

# Policy on Resignation and Reinstatement

## Purpose

This policy outlines the procedures for a NSAA Licensed Architect who either intends to resign from both the NSAA and the profession of architecture **or** has already resigned 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 the “***Policy on Retirement and Reinstatement***”.

**2. Request to Resign membership**

A member would pursue this process if the intension 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 below.

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

## Procedures

### How to Resign from Licensed Architect Membership

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

The process for a Licensed Architect to resign his/her NSAA membership is to:

1. Submit to the Registrar a signed declaration confirming that:
  - a) The applicant intends to resign from the NSAA;
  - b) The applicant has kept the licence in good standing for a minimum of one year following the Substantial Performance date of all applicable projects in Nova Scotia;
  - c) The applicant’s Corporate Permit (if applicable) will not be affected by the resignation (***if the Corporate Permit will be affected by the resignation, and the individual still intends to resign, please refer to the NSAA’s Policy on Corporate Permit Extension***) ; and
  - d) The applicant 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. 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
3. Receive confirmation from the NSAA that the NSAA council has approved the resignation.

Once resigned, a former member may:

- 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, or may supersede, the requirements of Part 9 of the National Building Code of Canada).

A former member cannot:

- Use the title of “Architect” or any derivative of that title;
- Carry on the practice of architecture in Nova Scotia;
- Attend and/or vote at meetings of the NSAA; or
- Sit on committees or subcommittees of the NSAA.

### **How a former member can reinstate a Licensed Architect membership**

A former member, who previously held a Licensed Architect membership with the NSAA, has resigned fully from the practice of architecture, and does not maintain an architectural licence/registration in any other recognized jurisdiction may apply to have the Licence reinstated. ***A former member who currently holds a licence/registration with a jurisdiction that maintains reciprocity with the NSAA may disregard this policy and use the Application for Licensed Architect that is applicable.***

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 resignation, 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 resignation, 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. Council’s options when reviewing an exemption request may include:
    - i. rejection of the request; or
    - ii. exemption of further experience or examination;
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 resignation;
3. Provide evidence to the Registrar that the applicant has, before the date of application, completed one full cycle’s worth of Continuing Education hours that meets the requirements of the Continuing Education Program;
4. 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 resignation (up to a maximum of 2 years of renewal fees); and
5. Receive confirmation from the NSAA that the NSAA Council has approved the reinstatement.