

# REQUEST FOR REVIEW

## DEADLINE TO REQUEST A REVIEW : MARCH 13th, 2024

For examinees who do not successfully complete one or more section(s) of the ExAC, a formal review procedure is available. On receipt of a formal Request for Review, the Committee for the ExAC will review the examination and advise the examinee of the results. The decision of the review is final. A Review Fee will apply to any examinee requesting a review. If the original decision is reversed, the Review Fee will be refunded.

## INSTRUCTIONS

- 1 Click on the form fields with your mouse. A cursor will appear and you may begin typing.
- 2 Once completed, save, print and sign.
- 3 Completed Registration Form must be submitted to your Provincial/Territorial Architectural Licensing Authority by **mail** along with a cheque or credit card payment or by **email** with credit card payment only. Not all Licensing Authorities accept credit card payments; before submitting a credit card payment, please make sure this option is available. See below for the contact email for your province/territory.

## CANDIDATE

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELLPHONE \_\_\_\_\_  
E-MAIL \_\_\_\_\_  
EXAMINEE NUMBER \_\_\_\_\_  
LICENSING AUTHORITY \_\_\_\_\_

## REQUEST FOR REVIEW

I hereby request a review of my results for the following sections :

ExAC Section 1       ExAC Section 2       ExAC Section 3       ExAC Section 4

FEES : \$ 300

## METHOD OF PAYMENT

Cheque enclosed [ payable to your Licensing Authority ]

VISA  MASTERCARD

*Important : Prior to any credit card payment, please check with your Licensing Authority to make sure this option is available.*

AMOUNT \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_

CVV # [ 3 DIGIT SECURITY COD] \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_ (MM/YY)

NAME OF CARDHOLDER \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

## EXAMINEE'S SIGNATURE

I hereby request a review of my ExAC results. The decision of the ExAC Committee is final.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**For postal addresses, please refer to the website of your respective Provincial/Territorial Architectural Licensing authority.**

Alberta Association of Architects: [Registration2@aaa.ab.ca](mailto:Registration2@aaa.ab.ca)

Architects Association of Prince Edward Island: [director@aapei.com](mailto:director@aapei.com)

Architects Licensing Board of Newfoundland and Labrador: [albnl@albnl.com](mailto:albnl@albnl.com)

Architectural Institute of British Columbia: [iap@aibc.ca](mailto:iap@aibc.ca)

Association des architectes du Nouveau-Brunswick : [karen@aanb.org](mailto:karen@aanb.org)

Manitoba Association of Architects: [robyn@mbarchitects.org](mailto:robyn@mbarchitects.org)

Northwest Territories Association of Architects: [ed@nwtaa.ca](mailto:ed@nwtaa.ca)

Nova Scotia Association of Architects: [mdauphinee@nsaa.ns.ca](mailto:mdauphinee@nsaa.ns.ca)

Ontario Association of Architects: [JonC@oaa.on.ca](mailto:JonC@oaa.on.ca)

- OAA interns should pay the request for review fees by **online banking or cheque only**.

Ordre des architectes du Québec : [nhameder@oaq.com](mailto:nhameder@oaq.com)

Saskatchewan Association of Architects: [whitney@saskarchitects.com](mailto:whitney@saskarchitects.com)