

# Policy on Retirement and Reinstatement

## Purpose

This policy outlines the procedures for a NSAA Licensed Architect who either intends to retire and cease practising architecture or has already retired and no longer carries on the practice of architecture in any jurisdiction. There are two routes that one may choose to pursue depending on current and future intentions:

1. **Request to Reclassify membership to Retired Architect**

A member would pursue this process if the intention is to cease the practice of architecture, but still retain membership with the NSAA. Once this process has been completed, the individual would be included in all NSAA communication distribution, able to attend all NSAA events/meetings, and be entitled to use the credential of “NSAA (Retired)” following the individual’s name. For more information on this process, see below.

2. **Request to Resign membership**

A member would pursue this process if the intention is to resign from the profession of architecture completely, and no longer be a member of the NSAA. Once this process has been completed, the individual would no longer be able to use any credential or title associated with NSAA membership. For more information on this process, see the “***Policy on Resignation and Reinstatement***”.

This policy also details the procedure for reinstating a Licensed Architect membership.

## Procedures

### **How to Reclassify from Licensed Architect to Retired Architect**

A Licensed Architect who intends to retire from the practice of architecture may apply for reclassification to Retired Architect membership. The Licensed Architect’s membership must be in good standing with the NSAA prior to applying for resignation. The member must not have outstanding dues owed to the NSAA and must be compliant at the end of the most recent Continuing Education cycle.

The reclassification process is to:

1. Submit to the Registrar a signed declaration confirming that:
  - a) The individual has met all contractual obligations (including post-construction) as required, unless otherwise met (such as maintaining the licence for a minimum of one year to satisfy the warranty period of the applicable contract);
  - b) The individual’s Corporate Permit (if applicable) will not be affected by retirement (***if the Corporate Permit will be affected by the reclassification, and the individual still intends to reclassify, please refer to the NSAA’s Policy on Corporate Permit Extension***); and
  - c) The individual will no longer be practising architecture (as defined in Section 2q of the Nova Scotia Architects Act) in Nova Scotia or using the title of Architect.
2. Submit a completed Application for Reclassification to the NSAA;
3. Pay the prescribed fee for the Reclassification to Retired Architect;
  - a) A Retired Architect who has held any membership type (or combination of membership types) with the NSAA for a minimum of 40 years will have the Retired Architect Renewal fee waived. This applies to the Retired Architect Renewal fee only, and not the one-time Reclassification fee required to initially apply for Retired Architect membership.
4. Return the Licensed Architect Seal to the NSAA (or provide a signed affidavit that the individual will immediately cease any and all practise of architecture in Nova Scotia); and
5. Receive confirmation from the NSAA that the NSAA council has approved the reclassification.

A Retired Architect must renew the Retired Architect membership annually and pay the prescribed renewal fee.

A Retired Architect of the NSAA is authorized to use the NSAA designation following their name in the following format: **J. Smith, NSAA (Retired)**. Retired Architects may also use the title of Retired Architect in association with their name.

A NSAA (Retired) member may:

- Sit on NSAA committees (and vote in such meetings);
- Attend NSAA events and Annual General Meeting (as well as take part in discussions);
- Be included on the NSAA email distribution list; and
- Carry on activities detailed in Section 56(2)a of the Architects Act as a member of the general public (note that the criteria set out in this section supersedes the requirements of Part 9 of the National Building Code of Canada).

A NSAA (Retired) member cannot:

- Vote at meetings of the NSAA membership (other than committee/subcommittee meetings);
- Use the title of “Architect” (without the clarifier of “Retired”) or hold oneself out to be an architect; or
- Carry on the practice of architecture in Nova Scotia.

### **How NSAA (Retired) members can reinstate to Licensed Architect memberships**

A Retired Architect, who previously held a Licensed Architect membership with the NSAA, and has reclassified to Retired Architect status may apply to have the Licence reinstated.

The reinstatement process is to:

1. Submit an application to the Registrar for Application for Licensed Architect
  - a) If the Application for Licence is made within three years of the date of reclassification, the applicant is exempted from the academic and experience requirements prescribed by the Architects Act and Regulations.
  - b) If the application for Licence is made more than 3 years after reclassification, the same procedures as for first time applicants for Licence would apply (including Internship in Architecture Program), except that an application to Council may be made for exemption from the academic and experience requirements.
2. Submit to the Registrar a signed declaration in which the applicant affirms that the applicant has not engaged in the practice of architecture in the Province of Nova Scotia from the date of reclassification;
3. Pay the fees prescribed for a first time Application for Licensed Architect,
  - a) First time Application fees include
    - i. Application fee
    - ii. Dues fee
    - iii. Stamp fee
  - b) The applicant must pay the annual renewal fees for the years since reclassification less dues paid as a Retired Architect (up to a maximum of 2 years of renewal fees);
4. Receive confirmation from the NSAA that the NSAA Council has approved the reinstatement; and
5. At the end of the current Continuing Education cycle, comply with requirements for Licensed Architect members with a prorated required number of Continuing Education hours (prorated to the number of months remaining in the cycle as of the date of approval of the reinstatement).