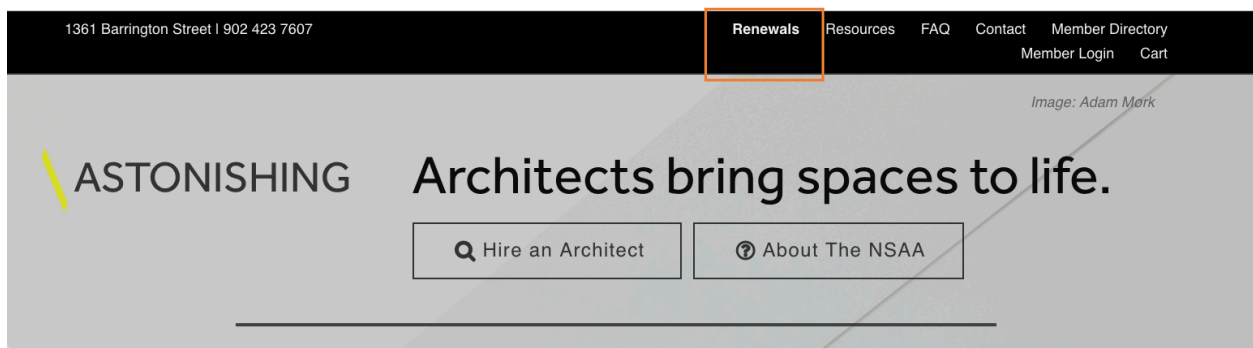


November 30, 2018

Dear Members of the Nova Scotia Association of Architects,

PLEASE READ THESE ONLINE RENEWAL INSTRUCTIONS IN THEIR ENTIRETY.

As mentioned in the President's message dated November 26, 2018, the Nova Scotia Association of Architects' renewal process for 2019 is to be performed completely online through the NSAA's website www.nsaa.ns.ca.



Please note that there will not be any invoices issued for the 2019 renewal dues.

This online renewal process will enable you to renew your 2019 membership including uploading PDFs of all required documents and paying your membership due(s) via e-commerce 24 hours a day/7 days a week beginning Saturday, December 1, 2018. Once payment is received online, your receipt will be emailed to you automatically.

NB. Please remember that once you begin your online renewal process, you may not be able to save and go back to complete it later. For ease of renewal, please do it all at once.

Username: Your username is the email address the NSAA had on file in 2017 and you used to renew for 2018. The NSAA cannot change your username only you can. The NSAA does not know your password. For example, if your email that the NSAA had on file in 2017 and you used to renew for 2018 was johnsmith@jmjarchitects.ca and you changed firms throughout 2018, you would use your previous email address/username johnsmith@jmjarchitects.ca as your username. Once logged in, you can then proceed to change your username if desired.

NB. Please be aware of the following prior to going online to renew.

- All payments will be done online using Visa, Master Card, American Express or Visa Debit. This is a secure website.
- Due to the Holidays, there will be no technical support or personnel available to answer questions after 4:00 pm Atlantic Standard Time on Thursday, December 22, 2018. Technical support and personnel will be available beginning at 9:00 am Atlantic Standard Time on Wednesday, January 2, 2019.
- If you require to reset your username or password or have not received your receipt, please check your junk mail as some mail servers may have redirected the email(s) to your spam folder(s).

I. For licensed architects:

There are six (6) Sections to the 2019 online renewal:

- Section A: Personal Information
- Section B: Nature of Practice
- Section C: Professional Liability Insurance
- Section D: Professional Development
- Section E: Professional Conduct
- Section F: Declaration

You will then be able to proceed to the payment page.

Please ensure that you have the following ready before starting the renewal process:

- A valid Credit Card (Visa, Master Card or American Express) or a Visa Debit
- A PDF of your 2018 con ed transcript (January 1 to December 31, 2018) **if NSAA is your home jurisdiction** to be uploaded. Continuing Education Instructions and FAQs can be found on the NSAA website at www.nsaa.ns.ca/resources. To make a PDF, either make a PDF directly from the RAIC con ed website or print a copy, scan and create a PDF. The NSAA uses the RAIC con ed database, please contact the RAIC with any questions/concerns.

If NSAA is not your home jurisdiction, the NSAA will contact your home jurisdiction for confirmation that you are con ed compliant.

- A PDF of your insurance certificate, if applicable, to be uploaded. Please ensure that you have made a note of your insurer, policy number, expiry date and named insurer which is also required to be inputted.

.../3

- If you are exempt from having insurance, please make a note of your exemption under Regulation 10 (2). You will have to select your exemption from the drop down menu. For ease of reference, here is Regulation 10 (2):

A person who is a licensed architect, corporate permit holder or temporary licensee is exempt from the requirement to hold professional liability insurance if any of the following apply:

- (a) the person does not practise architecture in the Province;
- (b) the person practises architecture exclusively as an employee of a licensed architect or a corporate permit holder who has the required insurance coverage and the insurance covers the person's practice;
- (c) the person works exclusively for the Province and is appointed or remunerated in accordance with the Public Service Act;
- (d) the person works exclusively for an agency
 - (i) to which the Province appoints the majority of the members,
 - (ii) whose staff is by law appointed or remunerated in accordance with the Public Service Act,
 - (iii) whose capital forms part of the public domain, or
 - (iv) that is a statutory appointment of the Province;
- (e) the person works exclusively for the Public Service of Canada as defined in the Public Service Staff Relations Act (Canada), for the Canadian Forces within the meaning of section 14 of the National Defence Act (Canada) or for a Crown corporation within the meaning of the Financial Administration Act (Canada);
- (f) the person works exclusively for a municipal corporation, a regional county municipality or a school board, and the employer stands surety for the person, agrees to take up the person[s] defence and accepts financial responsibility for the consequences of any error or omission committed by the person in practising architecture.

For example, if you are an employee of a corporate permit holder, you will select 10 (2) (b) as your insurance exemption. **However, please contact your firm's corporate permit contact to ensure that the 2019 corporate permit has been renewed and is compliant with the NSAA's corporate permit requirements. Failure of a firm to not renew its corporate permit means that architects who fall under the corporate permit are unable to practice architecture in Nova Scotia.**

.../4

To upload a PDF document, you will need to click on “Browse” (shown below), and locate the PDF file saved to your computer. This is the same process you would follow to attach documents to an email.

Policy Summary Document

No file selected.

Please attach a copy of the insurance policy su

II. For Intern Architects, Retired Architects and Associate Architects:

Please proceed to the General Renewal page and select the appropriate membership type from the drop-down menu.

III. For Corporate Permit Holders (those responsible to complete the corporate permit):

In Nova Scotia, all architects who are practicing architecture as defined by Section 2 (q) of the Architects Act **are required** to be licensed with the NSAA.

(q) "practice of architecture" means rendering or offering to render services, hereinafter described, in connection with the design and construction, enlargement or alteration of a building or group of buildings and the space within the site surrounding the buildings, that have as their principal purpose human occupancy or habitation and those services include pre-design services, programming, planning, providing designs, drawings, specifications and other technical submissions, the administration of construction contracts and the co-ordination of any elements of technical submissions prepared by others

Failure to do so, means the individual(s) and the corporate permit holder are in contravention of the act and the individual(s) may be subject to complaints in their home jurisdiction.

If you have any questions, please contact the NSAA at (902) 423-7607 or via email at info@nsaa.ns.ca.

Sincerely,



Margo Dauphinee, BPR
Executive Director,
NSAA