

THE ARCHITECTS REGISTRATION ACT

REGULATIONS
(under section 23)

THE ARCHITECTS REGISTRATION REGULATIONS, 1989

(Made by the Minister on the 10th day of May, 1989)

L.N. 262A/89

1. These Regulations may be cited as the Architects Registration Regulations, 1989.

2.—(1) An application for registration as an architect pursuant to sections 7, 10, 11 or 24 of the Act shall be made in writing in the form specified as Form A in Schedule 1.

Schedule 1.
Form A.

(2) Any application for registration pursuant to this regulation shall be accompanied by—

- (a) original certificates or other similar documents evidencing qualifications for registration;
- (b) the names and addresses of three referees, one of whom shall be an architect;
- (c) two passport size photographs certified by a Justice of the Peace or Notary Public that they are a true likeness of the applicant; and
- (d) the appropriate fee specified in Schedule 2.

Schedule 2.

3.—(1) An application for a certificate of authorization by an organization pursuant to section 16 (2) of the Act shall be made in writing in the form specified as Form B in Schedule 1.

Form B

(2) An application pursuant to this regulation shall be accompanied by—

- (a) in the case of a body corporate, copies of the memorandum of association, articles of association and the certificate of incorporation;
- (b) in the case of a partnership, a copy of the instrument constituting the partnership; and
- (c) the appropriate fee specified in Schedule 2.

(3) Any copy required pursuant to paragraph (2) shall carry an endorsement by the applicant made before a Justice of the Peace or a Notary Public to the effect that the copy is a true and accurate copy of the original.

Schedule 1
Form C.

4. For the purpose of an application made pursuant to section 7 of the Act, the form specified as Form C in Schedule 1 shall be issued by the Registrar on the registration of a person pursuant to section 8 of the Act.

Form D

5. For the purpose of section 10 of the Act, the form specified as Form D in Schedule 1 shall be issued by the Registrar on the registration of a person specially registered pursuant to that section.

Form E.

6. For the purpose of section 11 of the Act, the form specified as Form E in Schedule 1 shall be issued by the Registrar on the temporary registration of a person pursuant to that section.

Form F.

7. For the purpose of section 16 (2) of the Act, the form specified as Form F in Schedule 1 shall be issued by the Registrar as the certificate of authorization of an organization pursuant to that section.

Schedule 2

8. The appropriate fee specified in Schedule 2 shall be paid to the Registrar with respect to the following matters, that is to say—

- (a) for an insertion pursuant to section 12 of the Act, of any additional degree, qualification or other designation relevant to the practice of architecture;
- (b) for any examination under the Act which the Board requires a person to undergo;
- (c) for the issue of any copy, additional to the original of any certificate under the Act.

SCHEDULE 1 (Regulations 2, 3, 4, 5, 6, 7)

Form A

APPLICATION FOR REGISTRATION AS AN ARCHITECT

INSTRUCTIONS

1. Application may be made on this form for registration in any one of the following classifications:—

SECTION 7	Classification 'A':	Normal registration
SECTION 10 (1)	Classification 'B':	Special registration
SECTION 11 (1)	Classification 'C':	Temporary registration
SECTION 24 (1)	Classification 'D':	Persons practising as architect at the commencement of the Act.

2. State below under which classification you are applying for registration. Also, provide as completely as possible all information called for.

3. All applicable spaces must be filled in; and you must furnish supporting evidence in the form of letters, statements, certificates, photographs, professional documents or other exhibits as may be required by the Board to establish your technical and professional fitness for registration.

4. Use typewriter or block ink lettering. Do not use pencil.

5. Prior to completing this application, applicants should become familiar with the Architects Registration Act and the Architects Registration Regulations made thereunder regulating the practice of architecture in Jamaica.

6. This application must be witnessed by either a Justice of the Peace or Notary Public.

7. For information relating to fees, see Schedule 2 of the Architects Registration Regulations, 1989.

8. Each application must be accompanied by two recent passport size photographs of the applicant. The photographs must be certified by either a Justice of the Peace or Notary Public.

TO THE ARCHITECTS REGISTRATION BOARD OF JAMAICA:

I hereby apply for a certificate of registration as an Architect in Jamaica under the Architects Registration Act

SECTION 7.....SECTION 10.....SECTION 11 (1).....SECTION 24 (1).....
(tick where applicable).

I enclose herewith non-refundable application fee of \$..... and certified copies of the following documents:

.....
.....
.....

(Please tick preferred mailing address)

THE ARCHITECTS REGISTRATION REGULATIONS, 1989

SCHEDULE 1, *contd.*

Form A, contd.

(Please tick preferred mailing address)

Name.....
First Middle Last

Business Address.....
..... Tel. No.....

Residence address.....
..... Tel. No.....

Date of Birth..... Age..... Place of Birth..... Sex.....

Citizen of Jamaica Birth..... Naturalization..... Marriage.....
Other.....

If naturalized citizen, give date, place and naturalization number.

If by marriage give date, name and home address of spouse
.....
.....

EDUCATIONAL RECORD (All Applicants)

INSTITUTION (Secondary and Tertiary)	FROM/TO	LEVEL ATTAINED
.....
.....
.....

SPECIAL AWARDS, SCHOLARSHIPS, FELLOWSHIP, ETC.

INSTITUTION	TYPE OF AWARDS	DURATION OF
.....
.....
.....
.....

SCHEDULE 1, *contd.*

Form A, contd.

CONTINUING EDUCATION

INSTITUTION	COURSE OF STUDY	COMMENCEMENT DATE	COMPLETION DATE
.....
.....
.....
.....

SPECIAL DRAWINGS, PAPERS/REPORTS, ETC.

AREA	CONTENT — MAIN SPECIFICATIONS	CLIENT
.....
.....

ARCHITECTURAL EXPERIENCE RECORD

Fill in below your architectural work experience record. Applicants in Classification 'A' must comply with the provisions of the enclosed guidelines.

FIRM'S NAME	ADDRESS	DATE OF EMPLOYMENT	REASONS FOR LEAVING
.....
.....

Have you ever been subject to disciplinary action by an architects registration board or similar body? Yes.....No.....

If answer is Yes, give full details on separate sheet.

ARCHITECTURAL REGISTRATION RECORD: (All Applicants)

State what unexpired certificates of registration you now hold, their date of current renewal receipts, whether granted upon written examination or otherwise, and name of issuing Board, if applicable.

NAME OF BOARD	DATE OF CERTIFICATE	EXPIRY DATE	BY WRITTEN EXAM <i>Junior, Senior Professional or by Exemption</i>
.....
.....

THE ARCHITECTS REGISTRATION REGULATIONS, 1989

SCHEDULE 1, contd.

Form A, contd.

Have you held registration in any other country in the past which registration has now expired? Yes..... No.....

If so, advise circumstances under which registration was surrendered:

.....
.....
.....

WORK PERFORMED: Classification 'C' Applicants

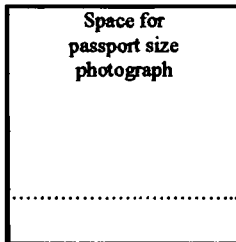
List here at least one building completed for each of at least ten clients for which you have been identified as the Architect on the records.

Table with 5 columns: Type of Building, Location, Name and Address of Client, Approx. Cost, Date of Completion. Includes dotted lines for data entry.

REFERENCES: (All Applicants)

List names and addresses of at least three referees having knowledge of your character and qualifications for practising architecture and state the occupation of and your social or professional relationship with each.

Table with 3 columns: Name, Occupation or Relationship, Address and Tel. No.



SCHEDULE 1, *contd.*

Form A, contd.

DECLARATION OF APPLICANT (READ CAREFULLY BEFORE SIGNING)

I hereby certify that all statements on this application are to the best of my knowledge and belief true and correct and I agree and understand that any misstatements of material facts herein will cause forfeiture on my part of all rights to be registered as an architect.

Signature of Applicant.....Date.....

Witnessed by.....Date.....

J.P.....Notary Public.....

At.....

I hereby apply to be registered as an Architect and declare that I am the person in the enclosed diplomas or certificates and that the above information is true and correct.

.....
Signature of Applicant

.....
Date

(To be completed by a Registered Architect or by other professional person of good standing in the country of residence of the applicant who has known the applicant for at least one year).

I.....
(Full Name in Block Letters)

of.....
(Address)

certify that I have been acquainted with the applicant for..... years and that he is of good character.

.....
Signature

.....
Qualification

.....
Date

THE ARCHITECTS REGISTRATION REGULATIONS, 1989

SCHEDULE 1, contd.

Form A, contd.

FOR OFFICE USE ONLY

Remarks.....

Education..... Training.....

Experience.....

Other Comments (if any).....

.....

.....

.....

.....

Signature

Date

Initials

Application No.....

Date Received.....

Date presented to Registration Board.....

Date from Registration Board.....

Class to which recommended.....

Applicant advised.....

Date of Registration.....

Date Applicant advised.....

Date Fees received.....

Registration No.....

Registrar

Date

SCHEDULE 1, contd.

Form B

ARCHITECTS REGISTRATION ACT
JAMAICA

APPLICATION FOR CERTIFICATE OF AUTHORIZATION
(Pursuant to section 16)

TO THE ARCHITECTS REGISTRATION BOARD OF JAMAICA:

I/We hereby apply for a certificate of authorization as an Authorized Organization in Jamaica under the Architects Registration Act.

I enclose herewith non-refundable application fee of \$.....

1. Name of Applicant	2. State whether:—
	—Limited Liability Company
	—Partnership
	—Other Association

3. Address	4. Telephone Number
------------	---------------------

5. Date of establishment

6. Members of the Organization i.e. any member of a partnership or association of persons or any director, manager, secretary or other similar officer of a body corporate.

Name	Position
(a).....
(b).....
(c).....

7. Registered Professional Architects responsible for architectural work.

Name.....	Name.....
Position.....	Position.....
Discipline.....	Discipline.....
Registration No.....	Registration No.....

SCHEDULE 1, contd.

Form B, contd.

Name.....	Name.....
Position.....	Position.....
Discipline.....	Discipline.....
Registration No.....	Registration No.....

Name.....	Name.....
Position.....	Position.....
Discipline.....	Discipline.....
Registration No.....	Registration No.....

I/We certify that the statements made herein are true and correct to the best of my/our knowledge and belief.

Signed by:
Director / Partner /Associate

on behalf of.....

Date.....

FOR OFFICE USE ONLY
To be completed by the Registrar

Application No.....

Date received.....

Approved.....

Rejected.....
Reason for

Valid to.....

Refusal.....

.....
Registrar

SCHEDULE 1, *contd.*

Form C

**ARCHITECTS REGISTRATION ACT
JAMAICA**

CERTIFICATE OF REGISTRATION AS AN ARCHITECT

Registration Certificate No.....

BE IT KNOWN THAT

having provided satisfactory evidence of qualifications and fitness to the Architects Registration Board and having fulfilled all other requirements prescribed under the Architects Registration Act, has been registered as an Architect.

Given this day of 19

.....
*Chairman,
Architects Registration Board*

.....
Registrar of Architects

SCHEDULE 1, *contd.*

Form D

**ARCHITECTS REGISTRATION ACT
JAMAICA**

CERTIFICATE OF SPECIAL REGISTRATION

Registration Certificate No.....

BE IT KNOWN THAT

has been given special registration as an Architect under the Architects Registration Act for the period and subject to the conditions specified hereunder.

Period:to.....

Conditions:

.....

.....

Given this day of 19

.....
*Chairman,
Architects Registration Board*

.....
Registrar of Architects

SCHEDULE 1, *contd.*

Form E

**ARCHITECTS REGISTRATION ACT
JAMAICA**

CERTIFICATE OF TEMPORARY REGISTRATION

Registration Certificate No.....

BE IT KNOWN THAT

has been given temporary registration as an Architect under the Architects Registration Act for the period:

from.....to.....

and subject to the conditions specified hereunder

.....
.....
.....

Given this day of 19

.....
*Chairman,
Architects Registration Board*

.....
Registrar of Architects

SCHEDULE 1, *contd.*

Form F

**ARCHITECTS REGISTRATION ACT
JAMAICA**

CERTIFICATE OF AUTHORIZATION

Registration Certificate No.....

BE IT KNOWN THAT

with offices situated at

has been duly registered as an Authorized Organization under the Architects Registration Act for the period of two years:

From.....To.....

Given this day of 19

.....
*Chairman,
Architects Registration Board*

.....
Registrar of Architects

SCHEDULE 2
Fees

(Regulations 2 (2), 8)

1. Fee for registration under section 7	...		\$1,700
(on application (non-refundable)	...	\$ 200.00)	
(on acceptance	...	\$1,500.00)	
2. Fee for special registration (Government) under section 10 for each period	...		\$ 200
3. Fee for temporary registration under section 11—			
(a) for teachers, research students, or holders of a fellowship or other study programme for each period	...		\$ 200
(b) others for each period	...		\$1,000
4. Fee for application for a Certificate of Authorization under section 16—			
(on application (non-refundable)	...	\$ 200.00)	
(on acceptance for 2 year period	...	\$4,000.00)	
5. Fee for insertion of any degree, qualification or designation in substitution for or in addition to those previously entered under section 12			\$ 100
6. Fee for additional copy of Certificate	...		\$ 50
7. Examination Fee	...		\$ 500