

## **The Saskatchewan Association of Architects Practice Bulletin – Reclamation of SAA Certificate of Practice**

### Summary

Upon successful completion of application for a Licence to Practice from the Saskatchewan Association of Architects (SAA), architectural firms are issued an SAA Certificate of Practice. An SAA Certificate of Practice is the physical representation of the Licence to Practice Architecture in Saskatchewan. As such, it is required to be displayed prominently in the firm's place of business. While it is necessary for members of the public to see this visual indicator that the firm is licensed by the SAA, it is equally necessary for the Certificate of Practice to no longer be on display and be returned to the SAA when the licence is no longer valid.

### Background

*The Architects Act, 1996* provides the Saskatchewan Association of Architects with the mandate to ensure, for the public, the proficiency and competency of members who practice architecture in the province, and to promote and increase the knowledge, skill and proficiency in all things related to the practice of architecture. The Bylaws of the SAA provide the rules and regulations for its members to practice architecture according to. Policy relating to areas of practice covered by *The Act* and/or the SAA Bylaws is occasionally necessary to clarify requirements and ensure that the intent of the established legislation and regulation is carried out proficiently and consistently.

This bulletin has been produced to clarify expected protocol for the return of SAA-issued Certificates of Practice. SAA Bylaws 12 and 13 outline the requirements a firm must fulfill in order to be granted and retain a Licence to Practice from the SAA. The SAA Certificate of Practice that is issued following Council's approval of an application states that the firm listed is granted a licence to practice architecture in the province of Saskatchewan subject to compliance with the provisions of *The Architects Act, 1996* and the SAA Bylaws. It is signed and certified by the President and Secretary-Treasurer of the Association. The firm's licence to practice is demonstrated in the form of a Certificate of Practice.

As stated on the Certificate of Practice, individuals practicing architecture under the licence are expected to being familiar *The Architects Act, 1996* and the SAA Bylaws. All members are governed and bound by *The Act* and Bylaws, as they currently exist and all as amended.

### Operational Instruction

When a firm voluntarily ceases to hold a licence to practice, the following must occur:

1. A formal letter is to be written to SAA Council notifying them that the firm has decided to discontinue or not to renew their licence. The letter that a licence to practice holder sends to the SAA upon occasion of surrendering their licence

should state that the firm does not have any current projects in the province and that all previous projects have surpassed the warranty period.

2. Promptly send the Certificate of Practice back to the SAA. The certificate must be returned to the Association within 60 business days.

Alternately, when the firm's licence is cancelled as a result of being struck from the SAA Register, the following will occur:

1. Receive written notification of having been struck from the Register.
2. Be expected to promptly send the SAA Certificate of Practice back to the SAA.
3. A letter from the licence to practice holder should be sent to the SAA upon occasion of surrendering their licence indicating that the firm has made appropriate arrangements to ensure all projects in the province are adequately completed and that warranty issues are taken care of.

In either case (a licence being surrendered or cancelled), the certificate must be returned to the Association within 60 business days of the issuance of written notification. If the certificate of practice is not returned within the given amount of time, an additional notification will be sent stating that a fine of \$500.00 must be paid prior to seeking/qualifying for reinstatement of licence to the SAA.

**It is unlawful to engage in the practice of architecture in the province of Saskatchewan without a valid Licence to Practice. Practicing architecture without a valid/current Licence to Practice will be subject to review by the SAA Professional Conduct Committee and/or legal action.**

Misplaced or lost certificates of practice are of concern to the SAA and likewise to the firms that are without them, as a certificate of practice is the visual indicator that the firm is licensed to practice architecture in the province of Saskatchewan. If a firm misplaces or loses their certificate of practice, they are required to write a formal letter to Council stating why a new certificate is required and pay a \$100 replacement fee. In the event that the misplaced certificate is found, the firm is obliged to return it to the SAA.

### Policy

The SAA's bylaws outline what requirements firms must meet and maintain in order to become licensed to practice architecture in the province. Being approved for a licence to practice architecture in Saskatchewan by the SAA Council will result in the firm being issued an SAA Certificate of Practice. Possession of the SAA Certificate of Practice is contingent on the firm's upkeep of their Licence to Practice. When a firm ceases to be licensed by the SAA, their certificate of practice must be promptly returned to the Association.

Practice Bulletins are issued by the Council of the Saskatchewan Association of Architects as a practice resource or as general interpretations of the requirements in the Architects Act, and the Bylaws. Bulletins should be read in conjunction with *The Act* and Bylaws, and in no way supersede these documents. Bulletins are not intended to be and are not legal advice to the Members of the Association. Members should consult their own legal, income tax or financial advisors as to the application of the Architects Act and Bylaws in specific circumstances