

Professional Work Product Authentication AAA, APEGA, ASET

Alberta Association of Architects (AAA) Registered Architects and Licensed Interior Designers

Alberta Association of Architects (AAA) [Practice Bulletin PB-15](#) and [AAA Bylaw 9](#) together indicate that a **professional seal** is intended for the authentication of plans, specifications and other instruments of architectural services prepared under the control of an “authorized entity”, and that **authenticated work must be validated with a corporation stamp** except where the authorized entity operates as an unincorporated Sole Proprietor or unincorporated Partnership.

A personal professional seal bears the **name** of the registered architect or licensed interior designer, the relevant words “**Registered Architect**” or “**Licensed Interior Designer**”, and the word “**Alberta**”. A seal or stamp must be accompanied by the signature of the authorized entity to whom it is issued and the date on which it is applied. The signature is to be placed under or over the seal impression so the stamp and signature are combined.

A corporation stamp bears the **name** of the corporation to which the stamp is issued, the **AAA permit number** of the corporation, and the words “**issued pursuant to The Architects Act Alberta**”.

To assist the City of Edmonton in verifying appropriate authentication and validation of drawings, documents and details without delays, we ask that any unincorporated Sole Proprietor or unincorporated Partnership indicate their status by writing “**Sole Proprietor**” or “**Partnership**” in the vicinity of the authentication stamp--as there is no validating corporation stamp to be provided. This allows for quick identification of unincorporated entities, thus avoiding unnecessary delay and questions due to the absence of any validation indicator.

Unincorporated sole proprietors and unincorporated partnerships of architects or licensed interior designers with the AAA are assigned personal identification registration numbers. However, for these authorized entities, only the signature and personal seal are currently required for external documents of a professional nature.

*The “permit stamp,” as identified in this practice bulletin, refers to either the architect’s corporation stamp or other stamps with a corresponding permit or license number. **Corporations and other structured entities must affix the permit stamp alongside the signature and personal seal in accordance with the Bylaws.***

Registered Architect applies personal seal/stamp combined with signature, and the date on which it is applied.

Licensed Interior Designer applies personal seal/stamp combined with signature, and the date on which it is applied.

Architect Corporation applies personal seal/stamp combined with signature, and the date on which it is applied **and** the corporation permit stamp.

Licensed Interior Design Corporation applies personal seal/stamp combined with signature, and the date on which it is applied **and** the corporation permit stamp.

Joint Firm of architects and engineers stamp is to be signed by the authorized entity to whom it is issued, and the date on which it is applied. The registered professional seal is to be applied. Permit stamp issued by the AAA.

Visiting Project Architect or **Visiting Project Interior Designer** stamp (issued by AAA and includes the name of collaborating Alberta architect) is to be complemented by their seal, if any, issued in the jurisdiction in which the visiting project architect or licensed designer is entitled to engage in the practice of architecture or interior design.

Restricted Practitioner stamp is to be signed by the authorized entity to whom it is issued so stamp and signature are combined, and the date on which it is applied. No professional seal is applied.

Association of Professional Engineers and Geoscientists of Alberta (APEGA)

The Association of Professional Engineers and Geoscientists of Alberta (APEGA) professional practice standard for [Authenticating Professional Work Products](#) indicates that all required authenticated professional work products must be validated with permit to practice information except where a member operates as an unincorporated Sole Proprietor. See [APEGA website](#) for courses, video guidance and up-to-date requirements.

To assist the City of Edmonton in verifying appropriate authentication and validation of drawings, documents and details without delay, we ask that any Sole Proprietor indicate their status by writing **“Sole Proprietor”** in the vicinity of the authentication stamp--as there is no validating corporation stamp to be provided. This allows for quick identification of unincorporated entities, thus avoiding unnecessary delays and questions due to the absence of any validation indicator.

APEGA professional practice standard states: *“Within Alberta, a sole proprietorship exists when an individual is the sole owner of a business and makes no legal distinction between the individual and the business (i.e., the business does not exist as a separate entity). A licensed professional practising as a sole proprietor does not need a Permit to Practice since the sole proprietor is not practising engineering or geoscience through a corporation, partnership, or association.”*

Association of Science & Engineering Technology Professionals of Alberta (ASET)

ASET’s [Stamping Guidelines for Professional Technologists and ASET Permit Holders](#) indicates, for professional technologists engaging in the practice of engineering or geoscience within their defined scope of practice, that professional work product be stamped with the personal stamp and accompanied with that person’s signature and the date on which the stamp is applied.

A **personal stamp and permit to practice stamp** must be used together when a professional technologist is working as or for a partnership, corporation, or other legal entity. Some organizations do not use a permit to practice stamp, instead displaying the permit number.

A personal stamp can stand alone where the member is operating as an unincorporated Sole Practitioner. To assist the City of Edmonton in verifying appropriate authentication and validation of drawings, documents and details without delays, we ask that any Sole Proprietor indicate their status by writing **“Sole Practitioner”** in the vicinity of the authentication stamp--as there is no validating permit number/stamp to be provided. This allows for quick identification of unincorporated entities, thus avoiding unnecessary delay and questions due to the absence of any validation indicator.

The personal stamp of a professional technologist may be accompanied by an **APEGA Permit to Practice stamp or APEGA permit number** if the work performed is supervised by a responsible member listed under the APEGA permit (where supervision is defined as the delegated organizational authority to direct and control the overall quality of services being provided). If the organization would like the professional technologist to be listed as a responsible member to supervise work performed, an ASET Permit to Practice is also required.

If you have questions or feedback, contact cameron.bardas@edmonton.ca