ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Submission Information | Application to Register or Reinstate a Sole Proprietorship or Partnership

Before completing this form, read through all submission instructions and review the requirements, found in Schedule O: Board Rules for Architectural Firm Names and Schedule M: Board Rules for Professional Liability Insurance (PLI) of the AIBC Bylaws. Retain copies of the application documents for your own records and note that incomplete applications will be destroyed after three months of inactivity.

1. Send proposed firm name(s) to registration@aibc.ca for review. Refer to Schedule O: Board Rules for Architectural Firm Names for requirements.

   For Firms registering with BC Registry: Skip step 2 and complete steps 3–7.

   For Firms not registering with BC Registry: Proceed to step 2 and disregard steps 3–7.

2. For completion of the application, submit the following items to registration@aibc.ca:

   - ☐ Completed Application for New Firm Registrant or Reinstatement Form
   - ☐ Certificate of Professional Liability Insurance
     Refer to Schedule M: Board Rules for PLI for requirements. Note that PLI is not required for inactive firms.
   - ☐ Completion Certificate of the Mandatory Firm Registrants Course by each Individual Registrant owner/partner identified in section 4.0 of the Application Form
     Refer to Schedule T: Board Rules for Firm Continuing Education for requirements.

3. After AIBC advises that you can proceed with the firm name, submit the name request to BC Registry.

4. Once the name has been reserved successfully, submit the following items to registration@aibc.ca:

   - ☐ Completed Application for New Firm Registrant or Reinstatement Form (below)
   - ☐ Results of Name Request document from BC Registry

5. AIBC will review for compliance before releasing consent letter to the BC Registry for usage of the firm name.

6. After the consent letter has been released, proceed in completing the registration process with BC Registry.

7. For completion of the application, submit the following items to registration@aibc.ca:

   - ☐ Statement of Registration from BC Registry
   - ☐ Certificate of Professional Liability Insurance
     Refer to Schedule M: Board Rules for PLI for requirements. Note that PLI is not required for inactive firms.
   - ☐ Completion Certificate of the Mandatory Firm Registrants Course for each Individual Registrant owner/partner identified in section 4.0 of the Application Form
     Refer to Schedule T: Board Rules for Firm Continuing Education for requirements.

Additional Information

Once your application is approved, you will receive a notice and invoice with payment instructions. For applicable fees, refer to Schedule B: Fees. **We encourage you to pay online.**

Payments must be remitted in Canadian funds and can be made by Visa, MasterCard, American Express, PayPal, cash, debit card, e-transfer, wire transfer, money order, or cheque (drawn on a Canadian bank). Please consider additional processing time if payments are submitted by cheque.

Processing times vary based on the date the complete application package is received by email. It may take **up to five weeks**. If you have additional conditions to your reinstatement, the timeline may be longer. Applications are reviewed once a month by the Credentials Committee; the schedule for submission deadlines and estimated approval dates can be found on the AIBC website.

Application for New Firm Registrant or Reinstatement

Date this application was emailed to registration@aibc.ca: _____

1. APPLICANT INFORMATION

Firm Name: _____

Has this firm previously been registered with the AIBC? Yes ☐ No ☐

If the firm name has changed since it was registered with the AIBC, please provide the previous name here:

_____

Head Office:

Address: _____
(unit) (street address)

_____
(city) (province/state) (postal/zip code) (country)

Phone: _____ Email: _____

Website: _____

Branch Office (if applicable):

A branch office is an additional physical office location for the firm within BC and must be registered with the AIBC. Other branches located outside of BC to appear in the online firm register may also be listed to be registered (optional).

Address: _____
(unit) (street address)

_____
(city) (province/state) (postal/zip code) (country)

Phone: _____ Email: _____

Name of branch office Supervising Architect (as per section 6.2 of Schedule A: Code of Ethics and Professional Conduct in the AIBC Bylaws):

_____

List names of AIBC Registrants: Architects AIBC, Intern Architects AIBC, Retired Architects AIBC, and Architectural Technologists AIBC at this branch office:

Firm Representative(s) – Architects AIBC

Identify an Architect AIBC who is the owner of, employed by, or contracted to the Applicant Firm to act as the Firm Representative. The Firm Representative must fulfill the following requirements:

- respond promptly and completely, or delegate such response, to any communication from the AIBC directed to the Firm Representative or the Firm Registrant (AIBC Bylaw 4.32)
- provide accurate, timely, and truthful information to the AIBC in relation to the Firm Registrant (AIBC Bylaw 4.33)

The Firm Representative is not responsible for a Discipline Violation by a Firm Registrant merely by virtue of Firm Representative status.

Name: _____ Position: _____ Email: _____

Authorized Billing Contact (Email for Receiving Invoices)

Name: _____ Position: _____ Email: _____

2. STATUS

☐ Active – applying for a Certificate of Practice (CoP)

☐ Inactive Architectural Firm – no CoP issued (must not practise architecture)

3. TYPE OF FIRM

☐ **Sole Proprietorship**

Partnership

☐ **General Partnership** consisting of:

- ☐ Architects AIBC
- ☐ Firm Registrants (A Firm Registrant can be a CoP holder or an Inactive Firm which does not hold a CoP)

☐ **Limited Partnership**

General Partner(s) consisting of:

- ☐ Architect(s) AIBC
- ☐ Architectural Firm(s) (CoP holders)

(At least one general partner must be an Architect AIBC or Architectural Firm)

☐ **Limited Liability Partnership**

Partners consisting of:

- ☐ Architects AIBC
- ☐ Architectural Corporations
- ☐ Architect(s) AIBC and Architectural Corporation(s)
- ☐ Architect(s) AIBC and Corporation(s) that do not hold a CoP (Firm Registrants)
- ☐ Non-Registrant(s)

4. FIRM OWNERSHIP STRUCTURE

Sole Proprietorship

If the firm is a sole proprietorship, list the name of the individual Architect AIBC owner. The firm must be owned and operated by the individual Architect AIBC directly. It cannot be owned by a separate company.

Architect AIBC Owner: _____

Partnership

If the firm is a partnership, list all the owners in this table.

Name	Architect AIBC	AIBC Firm Registrant	Non AIBC Registrant (firm or individual)

(If this form has insufficient space, provide supplementary sheet in the same format.)

5. AIBC REGISTRANT STAFF NOT LISTED ABOVE *(not applicable for inactive firms)*

The information on staff size is used to calculate the annual renewal fee.

List all Architects AIBC, Intern Architects AIBC, Retired Architects AIBC, and Architectural Technologists AIBC who are employed or under contract full-time by the firm. **Exclude those listed already in section 4.** List Architects AIBC first.

Name	Architect AIBC	Retired Architect AIBC	Intern Architect AIBC	Architectural Technologist AIBC

(If this form has insufficient space, provide supplementary sheet in the same format.)

6. FIRM SIZE FOR ANNUAL FEE CALCULATION *(not applicable for inactive firms)*

Total number of owners in section 4	
Total AIBC Registrant Staff (excluding those listed in section 4)	
Other staff unaffiliated with the AIBC, including administrative staff	
Total in all categories	0

7. REGISTRATION HISTORY

Yes No

☐ ☐ Is this the firm's initial registration with a regulatory body?

If no, list other jurisdictions where it is registered: _____

If yes, skip the remaining questions in section 7 and proceed to section 8.

If you select yes to any of the following, provide name(s), dates, and details of the situation including the results of appeals, if applicable, on a supplementary sheet.

Yes No

☐ ☐ Has the firm's registration been suspended or revoked in any jurisdiction?

☐ ☐ Have you surrendered or allowed the firm's registration to lapse in any jurisdiction due to an action pending or concluded?

☐ ☐ Has the firm or predecessor firm been disciplined, including by any consent process, by any licensing authority?

☐ ☐ Has the firm ever been found by a regulatory body, or made admissions, of illegal or unlawful practice of architecture or another profession?

☐ ☐ Has your firm been, or is currently, the subject of any proceeding by a regulator in any jurisdiction (i.e., misrepresentation, illegal practice)?

8. DECLARATION

I am an Architect AIBC who is the sole proprietor or a general partner to this Applicant Firm and have been designated by the other partners (for partnerships) to complete this application to register a new Firm with the AIBC. The information in this application form has been provided in full knowledge of the other partners (if applicable).

☐ By checking this box and entering my name below, I agree that my electronic signature is the legally binding equivalent, and has the same meaning, as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

_____ _____

Enter Name of Designated Architect AIBC Owner (type full name) Date

COLLECTION NOTICE

The information on this form is collected under the authority of AIBC Bylaws under the Professional Governance Act, S.B.C. 2018, c. 47. The information will be used to process your application and update the AIBC's records on the status of its applicants and Registrants. If you have questions about the collection and use of this information, please contact the AIBC's Registration & Licensing department by phone at 604.683.8588 or by email at registration@aibc.ca. As a public body under the provisions of the Freedom of Information and Protection of Privacy Act, the AIBC provides security and confidentiality of your personal information.