

Architect Application to Change or Cancel Registration

1.0 Information and Instructions for Completing the Application Form

- 1.1 This application Form is to be used by Architects AIBC for:
- cancellation of registration as an Architect AIBC; or
 - change of registration from Architect AIBC to Retired Architect AIBC
- 1.2 Submit the application Form by email only to registration@aibc.ca.
- 1.3 Before submitting the application Form, be sure to read this Form in its entirety. Contact the AIBC Registration & Licensing department at registration@aibc.ca prior to submitting the Form to seek further information or clarification as needed.
- 1.4 The application Form will only be processed upon receipt of the complete application package. All sections of the application must be completed. The terms “Not Applicable” or “N/A” can be used where sections do not apply.
- 1.5 You may be contacted by the AIBC during the review process to confirm the information contained in the application, or to request more information as required to consider the application. Cancellation of registration or change of registration category and its effective date will be confirmed by the AIBC in writing, following receipt of the necessary documents.
- 1.6 Allow 5 weeks for processing of the application Form, from date of receipt. As indicated in Bylaw 4.84, the effective date of the change or cancellation of the registration is the date the Registrant receives written notification from the AIBC. This date may or may not be the exact effective date requested in Section A below.
- 1.7 Retain copies of the application documents for your records. For information about charges and refunds associated with cancellation of registration or change in registration category see Section 5.0 of [Schedule B: Fees, found in the AIBC Bylaws](#).

2.0 Eligibility to Change or Cancel Registration

- 2.1 To be eligible to voluntarily change or cancel registration, an Architect must be in Good Standing. For Good Standing status, *all* the following conditions must be met:
- not suspended or under a condition that specifically removes the Registrant from Good Standing
 - compliant with all Continuing Education System requirements of the last reporting period
 - compliant with all applicable Audit and Practice Review requirements
 - no Fees owing to the AIBC that are past due

If any of the conditions are not met, resulting in a status of Not in Good Standing, you are advised to remedy the condition and submit this application form once in Good Standing.

- 2.2 Cancellation of registration does not limit the AIBC's jurisdiction under [Part 6 of the Professional Governance Act - Protection of the Public Interest with Respect to Professional Governance and Conduct](#).

3.0 Professional Obligations

- 3.1 The following [Bylaws and Professional Standards](#) should be referenced when undertaking the process of changing or cancelling your Architect registration:
- Bylaw 4.19 - Retired Architect Admission – Specific Requirements;
 - Bylaws 4.82 - 4.86 - Voluntary Cancellation of Registration;
 - Bylaw 4.98 - Issuance and Use of Architect's Seal; and
 - Professional Standard 5.7 and 5.8 in Schedule A: Code of Ethics and Professional Conduct regarding notification requirements to both a Client and authority.
- 3.2 For further information about the Retired Architect registration category, or for information on the annual Fee waiver program, see [Retired Architects \(aibc.ca\)](#).

4.0 Architect's Seal

- 4.1 As required in Bylaw 4.98, all Architect's Seals must be returned to the AIBC upon cessation of practice for any reason, including a change or cancellation of registration as an Architect AIBC.

The Requested Effective Date of the Status Change indicated in Section A below cannot come before the date indicated for receipt of the Seal by the AIBC under Section B below. Please consider delivery time and delays.

5.0 Firm Ownership

- 5.1 Upon cancellation or change of registration, Architects who hold a Certificate of Practice are required to apply with the AIBC to cancel registration of their Architectural Firm (Firm Registrant). The Firm Registrant Cancellation Form is found here: [Registration Cancellation Form: Firm Registrant](#).
- 5.2 Architects choosing to cancel or change their registration who are partners or shareholders in Firm Registrant are advised to consider the effects the change or cancellation of registration may have on the Firm's compliance with the Bylaws. It is the responsibility of the Firm to ensure continued compliance and it may be necessary for the Firm to submit an application for a change in the Firm's name or ownership structure for approval by the AIBC. The Firm Registrant Change Form is found here: [Firm Registrant Change Form \(aibc.ca\)](#).

SUBMISSION: This form should be submitted by email only to registration@aibc.ca.

DATE SUBMITTED BY EMAIL: _____

A. REGISTRANT INFORMATION

FULL LEGAL NAME: _____
(first name) (middle name) (last name)

LICENCE NUMBER: L- _____

STATUS CHANGE REQUEST (Select one option):

- Cancel my registration as an Architect AIBC
- Change my registration category to Retired Architect AIBC
 - I would like to apply for the annual fee waiver for Retired Architects AIBC who have a 40-year cumulative registration in good standing with the AIBC.

The effective date of registration as a retired architect will be the date the Credentials Committee approved the application, and the cancellation date of architect registration will be the day prior to this date.

REASON FOR RESIGNATION (Optional):

REQUESTED EFFECTIVE DATE: _____

B. ARCHITECT'S SEAL

SELECT FROM THE FOLLOWING OPTIONS:

- A. I was not issued a Seal.
- B. I was issued a physical Seal and it will be/has been returned to the AIBC by mail on or before: _____
- C. I was issued a physical Seal but have not been able to locate it. In lieu of returning my Seal, I have filled out the Letter of Undertaking at the end of this Form.
- D. I was issued a digital Seal and I understand that access will be revoked by the AIBC upon the effective date of the change of cancellation of my registration.

C. FIRM OWNERSHIP

SELECT FROM THE FOLLOWING OPTIONS:

- A. I do not have an ownership stake in a Firm Registrant, nor am I a director of a Firm Registrant.
- B. I am the sole owner of a Firm Registrant. Select one of the following:
- I have submitted the [Registration Cancellation Form: Firm Registrant](#)
 - I have submitted a [Firm Registrant Changes Form](#) to indicate new compliant ownership.
- C. I am a shareholder or director of a corporation that is a Firm Registrant; or a partner in a partnership that is a Firm Registrant. Select one of the following:
- My firm will remain compliant after cancellation of my registration or change in registration category.
 - I have submitted a [Firm Registrant Changes Form](#) to indicate new ownership.

D. REGISTRANT DECLARATION

I have read, understand, and agree to the rights and obligations when choosing to cancel my registration as an Architect AIBC, or change my registration category to Retired Architect AIBC, as applicable.

Signature of Individual *

Date

* By typing my name into the signature field, 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.

Letter of Undertaking

Instructions:

A letter of undertaking must be provided to the AIBC in the case of a misplaced professional Seal or stamp, or a Certificate of Practice. This letter does not require a lawyer or notary public to ‘swear’ it. The submitted letter is required to be signed, dated, and witnessed. This letter may be executed and delivered electronically.

Letter of Undertaking:

I, _____, confirm that I have made reasonable attempts to locate my _____ . I hereby undertake to return this if found to the AIBC and to inform the AIBC should I become aware of its whereabouts but I am not able to return it.

Signature of Individual *

Date

Signature of Witness *

Date

* By typing my name into the signature field, 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.

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.