



NPrA Stage 1 - Eligibility

Application Form

Please read the NPrA Stage 1 Eligibility Guide carefully before completing this form.

This Application Form is to be used by those individuals who have substantial skills and experience in the architectural services sector but do not have an Australian accredited qualification in architecture or overseas equivalent; and are seeking a pathway to registration through assessment of their skills and experience; and who currently resident in Australia.

- Provide all required information and documentation
- Sign and have witnessed the declaration (witness is anyone over the age of 18)
- If you require more space to answer questions, include an additional page giving the necessary details. Please sign and date any additional pages that you include with this form.



Section 01

Personal Details

1. Title Dr Mr Mrs Miss Ms Other
2. Family name
3. Given name/s
4. Previous name/s
5. Gender Male Female
6. Date of birth (DD/MM/YYYY)
7. Country of birth
8. First language
9. Country of permanent residence
10. Are you using an Agent? Yes* No * If yes, please ensure you have attached the authorisation letter signed by you (original document only). Refer the guide.
11. Address
12. Telephone number/s
13. Email address

Was a period of practical experience a compulsory requirement of the course?

*explain how this was undertaken: Was a specific period of course time set aside for practical training? or, Was the practical training undertaken outside of course time?

*State the length of time involved in the practical training (i.e. years, months, weeks, or semester hours).

Note: If you have additional academic qualifications with an Architecture content that you wish to have assessed as part of this application, please include an additional page giving the necessary details. Sign and date any additional pages that you include with this form.

Section 04

Work Experience Summary

Complete the AACA Work Experience Spreadsheet.

The spreadsheet can be downloaded from the AACA website in the Forms & Fees section under NPRA Stage 1 - Eligibility Work Experience Spreadsheet.

STATUTORY DECLARATION
Statutory Declaration Act 1959

1. Insert the name, address and occupation of person making the declaration

I¹,

2. Set out matter declared to in numbered paragraphs

make the following declaration under the Statutory Declarations Act 1959:

2

Note 1

A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2

Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.

I solemnly declare that:

- a. I acknowledge that that I have read and understood the information supplied in the Overseas Architect Assessment Program Guide;
- b. all information and documents provided are complete, correct and up-to-date;
- c. I acknowledge that the failure to provide all information as indicated in the Overseas Architect Assessment Program Guide will mean that the AACA is unable to complete its assessment and will not be able to express an opinion as to the status of your application;
- d. I authorise the AACA to make any enquiries necessary to assist in the assessment of your qualifications and to use any information supplied in my application for that purpose;
- e. I consent to the release of any information provided to a state or territory architects registration authority;
- f. I acknowledge that the provision of false or misleading information may result in:
 - i. information being provided to a state or territory architects registration authority; and/or
 - ii. a decision by the AACA to review any opinion provided relating to your application; and
- c. I agree to inform the AACA of any changes to my circumstances (e.g. address) while my application is being considered.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

3. Signature of person making the declaration

3

4. Place

declared at ⁴

5. Day

on ⁵

of ⁶

6. Month and year

7. Signature of person before whom the declaration is made (see over)

Before me,

7

8. Full name, qualification and address of person before whom the declaration is made (in printed letters)

8

Statutory Declaration

A statutory declaration under the Statutory Declarations Act 1959 may be made before –

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3
- (d) of the Consular Fees Act 1955; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3
 - (c) of the Consular Fees Act 1955; and
 - (d) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
 - Finance company officer with 5 or more years of continuous service
 - Holder of a statutory office not specified in another item in this list
 - Judge of a court
 - Justice of the Peace
 - Magistrate
 - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
 - Master of a court
 - Member of Chartered Secretaries Australia
 - Member of Engineers Australia, other than at the grade of student
 - Member of the Association of Taxation and Management Accountants
 - Member of the Australasian Institute of Mining and Metallurgy
 - Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
 - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
- (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961

- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;
- with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

Section 06

Applicant's Checklist

Use the following checklist to ensure that all requirements have been met.

Application Form NPrA completed in English

Full personal details and correct contact details provided Section 1

Academic Requirement
Certified copy of the proof of:
Highest level of studies undertaken
e.g. Year 12 Certificate OR Year 10 Certificate plus two years full- time tertiary study or equivalent

English Language Proficiency
Employer Letter OR certified copy of IELTS 6.5 score or higher

Summary of Work Experience
Section 4 www.aaca.org.au forms and fees > NPrA Summary of Work Experience Spreadsheet (.xlsx)

Curriculum Vitae
maximum two pages

Statement of Claim
maximum 1,500 words

Certified copy of evidence of change of name (if applicable)
Section 1

Statutory Declaration signed, witnessed and dated at Section 5

Payment of fee made correctly was presented

Notes

All documentation must be submitted in unbound, loose-leaf format.

You must provide all of the requested information, including all documents and pay the application fee before your application can be considered.

Section 07

How to Lodge

17. Send your completed application form, supporting documentation and application fee to:

Architects Accreditation Council of Australia (AACA)
PO Box A2575
Sydney South 1235
Australia

Contacting AACA



Architects Accreditation
Council of Australia (AACA)
PO Box A2575
Sydney South 1235
Australia



+612 8042 8930



mail@aaca.org.au



www.aaca.org.au