



Experienced Practitioner Assessment Overseas Practitioners

Application Form

Please read the [Experienced Practitioner Assessment Overseas Practitioners Guide](#) carefully before completing 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. Residency status Citizen Permanent resident Temporary resident
9. Mailing address
-
10. Telephone number/s
11. Email for all program communication

Section 02

General School Education

-
12. In which years did you start and finish your general schooling? (month/year) Commencement Completion
13. Details of all your education completed prior to commencing Tertiary Studies Number of years Name of qualification or certificate obtained Country
- Primary
- Secondary
- Other

Details of the first academic qualification you obtained.

14. (a) Name your first qualification In English

In Original Language

Name of granting institution

Country of the institution

Language of delivery

Date of course (month/year)	Commencement	Completion
Normal length of full-time course (years/semesters)	Years	Semesters
Length of time you took to complete the course (years/semesters)	Years	Semesters

Details of the second academic qualification you obtained.

(b) Name your second qualification In English

In Original Language

Name of granting institution

Country of the institution

Language of delivery

Date of course (month/year)	Commencement	Completion
Normal length of full-time course (years/semesters)	Years	Semesters
Length of time you took to complete the course (years/semesters)	Years	Semesters

Details of the third academic qualification you obtained.

(c) Name your third qualification In English

In Original Language

Name of granting institution

Country of the institution

Language of delivery

Date of course (month/year)	Commencement	Completion
Normal length of full-time course (years/semesters)	Years	Semesters
Length of time you took to complete the course (years/semesters)	Years	Semesters

Section 04

Architect Recognition

Please note: It is recognised that registration is not a prerequisite to the practice of architecture in some countries.

15.1 Recognition Details

- a. Name of Registration/
Licensing Body
- b. Country
- c. Jurisdiction

15.2 Registration/Licensure

- a. Registration/Licence No.
- b. Date of Initial
Registration/Licensure
- c. Have you maintained
your registration
since the initial date of
registration Yes No
- d. Have you ever been
refused License or
Registration? Yes* No * If yes, provide reason.

15.3 Architect Registration Process

- a. Explain the recognition
process for the title
'architect' in home
jurisdiction (maximum
250 words)

STATUTORY DECLARATION
Statutory Declaration Act 1959

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

I¹,

make the following declaration under the Statutory Declarations Act 1959:

I solemnly declare that:

- a. I acknowledge that I have read and understood the information supplied in the Experienced Practitioner Assessment Overseas Practitioners 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 Experienced Practitioner Assessment Overseas Practitioners 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 my application;
- d. I authorise the AACA to make any enquiries necessary to assist in the assessment of my 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 my application; and
- g. 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.

2. Signature of person making the declaration

2

3. Place

declared at ³

on ⁴

of ⁵

4. Day

5. Month and year

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

Before me,

6

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

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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

Application Form

Completed **Application Form** (Sections 1 to 6)
Saved as .pdf

Ensure that Section 5 **Statutory Declaration** is signed by applicant and by an authorised witness. Please Note: Statutory Declaration can be submitted as separate .pdf document to the Application Form

Supporting Items

Saved as **individual** .pdf documents

Certified copies of all relevant **Academic Documents** for each qualification specified at Section 3: **OR** **Outcome Certificate from previous AA^{CA} qualifications assessment.**

- i. Testamur/Degree Certificate
- ii. Academic Transcript

Proof of **Residency Status** either:

- i. Proof of residency as issued by the Department of Immigration and Border Protection; or
- ii. High quality scan of Australian Passport at photo identification page

Certified copies of **Registration/Licensure** documents (if applicable)

English Proficiency (if applicable)

- i. IELTS Test Certificate; or
- ii. Employer Letter

Certified copy of evidence of **Name Change** (if applicable)

Assessable Items

Saved as a **single** .pdf document

CV (maximum 4 pages in total)

2 References (maximum 2 pages each)

Portfolio of 4-6 complex built-work projects (maximum 2 pages per project).

[NSCA Performance Criteria Checklist](#) (1 page template as supplied by AACA)

Payment Receipt

Proof of payment to AACA (ensure your surname and date of birth are referenced in your payment)

Payment of **\$2,500**

OR Reduced Payment of **\$1,000** for applicants submitting an Outcome Certificate from a previous AACA qualifications assessment

Section 07

How to Submit

Applications are to be submitted via email to mail@aca.org.au.

Applicants may use a file-hosting service (i.e. Dropbox) and supply a link to documents in their submission email.

All documents should be provided as pdfs with the applicant's surname in the document title.

Applicants must provide all requested information and documents before applications can be considered.

Applicants will receive an email acknowledgement, normally within 2 business days of submission.

Contacting AACA



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