



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

ARCHITECT AIBC

NEW REGISTRANT INFORMATION PACKAGE

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NOTE: CAPITALIZED TERMS IN THIS DOCUMENT HAVE THE SAME MEANING AS DEFINED IN THE AIBC BYLAWS.

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REGULATORY REQUIREMENTS & INFORMATION

THIS SECTION HIGHLIGHTS CERTAIN REGULATORY REQUIREMENTS OF WHICH YOU, AS A REGISTRANT OF THE ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA, MUST BE KNOWLEDGEABLE.

As a Registrant of the Architectural Institute of British Columbia, there are several regulatory requirements and facts of which you must be aware:

ARCHITECT'S DECLARATION

Each Applicant for registration as an Architect shall make and subscribe to the following declaration:

"Solemnly do I declare that having read and understood the Professional Governance Act, the Architects Regulation, the Bylaws, and Code of Ethics and Professional Conduct of the Architectural Institute of British Columbia, and having passed the examinations, I am eligible for registration. Further do I announce that I will uphold professional aims, uphold the art, and the science of architecture, and I will thereby improve the environment. I also accept with obligation the need to further my education as an Architect. I promise now 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, in the public interest."

THE ROLE OF THE REGULATOR

- **The Architectural Institute of British Columbia:** The Architectural Institute of British Columbia (AIBC) is an independent, professional self-governing body with the mandate to regulate the profession of architecture in the interest of the public through a responsive regulatory framework. Established in 1920 by provincial statute, the organization now governs the profession under the authority of the *Professional Governance Act*
- **Protected Title – Architect AIBC:** As a Registrant of the AIBC, you may use the protected title "Architect" and "Architect AIBC". This protected title shows the public, other professionals, and local governments that you are qualified and registered to practise architecture in British Columbia.

CERTIFICATE OF REGISTRATION, PROFESSIONAL SEAL, AND LICENCE NUMBER

- **Certificate of Registration:** Upon the successful completion of registration, you will be issued a Certificate of Registration. The certificates are prepared and delivered three times per year. Your name is printed on the certificate, as well as your licence number. Before the next order is prepared you will be contacted by the AIBC to confirm the legal name to appear on the certificate.
- **Professional Seal:** Under AIBC Bylaw 4.96, you may apply for a professional Seal. The Seal displays your legal name as registered with the AIBC, and the title "Architect AIBC". Proper use of a professional Seal is a fundamental professional obligation; the conditions under which an Architect must apply their Seal are noted in Professional Standards 8.1–8.6 of [Schedule A: Code of Ethics and Professional Conduct](#), found in the AIBC Bylaws, as well as [Bulletin 61: Seal of an Architect](#). You may order the Seal in metal for embossing or in rubber for stamping, by completing the [order form](#). Digital Seals are also available, with more information in [Bulletin 60: Signature, Seal and Delivery of Electronic Documents](#).
- **Licence Number:** Each Architect AIBC has their own unique licence number. This Architect AIBC identifier has a specific format, which appears as the following: L####. If an Architect resigns, the number will not be reused and will be returned if reinstated. Architects may use this licence number to identify themselves and show their registration with the AIBC.

PRACTISING ARCHITECTURE

- **The Professional Governance Act (PGA), Architects Regulation, AIBC Bylaws, and Schedule A: Code of Ethics and Professional Conduct:** As an Architect AIBC, you are required to comply with the *Professional Governance Act*, *Architects Regulation*, AIBC Bylaws, and the [Code of Ethics and Professional Conduct](#). The Code of Ethics and Professional Conduct is a compilation of standards of competence and professional and ethical conduct (“Professional Standards”) established for the architectural profession and AIBC Registrants in British Columbia.

Some of the practice and ethical requirements in the Code of Ethics and Professional Conduct differ considerably from those in other provinces and countries. As a prerequisite to the Architect’s Declaration, and as an ongoing requirement of practice, all Registrants must take the time to thoroughly familiarize themselves with the [Code of Ethics and Professional Conduct](#).

- **Certificate of Practice:** In order to practise architecture (including offering to practise architecture) in British Columbia, a Certificate of Practice is required. **This is separate from the requirement for registration as an Architect.** You can practise through a registered Architectural Firm holding a current Certificate of Practice issued by the AIBC, or you must apply for your own Certificate of Practice. **You may not practise architecture without a Certificate of Practice.**
- **Registering an Architectural Firm:** As a requirement of the AIBC Bylaws, if you intend to open your own Architectural Firm, you must first register the Firm and obtain a Certificate of Practice from the AIBC prior to offering your services. Application Forms are available [online](#). Information on Firm registration can be found in the [AIBC Bylaws](#), including Schedule M: Council Rules for Professional Liability and Schedule O: Council Rules for Architectural Firm.

- **Professional Conduct & Illegal Practice:** As the regulator of the profession of architecture in British Columbia, the AIBC is responsible for receiving and investigating two types of complaints:

> Professional Conduct

Anybody can make a Complaint if they are concerned that a Registrant of the AIBC (Architect, Architectural Technologist, Intern Architect, Firm Registrant, or Temporary Licensee (Architect)) has behaved in an unprofessional manner, contravened the *Professional Governance Act* or AIBC Bylaws, or otherwise is incompetent or unfit to practise. You should take the time to familiarize yourself with the professional conduct process, including your obligation to respond if a Complaint is made about you. Please see the [Professional Conduct page](#) for more information.

> Illegal Practice

Under the *Professional Governance Act*, only registered Architects are permitted to provide architectural services or represent themselves as architects. Anyone can report a possible infraction of the PGA or AIBC Bylaws that involves misrepresentation and the illegal practice of architecture. See the [Illegal Practice page](#) for more information.

- **Practice Advice:** The AIBC provides architectural practice advice to any interested party. We support Architects and other Registrants in meeting the standards of the profession. We also assist the public with questions about whether an Architect is required under the *Architects Regulation*, and provide guidance on working effectively with Architects. Please contact us at practiceadvice@aibc.ca if you have any practice-related questions.

ANNUAL RENEWAL OF REGISTRATION

- **Annual Renewal Cycle:** Occurs every year, with a Fee deadline of February 1 – a requirement (and date) set by the AIBC Bylaws. If a Registrant fails to pay their Fees by the February 1 deadline, they will incur additional Fees, and their **registration will be cancelled if they fail to pay the annual and late Fees by March 1**. A person whose registration has been cancelled is prohibited from using the protected title of Architect AIBC and providing architectural services. To learn more, please visit the [AIBC website](#).

The Annual Renewal of Registration begins in November. To maintain the integrity of the register and ensure accurate invoicing, every September, a Firm Information Update is sent to all Firms. Firms are required (per AIBC Bylaw 4.44) to review their Firm account and complete the Firm Update request, even if there have been no changes in the preceding year.

In addition, a mid-year courtesy reminder is sent annually to all Individual Registrants to ensure their individual online account information is accurate. Apart from these reminders, every Registrant has a separate obligation to promptly update their online account if any of their registration information (including contact information) changes at any time.

GOOD STANDING STATUS

- **Definition of Good Standing:** An Architect AIBC's registration may be removed from Good Standing status, if the Architect AIBC has outstanding Fees past their due dates, or if there are conditions or non-compliant events that have not been addressed. The definition is found in the AIBC Bylaws.

A Good Standing status is required for Architects AIBC who wish to run or vote in a Registrant Councillor election. It is also required for those wishing to voluntarily resign

their registration or to volunteer within various AIBC Committees and advisory groups. Other jurisdictions may also require a Good Standing status for reciprocal registration. An Architect AIBC may request a letter of Good Standing by completing the appropriate form and paying a nominal Fee (see [Schedule B: Fees](#), found in the AIBC Bylaws).

ONLINE REGISTER

- **Publication of registration information through the Online Register:** The AIBC is required to maintain and update an online, publicly-accessible register of Individual, Firm, and Former Registrants in accordance with the PGA and the AIBC Bylaws. Published information includes your name, your Architect AIBC title, current and previous registration categories, any conditions or limitations on registration, and contact information. For details, review AIBC Bylaws 8.4 and 8.5.

CONTINUING EDUCATION SYSTEM (CES) PROGRAM

- **Continuing Education System:** All Architects registered with the AIBC are subject to the AIBC's mandatory Continuing Education System (CES).

Learning Units (LUs) are the means by which education credits are measured and recorded. The AIBC is on a two-year reporting period cycle, ending June 30 of even years, and requires CES Participants (Architects, Architectural Technologists and Intern Architects) to earn a total of 36 LUs by the end of each two-year reporting period, out of which 16 must be "Core". For learning to be considered Core, it must be a structured activity. Of the 16 Core LUs, a minimum of two must be related to knowledge on Indigenous history, Truth and Reconciliation, and/or engagement ("Indigenous Peoples Learning"), and they must be earned and reported each reporting period.

- **Reporting & Non-Compliance**

The number and reporting period in which a first time CES Participant is required to earn LUs depends on when they become registered. If registration occurs in the first year of a CES reporting period, a modified number of 18 LUs (of which eight must be Core) is required. If registration occurs within the second year of a CES reporting period, the standard number of LUs applies, but the deadline for compliance is extended to the following reporting period.

If you report LUs in accordance with continuing education requirements imposed by an architectural regulator in another Canadian jurisdiction, you may be eligible to satisfy your CES obligation by filing an Out-Of-Province Declaration with the AIBC. You must also fulfill the Indigenous Peoples Learning requirement and report it directly to the AIBC.

If a CES Participant does not meet their continuing education obligations by the June 30

deadline, they will be deemed non-compliant and as such, will be required to pay a council-mandated fine as well as earn and report the required LUs.

- **More Information on CES**

For more information on the CES program, including consequences of non-compliance, and the Canadian reciprocity option, please refer to the [AIBC Bylaws](#) and Schedule P: Council Rules for the Continuing Education System. For examples of the categorization of LUs, administrative and procedural information, please refer to the [Practice Guideline: Continuing Education System \(CES\)](#).

Should you have any questions or require assistance, please contact the professional services department at professionaldevelopment@aibc.ca.

RESOURCES | WELCOME TO THE AIBC

IN THIS SECTION YOU WILL FIND AN OVERVIEW OF AIBC COMMUNICATION, EVENTS, HOW YOU CAN GET INVOLVED THROUGH VOLUNTEERISM, AND MORE.

This is your resource for happenings at the Architectural Institute of British Columbia. Below you will find an overview of AIBC communication, events, volunteerism, and more:

AIBC HAPPENINGS

The AIBC shares important regulatory information and industry news across a variety of platforms. These are the primary places you will find updates on the AIBC and architectural profession:

- **AIBC Website and Events Calendar**

The AIBC posts regularly on its organizational website, aibc.ca. Here, you can find information on Registration, Programs & Services, Professional Development, Protecting the Public, News & Events, and Resources.

Refer to the [Registrant Resources](#) page for key information and Forms needed to maintain your registration.

The website also features an [Events Calendar](#), which houses a variety of professional development opportunities, including both AIBC and external events, such as Recognized Educational Provider (REP) courses. This is a helpful resource for finding professional development offerings.

- **Monthly Newsletter**

Connected is the official e-newsletter of the AIBC. Published on the first Thursday of every month, it provides information on AIBC happenings, regulatory updates, volunteer opportunities, events, programs and courses, as well as industry news. We invite you to review previous editions on aibc.ca.

- **Notices**

On an as-needed basis, the AIBC will distribute regulatory information to registrants via dedicated emails, called Notices. Notices contain mandatory information, and cannot be unsubscribed.

GET INVOLVED | VOLUNTEERING

The AIBC Volunteer Program is an initiative that supports Registrants in contributing to the AIBC and architectural community in British Columbia. The AIBC depends on the generous contributions of time and expertise from AIBC Registrants who participate on operational boards, Committees, panels, task forces, and other initiatives in advancement of the regulatory mandate.

- [Learn more about the AIBC Volunteer Program.](#)
- [View current volunteer opportunities.](#)

AIBC SIGNATURE EVENTS

Each year, the AIBC hosts events and programs for Registrants as well as the public:

- **Induction & Retirement Ceremony**

Welcomes new Registrants and commends those who are retiring.

- **Conference & PD Day**

Alternating biennial professional development events. The AIBC multi-day in-person Conference takes place on even years, coinciding with CES reporting years. PD Day is an online one-day event presented on odd years. CES participants can earn Learning Units by attending these continuing education events.

- **Annual General Meeting**

The Annual General Meeting occurs every year. This event is an opportunity to learn more about how the AIBC has fulfilled its mandate over the past year, as well as hear about upcoming initiatives.

- **Volunteer Recognition Program**

The AIBC's Volunteer Recognition Program recognizes individuals who have made outstanding volunteer contributions to the AIBC and the profession of architecture.

GET IN TOUCH!

There are several ways you can communicate with the AIBC:

- **AIBC Staff**

Have a question? Send an email – for a list of specific inquiry emails, view the [Contact Us](#) page. We are also reachable from 9 a.m. to 5 p.m. at 604.683.8588.

- **Social Media Channels**

The AIBC is active on several social media platforms. Join the conversation and follow us on [Twitter](#), [Facebook](#), [LinkedIn](#) and [Flickr](#).

ANNUAL CHECKLIST

January to April

- **February 1:** Annual Renewal of Registration deadline

May to August

- **May/June:** AIBC Annual General Meeting
- **May:** AIBC Conference or PD Day, alternating years
- **June:** Mid-year account update (individual information)
- **June 30:** Biennial CES deadline, even years

September to December

- **September:** Annual Firm Update
- **September:** Induction & Retirement Ceremony
- **November:** Volunteer Recognition Event
- **November:** Annual Renewal of Registration opens

IMPORTANT WEBPAGES AND FORMS

There are many important regulatory documents found on aibc.ca with which you should be familiar. The following list highlights key documents:

- [*Professional Governance Act*](#)
- [*Architects Regulation*](#)
- [*Professional Governance General Regulation*](#)
- [AIBC Bylaws](#)
- [Schedule A: Code of Ethics and Professional Conduct](#)

Important resources can also be found on the AIBC website:

- [AIBC Standard Form Contracts](#)
- [Seal/Stamp Application Form](#)
- [Confirmation of Registration Request Form](#)
- [Site Sign Application Form](#)
- [Application for Architectural Firm](#)
- [Registrant Resources](#)

We encourage you to browse the website, our social media channels, and many resources available to you. If you have any questions, don't hesitate to reach out to the AIBC, as we will be happy to assist.