practice is permitted to offer and/or provide to a member of the public a service that is part of the practice of architecture;

THAT the facts set out in this Application for License 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
Date

**ALBNL USE**

Date License Application was initially received by the ALBNL:

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Confirmation of Application Materials Received

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1. Completed Application Form  Yes  No

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4. Confirmation of Registration/License Form:  Yes  No

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5. Payment Received in Correct Amount  
Amount Received \$  Yes  No

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6. Applicants proof on identification:  Yes  No

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Registrar’s Recommendation: Date:

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Board’s Decision: Date:

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Applicant Notified: Date:

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Professional Stamp Ordered: Date:

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Newfoundland and Labrador Association of Architects notified: Date:

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Notes, Comments, and Other Research:

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**DECLARATION AND UNDERTAKING**  
**For The**  
**MUTUAL RECOGNITION AGREEMENT**  
**Between The**  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)**  
**And The**  
**CANADIAN ARCHITECTURAL LICENSING AUTHORITIES (CALA)**

I, [ *NAME* ], declare and affirm that:

I am a citizen or hold permanent residency status in [ *UNITED STATES or CANADA* ];

I am a licensed/registered architect, and currently a licensee/registrant in good standing with the [ *NAME OF LICENSING AUTHORITY* ] which is my principal place of practice;

I was licensed on [ *MONTH / DAY / YEAR* ] with the [ *NAME OF LICENSING AUTHORITY* ] who will separately be confirming that I am in good standing with that Authority, and I did not obtain licensure in that jurisdiction by means of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program.

I have completed a minimum of 2,000 hours of post-licensure experience as an architect engaged in the lawful practice of architecture; and

I meet all of the eligibility requirements of the Mutual Recognition Agreement for reciprocal licensing between NCARB and CALA.

I have had a disciplinary action registered against me by a licensing authority.  
(circle one) YES / NO

*(The accepting licensing authority has the right to request further details with respect to disciplinary actions)*

*I affirm that the above statements are accurate and true to the best of my knowledge and belief.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name (print)*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name (print)*

DATE

NAME  
ADDRESS  
ADDRESS  
ADDRESS  
ADDRESS

Dear Sir or Madam:

This is to confirm that [ *NAME OF INDIVIDUAL* ] was licensed/registered on [ *MONTH / DAY / YEAR* ] with the [ *NAME OF LICENSING AUTHORITY* ] and was not licensed by means of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program.

[ *NAME OF INDIVIDUAL* ] is currently a licensee/registrant in good standing with the [ *NAME OF LICENSING AUTHORITY* ] and is not currently the subject of disciplinary action by this licensing authority nor has a record of unresolved disciplinary action on file with this licensing authority.

Sincerely,

NAME  
Registrar