



## National Program of Assessment (NPrA) Stage 1 - Eligibility

### Application Form

**Please read the [National Program of Assessment \(NPrA\) Guide](#) for applicants 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.

Successful completion of the NPrA provides access to the Architectural Practice Examination (APE).

- Provide all required information and documentation
- Sign and have witnessed the declaration at Section 5
- 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

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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. Your first language

9. Mailing address

10. Telephone number/s

11. Email address

Please contact AACA if any of your details change.

## Section 02

## Secondary Education

12. Provide details of the highest level of secondary studies undertaken. Ensure certified documentation is attached (e.g. senior school certificate, school report).

13. Name of studies  
(e.g. Senior, GCE, HSC, A Level)

14. Name of institution

15. Address of institution

16. Duration of study

Date course commenced  
(month and year)

Date course completed  
(month and year)

## Section 03

## Tertiary/Vocational Education in Architecture

17. Provide details of ALL tertiary level studies attempted or completed. Ensure certified documentation is attached (e.g. certificates, diplomas, degrees and academic transcripts).

18. Name of course/award

In English

In Original Language  
(if applicable)

19. Name of institution

20. Address of the institution

21. Entry requirement for the course

22. Date of course

Commencement

Completion

23. Normal length of full-time course

Years

Semesters

24. Length of time to complete the course

Years

Semesters

25. Full-time or part-time study load?

Full-time

Part-time

Number of hours per week

26. Was this course completed?

Yes

No

## Section 04

## Work Experience Summary

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### 27. Complete the AACA Work Experience Spreadsheet.

The spreadsheet can be downloaded from the AACA website on the [National Program of Assessment](#) page.

Alternatively you can download the AACA Work Experience Spreadsheet by clicking [here](#)

Section 05

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

28. Complete the declaration and include in your submission.

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

I<sup>1</sup>,

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 current AACA National Program of Assessment NPrA Stage 1 Eligibility 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 current National Program of Assessment NPrA Stage 1 Eligibility 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 <sup>4</sup>

on <sup>5</sup>

of <sup>6</sup>

5. Day

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:

- Architect
- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Occupational therapist
- 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:

- Accountant who is
  - (a) fellow of the National Tax Accountants' Association or
  - (b) a member of any of the following:
    - (i) Chartered Accountants Australia and New Zealand
    - (ii) the Association of Taxation and Management Accountants
    - (iii) CPA Australia
    - (iv) the Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this part
- 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
- (c) of the Consular Fees Act 1955; and
- (d) 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
- Engineer who is:
  - (a) A member of Engineers Australia, other than at the grade of student or
  - (b) A Registered Professional Engineer of Professionals Australia or
  - (c) Registered as an engineer under the law of Commonwealth, State or Territory in Australia or
  - (d) Registered on the National Engineering Register by Engineers Australia
- 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 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:

- (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, including a notary public (however described) exercising functions at a place outside:

- (a) The Commonwealth; and
- (b) The external territories of the Commonwealth
- 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 or part-time basis at a school or tertiary education institution

## Section 06

## Applicant's Checklist

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

- |   |   |
|---|---|
| <input type="checkbox"/> Application Form NPrA completed in English   | <input type="checkbox"/> Curriculum Vitae maximum two pages   |
| <input type="checkbox"/> Full personal details and correct contact details provided Section 1   | <input type="checkbox"/> Statement of Claim maximum 1,500 words   |
| <input type="checkbox"/> Academic Requirement<br>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 | <input type="checkbox"/> Certified copy of evidence of change of name (if applicable) Section 1                             |
| <input type="checkbox"/> English Language Proficiency<br>Employer Letter OR certified copy of IELTS 6.5 score or higher   | <input type="checkbox"/> Certified copies of the English translations of any of the above documents that are not in English |
| <input type="checkbox"/> Summary of Work Experience<br>Section 4 <a href="http://www.aaca.org.au/forms">www.aaca.org.au/forms</a> and fees > NPrA Summary of Work Experience Spreadsheet (.xlsx)                            | <input type="checkbox"/> Statutory Declaration signed, witnessed and dated at Section 5                                     |
|   | <input type="checkbox"/> Payment of fee with transaction receipt attached   |

A certified copy is a copy of an original document that is certified as a true copy by an authorised person. The AACA accepts documents certified **only by a Justice of the Peace, Legal Practitioner or an Admission Officer at all Australian universities.**

## Section 07

## How to Lodge

Send your completed application form, supporting documentation and transaction receipt to:  
[npra@aaca.org.au](mailto:npra@aaca.org.au)

Format: All documents must be submitted in .pdf  
Except Work Experience Spreadsheet which is to be submitted in .xlsx

Size: Maximum file size 20mb

Label: All documents should be labelled as follows – lastname\_firstname\_description  
e.g. Smith\_John\_Application Form  
Smith\_John\_Transaction Receipt  
Smith\_John\_Academic Requirement  
Smith\_John\_Statutory Declaration  
Smith\_John\_CV  
Smith\_John\_Statement of Claim  
Smith\_John\_English Language Proficiency  
Smith\_John\_Work Experience

### Contacting AACA



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



+612 8042 8930



[mail@aaca.org.au](mailto:mail@aaca.org.au)



[www.aaca.org.au](http://www.aaca.org.au)