

**APPLICATION FOR FIRST SAA MEMBERSHIP  
REGISTERED ARCHITECT**

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\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Date of Application

**INSTRUCTIONS FOR COMPLETING APPLICATION**

1. **APPLICATION APPROVAL:** Please allow four to eight weeks for processing your application from the date of receipt of the completed application and all required documentation. An incomplete application will be held for up to six to eight weeks and then returned or shredded.
2. **PROOF OF DATE OF BIRTH:** Proof of date of birth is required. Photocopies of birth certificate, passport or driver's licence are accepted.
3. **COMPLETION OF APPLICATION:** All Sections of the application are to be completed and should be typed or printed clearly and couriered to the SAA. An application received via email will not be accepted. Fees must be submitted with the application.
4. **VERIFICATION OF ITEMS SUBMITTED:** All documentation submitted will be verified.
5. **REGISTRATION/LICENCE HISTORY:** Indicate Registration/Licence status in all jurisdictions where a Registration/Licence is currently held or was previously held. Identify any Registration/Licence not currently in good standing and give the particulars. Include foreign memberships. Attach supplementary sheets if necessary.
6. **REGISTRATION TERM:** January 1 to December 31, annually. The member shall annually pay the fees of the association by the 1st day of February or will be automatically struck from the register for non-payment of fees. Registration must be maintained through the expiration of the construction warranty period.
7. **PROOF OF EDUCATION & EXAMINATION:** Please submit a copy of your CACB Certificate and proof of successful examination with your application.
8. **CONFIRMATION OF REGISTRATION/LICENCE:** Please have your resident association complete and forward to the SAA a Confirmation of Registration/Licence. Processing of the Application for Registration will only proceed after receipt of the completed and certified form directly from the Licensing Authority where the applicant is currently registered/licenced.
9. **DECEMBER APPLICATIONS:** Applications received after November 30 will not be finalized in that calendar year (unless otherwise requested) and must include the appropriate fees for the following year. Applicants should contact the SAA after November 30 for fee information.
10. **APPLICATION FOR SEAL:** Please review the [practice bulletin](#) related to seal posted on the SAA website.
11. **DISPLAY OF CERTIFICATE:** SAA Registered Members shall keep his/her certificate prominently displayed in his/her place of business.
12. **CONTINUING EDUCATION:** The SAA has a mandatory Continuing Education program and detailed information can be found on the SAA's website ([www.saskarchitects.com](http://www.saskarchitects.com)).
13. **FEES:** Full payment of fees must accompany this application, in Canadian Funds only. Please refer to the Application Fees document posted on the SAA website.

## **IMPORTANT**

Upon SAA Council approval, you will become a Registered Member of the Saskatchewan Association of Architects (SAA).

In order to offer or provide architectural services in Saskatchewan (as defined by *The Architects Act, 1996*) to the public, **an individual must be employed by a holder of a Licence to Practice with the SAA**. A Licence to Practice application should be submitted together with the application for Registered Member. If you are joining a firm holding a current Certificate of Practice, the firm is required to file a Change Form to add you to its Licence. If you are applying for registration and not associated with a Licence to Practice, then you must complete and submit the **Declaration: Non-Practicing Registered Architect** form included in this document. You will also be required to submit this declaration annually, by the 1<sup>st</sup> day of February, along with your membership renewal fees.

As defined in *The Architects Act, 1996* 2 (q), “practice of architecture” or “architecture” means:

- (i) preparing or providing, for hire, gain or hope of reward a design to govern the construction of a building that has as its principal purpose human habitation or occupancy; or
- (ii) examining a building that has as its principal purpose human habitation or occupancy to determine whether the construction is in general conformity with the design governing the construction of the building, and reporting on the construction of the building.

### Protection of title

22(1) No person other than a member shall use the title “Registered Architect” or “Architect”, the abbreviation “S.A.A.”, or any word, title or designation, abbreviated or otherwise, to imply that the person is a member.

The provision of architectural services, which includes activities such as the preparation of drawings and completion of feasibility studies, prior to the issuance of a Registration and Certificate of Practice may be prejudicial to the granting of a Licence to Practice.

*You are advised to notify the SAA in writing in advance of being considered for a commission in Saskatchewan. You must also promise to comply with the requirements for registration and licensing immediately upon obtaining the commission. This request/notification of SAA Council avoids the perception that you are trying to practise architecture without a Licence and Certificate of Practice in Saskatchewan.*



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**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 Province/State/Territory Country Postal/Zip Code
3. Place of Business: \_\_\_\_\_  
Firm Name
- \_\_\_\_\_ Street Suite No.
- \_\_\_\_\_ City State Country Zip Code
4. (a) Address for Correspondence: Residence [ ] or Business [ ]  
(The selected address will be your Address of Record on the Register.)
5. Residence Tel: ( ) \_\_\_\_\_ Business Tel: ( ) \_\_\_\_\_
9. E-mail: \_\_\_\_\_
10. Date of Birth: \_\_\_\_\_ (Month/Day/Year) Please attach copy of proof.
11. School of Architecture: \_\_\_\_\_
12. Degree/Diploma Received \_\_\_\_\_ Date Degree/Diploma Received \_\_\_\_\_
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**B. EDUCATION, EXPERIENCE and EXAMINATIONS**

|   |  |
|---|--|
| 1. The Canadian Architectural Certification Board has certified my educational qualifications in architecture and that I have attained the educational standard for admission to the SAA.   | Certificate Number: _____<br>Year Granted: _____         |
| 2. I have work for at least three years under the direction of a person or persons approved by council and have completed 3720 hours of experience that meets the requirements of the Internship in Architect Program, including 940 hours of experience in Saskatchewan in the two years directly preceding the date of this application for Registered Architect. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. I have successfully completed the examination requirements of:<br><br><u>OR</u>  | Jurisdiction: _____<br>Date of Completion: _____         |
| 4. I have achieved BEFA (Broadly Experienced Foreign Architect) Certification through the Canadian Architectural Certification Board (CACB). Please attach certificate.   | Certificate Number: _____<br>Year Granted: _____         |

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

1. Jurisdiction in which first Licence issued:

| Jurisdiction | Licence Number | Date Licence issued |
|--------------|----------------|---------------------|
|              |                |                     |

2. List all jurisdictions in which you **currently** hold a Licence/Registration:

| Jurisdiction | Licence/Member Number | Date Licence/Membership issued |
|--------------|-----------------------|--------------------------------|
|              |                       |                                |
|              |                       |                                |

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

| Jurisdiction | Licence/Member Number | Date Licence/Membership Issued | Date Resigned/Cancelled | Reason Resigned/Cancelled |
|--------------|-----------------------|--------------------------------|-------------------------|---------------------------|
|              |                       |                                |                         |                           |
|              |                       |                                |                         |                           |

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 4. Have you ever been denied a Licence/Registration?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. (a) Has your Licence/Registration ever been suspended or revoked?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) Has your Licence/Registration ever been cancelled?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Have you resigned your membership in any organization of architects that licenses or authorizes the practice of architecture or allowed your Licence/Registration to lapse for any reason? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Have you ever been convicted of an offence which maybe relevant to your suitability to practice architecture?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. (a) Have you ever been found guilty of professional misconduct or incompetence?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <b>and/or</b>   |                              |                             |
| (b) Is your conduct or competence presently the subject of proceedings?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Was your conduct or competence under review at the time of your resignation or cancellation?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. Have you been issued a Licence/Registration in any jurisdiction that is subject to any terms, conditions or limitations?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**If you have answered "yes" to questions 4. to 10., use a supplementary sheet to provide dates and details.**

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**C. DECLARATION AND AGREEMENT**

I hereby make application to the Council of the Saskatchewan Association of Architects for Admission to membership in the Association under *The Architects Act, 1996* as a REGISTERED MEMBER as defined in the bylaws of the Saskatchewan Association of Architects

I, \_\_\_\_\_ of \_\_\_\_\_ in the Province of \_\_\_\_\_, having applied to become a REGISTERED MEMBER of the Saskatchewan Association of Architects, do hereby declare, covenant and agree with the Saskatchewan Association of Architects and with all the members thereof that, in the event of my being elected a member of the said Association, in consideration of such election that:

- I will not accept any trade or other discounts or give or accept any illicit or surreptitious commissions or emoluments in connection with any works the execution of which I may be engaged to superintend or on which I may be employed under any other person or with any other professional business which may be entrusted to me
- I will abstain from seeking employment or soliciting clients by means of concessions, commissions or deduction of fees and that I will not offer drawings or other services without adequate pecuniary compensation
- I have read *The Act* and the Bylaws of The Saskatchewan Association of Architects, and will be governed and bound by the said the Act and the Bylaws and by any alteration or amendments thereof which may hereafter be enacted, so long as I remain a member
- I will exercise my best endeavors to advance the interests and objects of the said Saskatchewan Association of Architects

I, \_\_\_\_\_, do solemnly declare, that the facts set out in the foregoing declaration 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, by virtue of the Canada Evidence Act.

DECLARED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

In the city/town of \_\_\_\_\_

In the \_\_\_\_\_ of \_\_\_\_\_

notary stamp/seal

\_\_\_\_\_  
Notary /Commissioner

\_\_\_\_\_  
Applicant's Signature

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The Saskatchewan Association of Architects Letter of Undertaking

ATTENTION: REGISTRATION COMMITTEE

This will confirm that before practicing architecture in the Province of Saskatchewan, I will acquire knowledge of and abide by *The Architects Act, 1996*, Bylaws of the Saskatchewan Association of Architects, the Saskatchewan Builders' Lien Act, the National Building Code of Canada as amended by The Uniform Building and Accessibility Standards Act of Saskatchewan, Saskatchewan Human Rights Code and regulations under the Fire Prevention Acts, and other conditions pertaining to the practice of architecture in the Province of Saskatchewan.

Yours truly,

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Signature

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Name (*please print*)

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Date

## APPLICATION FOR FIRST SAA MEMBERSHIP REGISTERED ARCHITECT

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Please carefully complete the checklist to assist you in successfully completing the application. Incomplete submissions will be returned.

- I enclose a completed, signed and notarized application.
- I enclose proof of date of birth: photocopy of driver's licence, birth certificate or passport.
- I enclose a copy of my CACB Certificate.
- I enclose proof of successful examination.
- I enclose proof of completing the required logged CERB hours.
- I enclose the Declaration: Non-Practicing Architect, if I am not associated with a current SAA Licence to Practice holder.
- I enclose payment. Fees must be paid in Canadian Funds only.



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DECLARATION: NON-PRACTICING REGISTERED ARCHITECTS

In order to be able to use their seal, registered members of the Saskatchewan Association of Architects (SAA) are required to be employed by a firm who holds a valid Licence to Practice.

SAA Registered Members whose employer does not meet the requirements for licensure in Saskatchewan are required to sign a Non-Practicing Declaration.

The practice of architecture by a registered SAA member must be properly credited to a firm holding a Licence to Practice in Saskatchewan. Work credited to any other firm name is considered practicing without a licence, and will be dealt with through the SAA Professional Conduct Committee.

I, \_\_\_\_\_, declare that I am currently not employed by a firm holding a Licence to Practice in Saskatchewan. I understand that I am currently not eligible for a member seal.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



## SASKATCHEWAN ASSOCIATION OF ARCHITECTS PRIMARY CONTINUING EDUCATION REPORTING JURISDICTION DECLARATION FORM

In order to ensure architects who are licensed in multiple jurisdictions in Canada do not record their Continuing Education (ConEd) activities on multiple transcripts (unless they prefer to do so), the SAA has developed this form to allow SAA members outside Saskatchewan the opportunity to record their ConEd activities on a transcript in a Province/Territory of their choice other than Saskatchewan or their home jurisdiction. Upon receipt of the completed declaration form, the SAA will communicate directly with the selected jurisdiction to ensure ConEd compliance.

Please complete this form and return it to the SAA.

### I wish to designate one of the following as my primary ConEd reporting jurisdiction:

- Alberta Association of Architects (AAA)
- Architects' Association of New Brunswick (AANB)
- Architects' Association of Prince Edward Island (AAPEI)
- Architectural Institute of British Columbia (AIBC)
- Manitoba Association of Architects (MAA)
- Newfoundland and Labrador Association of Architects (NLAA)
- Northwest Territories Association of Architects (NWTAA)
- Nova Scotia Association of Architects (NSAA)
- Ontario Association of Architects (OAA)
- Ordre des architectes du Québec (OAQ)
- Saskatchewan Association of Architects (SAA)

### I confirm to the SAA that:

1. I am a registered/licensed member of the primary ConEd reporting jurisdiction noted above.  
Registration/Licence # \_\_\_\_\_
2. I am solely responsible for complying with the continuing education requirements of the primary ConEd reporting jurisdiction.
3. I authorize my primary ConEd reporting jurisdiction to release to the SAA information that is relevant to my compliance with their continuing education program.
4. I recognize that I must comply with the primary ConEd reporting jurisdiction's requirements specified by the primary jurisdiction.
5. I recognize that information falsely reported in another province/territory will be recorded as non-compliance with the SAA's ConEd program which may lead to potential disciplinary action.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## PAYMENT REMITTANCE FORM

### CREDIT ACCOUNT OF:

NAME IN FULL:

(Surname)

(First Name)

(Initial)

HOME ADDRESS:

(Street)

(City)

(Province)

(Postal Code)

TELEPHONE

(Home)

(Business)

EMAIL:

**REASON FOR  
PAYMENT:**

**AMOUNT OF PAYMENT:**

### PAYMENT INFORMATION:

Cheque  Visa  Mastercard

NAME OF CARDHOLDER:

ACCOUNT #:

EXPIRY DATE:

**SIGNATURE OF CARDHOLDER:**

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of responding to your request.