

## Forms of practice stipulated in clause 14 of the Architecture Act 1977 that authorizes the architect use of title and to practice

INFORMATION FOR ARCHITECTS				
Title	Definition	Supporting documents you must send with your application...		
		when applying for registration	when you change your form of practice	each year before 31st March
<b>Libéral</b>	<p>You practice as an architect in your own account.</p> <p>You prepare architectural projects for planning applications and provide professional services.</p> <p>You are a registered business as libéral including libéral auto-entrepreneur or libéral EIRL (sole practitioner with limited liability).</p>	<p>Within 30 days after your registration, send us your professional indemnity insurance certificate (Modèle 1). This certificate should cover you from the first day of your professional practice.</p> <p><i><u>If you opt for the EIRL statute:</u></i> also send a copy of the list of your assets (<a href="http://www.cci.fr/web/eirl/la-declaration-d-affectation">www.cci.fr/web/eirl/la-declaration-d-affectation</a>).</p>	<p>Send us your professional indemnity insurance certificate in compliance with Modèle 1 and confirm in writing the date you commenced practice and the address of your practice.</p> <p><i><u>If you opt for the EIRL statute:</u></i> also send a copy of the list of your assets (<a href="http://www.cci.fr/web/eirl/la-declaration-d-affectation">www.cci.fr/web/eirl/la-declaration-d-affectation</a>).</p>	<p>Send us your professional indemnity insurance certificate (Modèle 1).</p>
<b>Partner in an architectural firm</b>	<p>You hold at least one share in the capital of an architecture company on a Régional Register of the Ordre (even if you are not practicing).</p> <p><i><b>NB:</b> If you wish to practice at the same time in another form of practice or in another architecture company, make sure that the statutes authorize this accumulation or make sure to get written consent from your partners.</i></p>	<p><u>If the company is not yet registered with the Ordre</u>, send us:</p> <ul style="list-style-type: none"> <li>- its registration application; and</li> <li>- within 30 days of registration, a professional indemnity insurance certificate (Modèle 1). This certificate should cover the company from the first day it commenced practice.</li> </ul> <p><u>If you register as a partner in a company already registered by the Ordre</u>, together with your application, send us:</p> <ul style="list-style-type: none"> <li>- its updated statutes (dated, initialled and signed by all partners); and</li> <li>- the share transfer certificate and/or minutes of the extraordinary general meeting (dated, initialled and signed by all partners).</li> </ul>	<p>If you become a partner of a company already registered by the Ordre, send us:</p> <ul style="list-style-type: none"> <li>- its updated statutes (dated, initialled and signed by all partners); and</li> <li>- the share transfer certificate and/or minutes of the extraordinary general meeting (dated, initialled and signed by all partners).</li> </ul>	<p>Send us your company's professional indemnity insurance certificate (Modèle 1).</p> <p><i>If your company is dormant, send us:</i></p> <ul style="list-style-type: none"> <li>- a Kbis less than three months old mentioning this inactivity; and</li> <li>- a sworn statement (Modèle 14).</li> </ul>

INFORMATION FOR ARCHITECTS				
Title	Definition	Supporting documents you must send with your application...		
		when applying for registration	when you change your form of practice	each year before 31st March
<b>Employee of an architect</b>	You are an employee of an architect or architecture company registered by the Ordre and in your contract of employment you are appointed as an architect.	Include with your application: - a statement from your employer (Modèle 2); and - a sworn statement (Modèle 3).	Send us: - a statement from your employer (Modèle 2); and - a sworn statement (Modèle 3).	Send us a sworn statement (Modèle 3).
<b>Employee of an architecture company</b>	<i>NB: If you wish to practice at the same time in another form of employment, make sure to obtain written approval from your employer.</i>			
<b>Employee of a natural person who builds for his/her own use</b>	You practice on behalf of a natural person or private company who - builds for its own use (and, in particular, does not intend to sell or lease these buildings, except for natural persons); - is not involved in construction - neither directly, (projects, construction, renovation) nor indirectly (finance, sale or lease of buildings, purchase or sale of land, construction materials or components); and - is appropriately insured for the work you undertake on its behalf.	Include with your application: - a statement from your employer; and - a sworn statement (Modèle 4).	Send us: - a statement from your employer; and - a sworn statement (Modèle 4).	Send us a sworn statement (Modèle 4).
<b>Employee of a private company that builds for its own use</b>				
<b>Employee of a SICAHR</b>	You are architect employee of an agricultural collective.	Include with your application: - a statement from your employer (Modèle 2); and - your employer's professional indemnity insurance certificate (Modèle 1).	Send us: - a statement from your employer (Modèle 2); and - your employer's professional indemnity insurance certificate (Modèle 1).	Send us your employer's professional indemnity insurance certificate (Modèle 1).
<b>Employee of a private sector development/planning consultancy that provides professional services exclusively on behalf of the State or local authority</b>	You are an employee of a private sector development/planning consultancy that provides professional services exclusively for the State or a local. <i>For example: Institut d'aménagement et d'urbanisme de la région Île-de-France. There are 52 urban planning consultancies within the Fédération Nationale des agences nationales d'urbanisme (FNAU): <a href="http://www.fnau.org">http://www.fnau.org</a></i>  You do not perform any professional services as part of this business activity.	Include with your application: - a statement from your employer to confirm the activity undertaken; and - a sworn statement (Modèle 5).	Send us: - a statement from the employer to confirm the activity undertaken; and - a sworn statement (Modèle 5).	Send us a sworn statement (Modèle 5).

INFORMATION FOR ARCHITECTS				
Title	Definition	Supporting documents you must send with your application...		
		when applying for registration	when you change your form of practice	each year before 31st March
<b>Civil servant or public employee professional services</b>	<p>You are an employee or under contract to the State or a local authority and perform professional services.</p> <p><b>NB :</b>  <i>1 / The State and local authorities are, for the most part, subject to the loi MOP. They can not assign you a simple design service. They are required to appoint you for basic services (construction, rehabilitation or recycling existing building operations).</i>  <i>2 / If you want to practice at the same time in another form of practice, make sure to get written permission from your superiors. (Decree No. 81-420 of 27th April 1981).</i></p>	<p>Include with your application:</p> <ul style="list-style-type: none"> <li>- a statement from your employer; and</li> <li>- a sworn statement (Modèle 6).</li> </ul>	<p>Send us:</p> <ul style="list-style-type: none"> <li>- a statement from your employer; and</li> <li>- a sworn statement (Modèle 6).</li> </ul>	<p>Send us a sworn statement (Modèle 6).</p>

## Other business activities that allow the use of title but does not authorize the architect to practice

INFORMATION FOR ARCHITECTS				
Title	Definition	Supporting documents you must send with your application...		
		when applying for registration	when you change your form of employment	each year before 31st March
<b>Civil servant or public employee not performing professional services</b>	You are civil servant or under contract to the State or a local authority and do not perform professional services that require the mandatory use of an architect as part of this activity.	Include with your application: - a statement from your employer <u>confirming the activity undertaken</u> ; and - a sworn statement (Modèle 7).	Send us: - a statement from your employer <u>confirming the activity undertaken</u> ; and - a sworn statement (Modèle 7).	Send us a sworn statement (Modèle 7).
<b>Exclusive practice individually or in partnership of business related to architecture</b>	<p>You practice under your own name or with a company not registered by the Ordre, one or more of the following business activities independent of any architect or commercial function: briefs, client representative (other than existing buildings), expertise, teaching, technical investigations (other than existing buildings) and/or consultancy.</p> <p>You do not undertake any business activity that requires you register your form of practice under clause 14 of the Architecture Act 1977.</p> <p><b>Warning:</b> Registration in this section limits your scope of services and does not allow you to practice as an architect. In order to not restrict your activity, apply to be registered under the "libéral" form or register your company with the Ordre.</p>	Include with your application: - a sworn statement (Modèle 8); and - a civil liability insurance certificate issued in your name or that of your company, that covers the declared business activities.	Send us: - a sworn statement (Modèle 8); and - a civil liability insurance certificate issued in your name or that of your company that covers the declared business activities.	

INFORMATION FOR ARCHITECTS				
Title	Definition	Supporting documents you must send with your application...		
		when applying for registration	when you change your form of employment	each year before 31st March
<b>Exclusive practice as employee not in partnership of business related to architecture</b>	<p>You fulfil all of the following requirements:</p> <ul style="list-style-type: none"> <li>- You do not undertake any business activity that requires you to register your form of practice under clause 14 of the Architecture Act 1977.</li> <li>- You have no shares in the company where you are employed.</li> <li>- You do not undertake commercial functions.</li> <li>- Your employer, <b>natural person or privately owned company</b>, is not in the business of finance, construction, renovation, sale or lease of buildings or the purchase or sale of land or construction materials and components.</li> <li>- You do not provide professional services for planning applications.</li> </ul>	<p>Include with your application:</p> <ul style="list-style-type: none"> <li>- a sworn statement (Modèle 9).</li> </ul>	<p>Send us:</p> <ul style="list-style-type: none"> <li>- a sworn statement (Modèle 9).</li> </ul>	
<b>Practice in a CAUE</b>	<p>You practice in a Conseil d'Architecture, d'Urbanisme et d'Environnement.</p>	<p>Include with your application:</p> <ul style="list-style-type: none"> <li>- a statement from your employer; and</li> <li>- a sworn statement (Modèle 10).</li> </ul>	<p>Send us:</p> <ul style="list-style-type: none"> <li>- a statement from your employer; and</li> <li>- a sworn statement (Modèle 10).</li> </ul>	<p>Send us:</p> <ul style="list-style-type: none"> <li>- a sworn statement (Modèle 10).</li> </ul>
<b>Exclusive practice abroad or in a French Overseas Collectivity not subject to the provisions of the Architecture Act 1977</b>	<p>You practice exclusively the architectural profession abroad or in one or more of the following French Overseas Collectivities:</p> <ul style="list-style-type: none"> <li>- New Caledonia</li> <li>- Saint Pierre and Miquelon</li> <li>- Saint Martin</li> <li>- Saint Bartholomew</li> <li>- French Polynesia</li> <li>- Wallis and Futuna.</li> </ul>	<p>Include with your application:</p> <ul style="list-style-type: none"> <li>- a sworn statement (Modèle 11).</li> </ul>	<p>Send us:</p> <ul style="list-style-type: none"> <li>- a sworn statement (Modèle 11).</li> </ul>	
<b>Temporarily not in practice</b>	<p>During application, you are temporarily prevented to undertake any professional services for any of the following reasons:</p> <ul style="list-style-type: none"> <li>- insolvency; or</li> <li>- sickness; or</li> <li>- unemployment.</li> </ul>		<p>Send us</p> <ul style="list-style-type: none"> <li>- a sworn statement (Modèle 12) together with one of the following documents, dated less than three months ago:</li> <li>- evidence of insolvency; or</li> <li>- medical certificate/hospitalisation bulletin; or</li> <li>- Pôle emploi certificate; or</li> <li>- unemployment benefit or RSA payment notice.</li> </ul>	
<b>Retired</b>	<p>You have retired and have ceased all professional activity.</p>		<p>Send us:</p> <ul style="list-style-type: none"> <li>- a sworn statement (Modèle 13).</li> </ul>	

## Modèles : Insurance certificates and sworn statements

Modèle n° 1	<b>Attestation d'assurance « Libéral - Société d'architecture »</b> Professional indemnity insurance certificate "Libéral - Architecture Company"
Modèle n° 2	<b>Attestation d'employeur « Salarié(e) d'un architecte, d'une société d'architecture, d'une SICAHR »</b> Employer statement "Employee of an architect, an architectural company, a SICAHR"
Modèle n° 2 bis	<b>Attestation d'employeur « Salarié(e) d'un CAUE »</b> Employer statement "CAUE employee"
Modèle n° 3	<b>Attestation sur l'honneur « Salarié(e) d'un architecte ou d'une société d'architecture »</b> Sworn statement "Employee of an architect or architectural company"
Modèle n° 4	<b>Attestation sur l'honneur « Salarié(e) d'une personne physique ou morale de droit privé construisant pour son propre et exclusif usage »</b> Sworn statement "Employee of a natural person or private company building for its own exclusive use"
Modèle n° 5	<b>Attestation sur l'honneur « Salarié(e) d'un organisme d'études exerçant exclusivement pour le compte de l'Etat ou d'une collectivité territoriale »</b> Sworn statement "Employee of a consultancy acting exclusively for the State or local authority"
Modèle n° 6	<b>Attestation sur l'honneur « Fonctionnaire ou agent public exerçant des missions de maîtrise d'œuvre »</b> Sworn statement "Civil servant or public employee undertaking professional services"
Modèle n° 7	<b>Attestation sur l'honneur « Fonctionnaire ou agent public n'exerçant pas de missions de maîtrise d'œuvre »</b> Sworn statement "Civil servant or public employee not undertaking professional services"
Modèle n° 8	<b>Attestation sur l'honneur « Exercice d'une autre activité liée à l'architecture à titre individuel ou associé »</b> "Practicing individually or in partnership activity related to architecture" sworn statement
Modèle n° 9	<b>Attestation sur l'honneur « Exercice d'une autre activité liée à l'architecture en tant que salarié(e) non associé(e) »</b> Sworn statement "Practicing as an employee not in partnership activity related to architecture"
Modèle n° 10	<b>Attestation sur l'honneur « Exercice dans un CAUE »</b> Sworn statement "Practicing in a CAUE"

Modèle n° 11	Attestation sur l'honneur « <b>Exercice exclusif à l'étranger ou dans une Collectivité d'Outre-mer</b> » Sworn statement "Exclusive practice abroad or in French Overseas Collectivity"
Modèle n° 12	Attestation sur l'honneur « <b>Sans activité momentanée</b> » Sworn statement "Temporarily not in practice"
Modèle n° 13	Attestation sur l'honneur « <b>Retraité(e)</b> » Sworn statement "Retired"
Modèle n° 14	Attestation sur l'honneur « <b>Société en sommeil</b> » Sworn statement "Dormant Company "