



Tri-National Mutual Recognition Agreement (MRA) for International Practice **PROGRAM INFORMATION**

Dear Applicant for the Tri-National MRA Program:

Thank you for your interest in the Tri-National MRA Program. This program allows qualified Architects registered in the United States, Canada, or Mexico to apply for reciprocal licensure through the Tri-National MRA for International Practice.

The following documents are included in this package:

- ✓ Tri-National Eligibility Requirements
- ✓ Tri-National Application Form
- ✓ Tri-National Resume Form
- ✓ Tri-National Dossier Forms

To be eligible for the program, the applicant must be a registered architect in the U.S., Canada, or Mexico and must be a citizen of the country of registration (home country) or hold permanent residency status and be an active record/license holder in their home country. The architect shall demonstrate a period of not less than TEN years of post-licensure experience, at least two years of which must be in responsible control of the comprehensive practice of architecture. Please refer to the **Tri-National Eligibility Requirements** document for more detailed information regarding eligibility.

The Tri-National MRA Program is a multi-stage process, which includes an application, submission of a dossier, a dossier review, and an interview. The steps of the program are outlined as follows:

- Step 1 NCARB/CALA/CONARC Record - Architects are required to have an active Record/Certificate/License with their home country prior to applying for the Tri-National MRA Program. This process includes an initial review of a dossier and an interview conducted in the home country. Fees will be assessed and collected by the host country prior to review.
- Step 2 Application Form – Complete the **Tri-National Application Form** and submit to the appropriate regulatory body (NCARB/CALA/CONARC). A letter of good standing from the applicant's home regulatory authority must also be included.
- Step 3 Dossier Preparation – As a critical part of the process, architects are strongly encouraged to devote sufficient time to the preparation and development of their dossier.
- Content - The dossier is distinct from a professional portfolio of work in that it demonstrates satisfaction of Tri-National MRA Program requirements and criteria rather than documentation of registration and professional qualifications which are not the focus of the dossier.

The architect must describe the nature of his/her responsible control over each of the projects in the Competency Areas, outlined in the **Tri-National Dossier Forms**. The architect must annotate the drawings/documentations of such projects describing the general nature of modifications, if any, necessary to comply with building codes and laws in the host jurisdiction (the country in which you are seeking a credential). Architects are required to include a minimum of three projects for each Competency Area. A project used in one Competency Area, may also be used in one or both of the other two Competency Areas. Therefore, a minimum of three and a maximum of nine projects may be submitted.

The dossier must include documentation of completed projects located in the jurisdiction in which the architect is registered and during which the architect exercised comprehensive practice and responsible control. Farm buildings and structures or additions not requiring governmental building permits are not eligible. Architects may submit a maximum of one residential project per Competency Area, for which drawings were required to be signed, sealed, and approved by the local building authority. Each project is not required to address all competencies in a given area; however the projects together must demonstrate all competencies listed.



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Documentation may include but is not limited to:

- text and graphic documents developed during the programming and initial code review, conceptual/schematic design, design development, construction documentation, and construction administration
- other documents used in proposals, presentations, permitting, and contract negotiation are encouraged
- Documentation must include at least one photograph of the completed project.

➤ Format – Dossiers must conform to the following:

- Dossier must be submitted in PDF format, appropriately bookmarked, and provided on a single CD-ROM or flash drive.
- The Tri-National MRA Resume Form must be included as the first document of the dossier followed by a comprehensive index and table of contents to facilitate the review.
- Documents and materials should be limited to those that demonstrate competencies identified in the Tri-National Eligibility Requirements. Extraneous documents and materials unrelated to the requirements will not be reviewed.
- Dossiers must be well organized; all documents including but not limited to text, photos, diagrams, drawings, sketches, plans, and similar graphic material used to support the application must be clearly referenced.
- Architects should retain a master dossier for their records.

➤ Dossier Organization – Applicants must organize their dossier in the following order:

1. **Tri-National Resume** – The standard resume form outlines the architect's practice experience in their home jurisdiction and lists the projects submitted in the dossier.
2. **Tri-National Dossier Forms** – The standard dossier form allows for written descriptions of a minimum of three projects per Competency Area, A, B, and C. The same projects may be used for more than one Competency Area.

Step 4 Dossier Review - Dossiers that meet the initial format and submission requirements are reviewed by a panel of architects from the host country to determine if the architect's experience satisfies the competencies.

Once the review panel approves the dossier, the architect will be invited for an interview. If the review panel determines that the dossier does not adequately satisfy the program requirements, the architect will be informed of the review panel's decision. The architect may elect to revise and resubmit the dossier for further consideration.

Step 5 Interview - During the interview, the panel will have the opportunity to clarify any outstanding concerns and to verify the architect's:

- responsibility over the development, management, and implementation of each submitted project,
- understanding of the host jurisdiction's licensing and professional conduct requirements,
- knowledge of the host jurisdiction building codes and laws, and
- ability to effectively communicate competence in the language of the host country.

The interview will take place in the host country and will be conducted in the language of the host country without the assistance of a translator. The interview panel is comprised of at least three architects from the host country and an observer. One dossier will be provided to the architect and each member of the panel for reference during the interview. Interviewees are not permitted to bring additional materials and/or documents. Interviews are approximately 90 minutes in duration. Architects are notified in writing of the interview results by the representatives of the host country.



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Step 6 Licensure – Once an architect completes the program and has paid all fees, the host jurisdiction will provide information on how to obtain reciprocal licensure and credential recognition in the host country. The architect must obtain licensure in at least one jurisdiction of the host country within one year of successfully completing the program. Upon licensure, the architect is responsible for complying with local regulations for the practice of architecture in the host country, such as local laws and regulations, ethics, professional liability insurance, continuing education, and license renewal.

For additional questions related to the Tri-National MRA Program for International Practice please contact the registration authority in your home country.

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