



Application for Registration as an Architect

Form 01
3 August 2015

Use of this Form

This form is to be used by people wishing to apply for registration as an architect in Western Australia, who have passed the Architectural Practice Examination and have never been registered in Australia or New Zealand.

If you are already registered in another Australian State or Territory, or in New Zealand, and now wish to be registered in Western Australia please use Form 02 – Application for Registration in Western Australia under Mutual Recognition which is available from the Board's website.

Change of recorded details

Following registration, if there is any change to your recorded details, such as a change in name, contact details or insurance cover, you must inform the Board. Please use Form 08 – Notification of Change of Recorded Details which is available from the Board's website.

You are also required to contact the Board if your circumstances change and you are no longer practising architecture, or if your qualifications have been withdrawn or cancelled.

Professional Indemnity Insurance

Professional indemnity insurance (PII) is required for practising architects, either as an individual or through your employer's policy. If you are obtaining your own PII, you must provide the Board with a copy of the certificate of currency for your insurance policy. If you will be insured through your employer's PII policy you must provide the Board with both a letter from your employer naming you as an insured employee and a copy of the certificate of currency for your employer's policy.

Note that whether you are insured as an individual or through your employer's policy, the certificate of currency must show the period of cover and amount insured, with the minimum amount required being \$,1,000,000.

Certificate of Registration

The Board recommends that architects clearly display their registration certificates and registration number on all correspondence and advertising.

Continuing Professional Development

The Board has to be satisfied that a person has maintained a satisfactory level of knowledge, skill and competence in order to renew their registration. For more information please refer to Information Sheet 02 – Continuing Professional Development Framework (available from the Board's website).

Annual Renewal of Registration

The current renewal period is from 1 July 2015 to 30 June 2016.

Fees

Application Fee -	\$142 (GST free)
Registration Fee -	<u>\$204</u> (GST free)
Total fees payable -	<u>\$346</u> (GST free)

In the event your application is declined, the registration fee of \$204 will be refunded.

Payment Method

Payment of the application and registration fee (\$346) can be made by:

- cheque or money order made payable to Architects Board of Western Australia;
- Visa or MasterCard; or
- cash or eftpos at the Board's office.

Privacy laws and use of this information

Information requested by the Board is strictly confidential. Only information which is available for publication in the register may be provided to other registration authorities and to the public.

Further Information

Please contact the Board if you require further information.



ABWA use only

Date Received / /	Date Approved / /	Fees Paid \$	Receipt No.	Registration No.	Date Annual Cert Sent / /
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Personal Details

Family Name _____

Given Names _____

Preferred Name (Known as) _____

Date of Birth _____

Gender Female Male

Address _____

Postcode _____

Name of Business or Employer _____

Work Phone _____

Mobile _____

Home Phone _____

Email _____

Academic Qualifications

Academic Qualification _____

Institution _____

Date Conferred _____

If you **do not** have an accredited architectural qualification from an Australian or New Zealand tertiary institution*, please complete the following.

1. Have you successfully completed any of the following Architects Accreditation Council of Australia (AACA) processes? If so, please tick the relevant box.

- Review of Academic Equivalence
- Review of Graduate Equivalence
- National Program of Assessment

If not, please contact the Board's office.

2. What was the date of your successful completion of the AACA process listed above?

3. You must complete either Form 10 – Equivalence of Qualifications or Form 20 – Acceptance of Standard of Practice. Have you completed and submitted one of these forms to the Board?

Yes No

If Yes, what was the date of the Board's approval of your equivalence of qualifications or standard of practice?

If No, please download either Form 10 or 20 from the Board's website, complete and submit to the Board.

**If you have an architectural qualification from Singapore or Hong Kong, please contact the Board's office.*

Architectural Practice Examination

Place of Completion _____

Date of Completion _____

Fitness to Practise

1. Have you been convicted of an offence in this State or elsewhere which has not been dealt with by a spent conviction order?
Yes No
2. Do you have any prosecutions pending against you?
Yes No
3. Have you previously been registered as an architect?
Yes No
4. If you answered yes to question 3:
 - (a) has your registration ever been suspended or cancelled?
Yes No
 - (b) have you ever been dealt with for misconduct?
Yes No
 - (c) are there any unresolved complaints pending against you?
Yes No
5. Has any application by you for registration as an architect been refused by any registration board?
Yes No
6. Have you ever been a director, officer, shareholder or employee of a corporation which has been the subject of disciplinary proceedings for the contravention of any statute in Western Australia, or any other jurisdiction?
Yes No
7. Are there any other matters which may be relevant to your suitability for registration or capacity to competently practise as an architect about which the Board should be informed?
Yes No

If you have answered 'Yes' to any of the above, excluding question 3, please provide details in a sealed envelope and submit with this application.

Professional Indemnity Insurance

Professional indemnity insurance is required for practising architects. You must provide a copy of the certificate of currency showing the amount (minimum \$1,000,000) and period of cover.

- I have attached a copy of the certificate of currency from my insurer; or
- I have attached a letter from my employer naming me as an insured employee and a copy of their certificate of currency.

Website

Your contact details can be made available via the *Search the Register* function on the Board's website.

- I would like my address, work phone number and email address to be made available on the Board's website.

Supporting Documentation Required

Please attach the following documents to this application form (assemble in the order as listed).

- Certified* copy of driver's licence or passport;
- Certified* copy of academic qualifications;
- Certified* copy of Board letter stating attainment of Equivalence of Qualifications or Standard of Practice (if applicable);
- Certified* copy of letter of notification of success in the Architectural Practice Examination (APE) or APE certificate;
- Certified* copy or original police clearance certificate obtained within the preceding six months;
- Copy of professional indemnity insurance (PII) certificate of currency – either your own policy or a copy of your employer's policy, if you are to be insured through their policy;
- Copy of letter from your employer naming you as an insured employee (only required if you are to be insured through your employer's PII policy).

* Documents can be certified by a Justice of the Peace, architect, doctor, lawyer, pharmacist, bank manager or equivalent.



Declaration by Applicant

I,

Full Name of Applicant

declare that this application is true and correct and I know that it is an offence to make a declaration knowing that it is false or misleading in a material particular.

Signature

Date

Submission of Application

This application form and supporting documents can be provided to the Board as original documents or via electronic transmission i.e. facsimile or email.

Payment

Fees can be paid using one of the following methods.

Cheque

Send cheque or money order made payable to the Architects Board of WA.

Credit Card

Visa MasterCard

Card Number

Expiry Date

Name on Card

Amount Payable \$346

Cardholder's Signature

Date

Cardholder's Daytime Phone Number

In Person

Cash, credit card and eftpos payments can be made at the Board office between 9am and 4:30pm Monday to Friday.