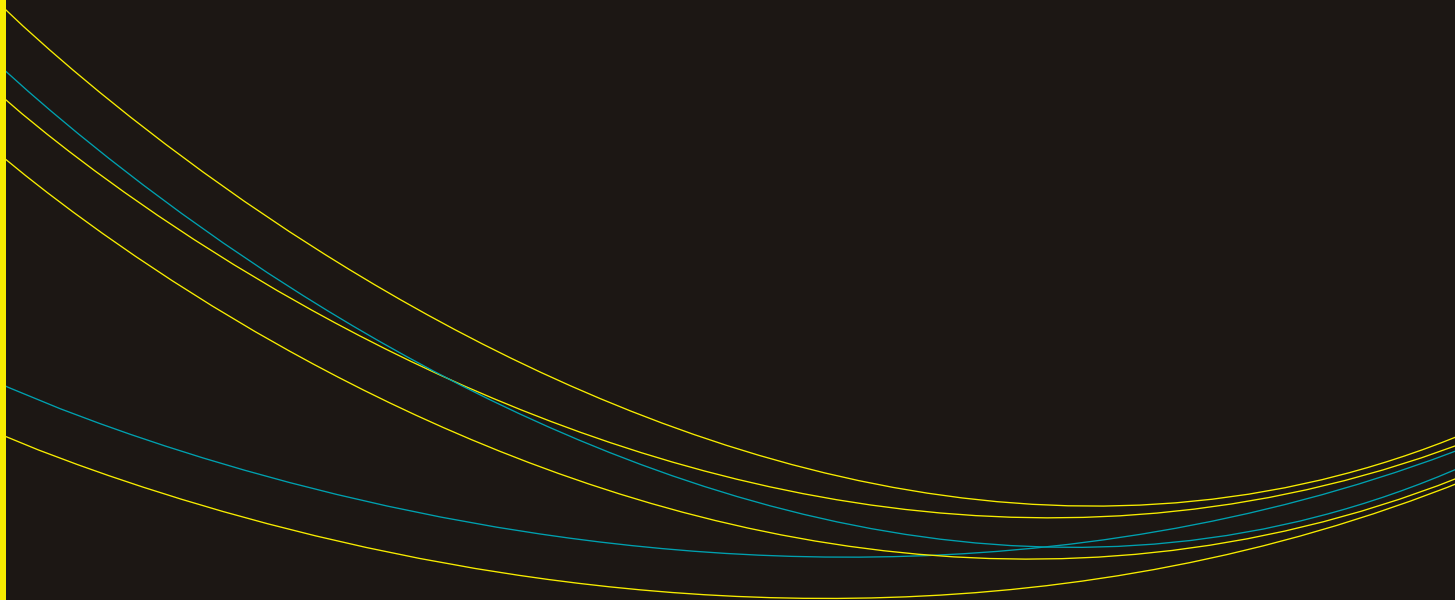




Internship In Architecture Program

Canadian Architectural Licensing Authorities | Third Edition, January 2012



Internship In Architecture Program (IAP) Manual

Canadian Architectural Licensing Authorities (CALA)
CALA: Third Edition, January 2012

The Intern Architect Program in British Columbia
The Intern Architect Program in Alberta
The Intern Architect Program in Northwest Territories
The Intern Architect Program in Saskatchewan
The Intern Program in Manitoba
The Intern Architect Program in Ontario
The Programme de stage en architecture in Québec
The Intern Architect Program in New Brunswick
The Intern Architect Program in Nova Scotia
The Intern Architect Program in Prince Edward Island
The Intern Architect Program in Newfoundland & Labrador

This document has been endorsed by the following regulators that form the Canadian Architectural Licensing Authorities (CALA):

Architectural Institute of British Columbia (AIBC)
Alberta Association of Architects (AAA)
Northwest Territories Association of Architects (NWTAA)
Saskatchewan Association of Architects (SAA)
Manitoba Association of Architects (MAA)
Ontario Association of Architects (OAA)
Ordre des architectes du Québec (OAQ)
Architects' Association of New Brunswick/Association des Architectes du Nouveau-Brunswick (AANB)
Nova Scotia Association of Architects (NSAA)
Architects Association of Prince Edward Island (AAPEI)
Architects Licensing Board of Newfoundland & Labrador (ALBNL)

Inquiries should be directed to:
CALA jurisdictions (Refer to Appendix D)

This manual is current as of January 1, 2012. The CALA jurisdictions have statutory obligations to set and maintain standards of education, experience, and examination for entry to the profession of architecture. These standards may change or require clarification or amendment over time. You must check with your jurisdiction (or intended jurisdiction) for any changes that may have affected the content of this Manual.

In the event of a conflict between this Manual and the legislation (*Architects Act*, Regulation, By-Laws and/or Rules) of a CALA jurisdiction, the CALA jurisdiction's legislation shall govern.

Table Of Contents

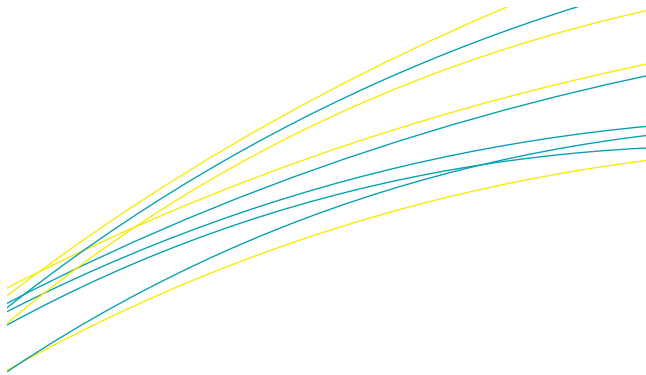
1. The Process	Page
1.1 Architectural Registration/Licensure and the IAP	5
· Education Requirements	
· Experience Requirements	
· Examination Requirements	
· Additional Requirements	
1.2 Getting Started	7
· Application Procedures	
· Supervising Architect, Mentor, CALA Jurisdiction	
· Role of Supervising Architect	
· Role of Mentor	
· Selecting a Mentor	
· Changing a Mentor	
· Role of CALA Jurisdictions	
1.3 Changing Employment	8
1.4 Multiple, Concurrent or Part-time Employment	9
1.5 Architecture Canada/RAIC Syllabus	9
1.6 Annual Fees and Charges	9
1.7 Transfers from/to Other CALA Jurisdictions	9
· Documentation	
· Architectural Experience	
· Examination	
2. The Canadian Experience Standard: Architectural Experience Requirements	
2.1 Documentation	11
2.2 Architectural Experience	11
· Minimum	
· Required	
· Fulfillment	
· Variety	
· Local Knowledge/Currency	
· International	
· Overtime	
· Observer or Parallel Documents	
2.3 Eligible Architectural Employment Situations	12
3. Canadian Experience Record Book (CERB)	
3.1 Submission for Review	14
3.2 Late Submission of Architectural Experience	14
3.3 Instructions for Completion of the CERB	14

Appendices:

A: Architectural Experience Area Description and Required Activities	Page
Category A: Design and Construction Documents	A1
1. Programming	
2. Site Analysis	
3. Schematic Design	
4. Engineering Systems Coordination	
5. Building Cost Analysis	
6. Code Research	
7. Design Development	
8. Construction Documents	
9. Specifications and Materials Research	
10. Document Checking and Coordination	
Category B: Construction Administration	A6
11. Bidding and Contract Negotiation	
12. Construction Phase – Office	
13. Construction Phase – Site	
Category C: Management	A8
14. Project Management	
15. Office Management	
B: Specific CALA Jurisdiction Requirements	B1
C: Instructions for Completion of the Canadian Experience Record Book (CERB)	C1
D: CALA Jurisdictions and National Architectural Organizations	D1
E: Sample Forms and Letters	E1
· Record of Architectural Experience: Periodic Assessment Form	
· Confirmation of Employment	
· Confirmation of Mentor	
F: Canadian Experience Record Book (CERB): Summary Form	F1



1. The Process



1. The Process

The Internship in Architecture Program (IAP) has been established by the **Canadian Architectural Licensing Authorities (CALA)** to continue to maintain a program of architectural registration/licensing in Canada that is both meaningful and effective. The IAP is also intended as a catalyst for improving the profession, by increasing effective communication between Architects and prospective members of the profession. To become registered/licensed in Canada, a person must demonstrate competency and qualifications to provide architectural services to the public.

Interns must remain in the IAP while experience is being gained and recorded and while examinations are being written to derive maximum benefit from the program.

Note: Credit will be granted only for experience gained while enrolled as an Intern in the IAP.

The objectives of the IAP are:

1. To define and document areas of architectural practice in which professional knowledge and skills must be gained in a structured, supervised and mentored environment;
2. To provide a uniform system for documentation and periodic assessment of internship activities;
3. To provide feedback and guidance to the Intern;
4. To involve the members of the profession in the development and training of future members.

Note: For the purposes of the IAP the term **'Intern'** will be used to mean, Intern Architect, Intern in Manitoba or Stagiaire en architecture in Québec.

1.1 Architectural Registration/Licensure and the IAP

Regulation of the profession of architecture, including setting standards for education, experience and examinations needed for the registration/licensing of Architects, is the responsibility of each CALA jurisdiction. In all ten provinces, and one territory, self-regulating associations have been established by provincial/territorial government legislation to govern the profession of architecture and to establish registration/licensing requirements.

There is general agreement among CALA jurisdictions on the standards for admission to the architectural profession in Canada. CALA has adopted Common Admission Standards regarding Education, Architectural Experience and Examination. Such standards facilitate reciprocal registration/licensing across Canada under a reciprocity agreement entered into by CALA jurisdictions. These standards include:

- Established **education** requirements for admission as an Intern
- Pre-registration/licensing **architectural experience** requirements
- Architectural registration/licensing **examination** requirements.

Education Requirements

The CALA jurisdictions have established common education standards as detailed in the **Canadian Architectural Certification Board (CACB) Conditions for Accreditation** for professional degree programs in architecture and in the **Conditions and Procedures for the Certification of Educational Qualifications** (Canadian education standard). The accreditation of professional programs in architecture and the certification of education qualifications of architecture graduates are conducted under the auspices of the CACB in accordance with the standards set by the CALA jurisdictions. If you require further information, contact the CACB. (Refer to **Appendix D**)

Experience Requirements

Although there is general agreement on the Canadian Architectural Experience Standard by CALA, the specific requirements in each jurisdiction may vary slightly. (Refer to **Appendix B** for requirements unique to your CALA jurisdiction.) CALA requires a minimum of 3720 hours (2

years) of recorded architectural experience which must be gained in the specified areas of architectural practice while under the personal supervision and direction of an Architect licensed by a CALA or reciprocal jurisdiction. For International experience refer to **Section 2.2**.

Examination Requirements

CALA requires Interns to pass either the Examination for Architects in Canada (ExAC) or the United States' National Council of Architectural Registration Boards (NCARB) Architect Registration Examination (ARE) to satisfy its examination requirement.

For information on the contents of the **ExAC**, eligibility and scheduling procedures, visit www.exac.ca.

For information on the contents of the **ARE**, eligibility and scheduling procedures, visit www.ncarb.org and click on the ARE tab.

Note: Interns should refer to **Appendix B** to ensure they are familiar with rules in each CALA jurisdiction in relation to acceptance of the EXAC and or ARE.

Additional Requirements

Some CALA jurisdictions may have additional requirements before registration/licensing, such as courses, oral examination, interviews, etc. Refer to **Appendix B** for those requirements unique to your jurisdiction or contact the CALA jurisdiction directly. (Refer to **Appendix D**)

1.2 Getting Started

Application Procedures

Each jurisdiction has its own application process and documents. Prospective Interns are encouraged to contact their CALA jurisdiction for specific application details. The process is generally initiated by contacting the CALA jurisdiction of residence to obtain information on registration/licensing. To apply, a candidate must, at minimum, submit the following:

- CACB certificate - for all architecture graduates
- Completed Application to become an Intern
- Required fees.

Upon receipt of the jurisdictional required application

information, the applicant is notified of acceptance into the IAP and advised that the IAP Manual and other relevant information and documents are available electronically on the CALA jurisdiction's Website.

Note: *Employment is not required to be appointed/enrolled in the IAP.*

Supervising Architect, Mentor, CALA Jurisdiction

The architectural profession has a responsibility to help Interns prepare themselves for architectural practice. One of the ways this is fulfilled is through the roles expected of the Supervising Architect and the Mentor.

Both the Supervising Architect and the Mentor are expected to fulfill certain responsibilities to the Intern within their respective roles. Contact your CALA jurisdiction for documentation you can share with your Supervising Architect and Mentor so they may familiarize themselves with their role and responsibility.

Role of Supervising Architect

The Supervising Architect plays a crucial role in the Intern's career, not only by providing encouragement, direction and constructive advice, but also by facilitating the transition between architectural education and practice and providing the practical architectural experience required for registration/licensure.

The Supervising Architect is the Architect **within the architectural practice or place of employment who personally supervises and directs the Intern on a daily basis**. This Architect must be registered/licensed in the jurisdiction in which the Intern is gaining the experience. He/she must be able to assess the quality of work performed and regularly certify the Intern's documented architectural experience prior to submission of each section of the **Canadian Experience Record Book (CERB)** to the CALA jurisdiction.

The Supervising Architect must be familiar with the IAP's objectives and experience requirements, and its documentation processes.

Role of Mentor

The retention of a Mentor is integral to the process, and is required by your CALA jurisdiction, with the exception of the OAQ. (Refer to **Appendix B**)

The Mentor is an Architect or a retired Architect who is **not** employed at the Intern's place of employment and who acts as an independent guide/advocate for the Intern. (Refer to **Appendix B**) The Intern meets the Mentor for regular reviews of experience progress, discussion of career objectives and broader issues related to the profession.

At an absolute minimum, the Mentor **must** meet with the Intern prior to the submission of each section of the CERB, when the Intern has accumulated 900 - 1000 hours (approximately 6 months) of architectural experience, or at each change of employment. This minimum is not ideal, however, and will not help the Intern to obtain the most benefit from the internship process. Regular contact between submissions will offer the greatest opportunity for the Mentor to assist the Intern and exert a positive influence on his/her development as an Architect.

Selecting a Mentor

Interns should select a Mentor who is willing to commit to their professional growth. The Intern-Mentor relationship personifies the architectural profession's historic mentoring system. Mentors are expected to be knowledgeable about the IAP's objectives and experience requirements.

The Intern may select a Mentor by asking the following for a recommendation:

- A personal acquaintance
- An employer, previous employer, or fellow Intern
- The CALA jurisdiction.

Changing a Mentor

A Mentor should be maintained throughout the Program; however, during the course of the architectural experience period, there may be a need to change your Mentor and select a new Mentor. If there is a change the following procedures apply:

- Identify the new Mentor to the CALA jurisdiction
- Have the new Mentor provide a Letter of Confirmation to the CALA jurisdiction. (Refer to **Appendix E** - Sample Forms and Letters.)

Role of CALA Jurisdictions

The CALA jurisdictions play an important role in the internship process by ensuring that Interns are informed of all the requirements they need to fulfill, by guiding them through each step of the process and certifying work experience and other internship requirements. The CALA jurisdictions:

- Admit qualified individuals to Intern status
- Provide advice to Interns on registration/licensing procedures
- Review the Canadian Experience Record Book (CERB) every 900-1000 hours, for acceptance and provide Interns with comments and constructive advice
- Process Interns' eligibility to take either examination, the ExAC or the ARE
- Transmit examination results to Interns
- Provide supplementary education or oral interview (where applicable)
- Issue a registration/licence.

1.3 Changing Employment

During the architectural experience period, personal circumstances or external factors can result in changes in employment. As an Intern, you must notify your CALA jurisdiction if there is a change of employment. The following procedures generally apply:

- Inform your jurisdiction of your new place of employment
- Identify your new Supervising Architect
- Have the new Supervising Architect provide a Letter of Confirmation to your jurisdiction (Refer to **Appendix E** - Sample Forms and Letters)
- Complete the section of the CERB to be certified by the previous Supervising Architect and submit to your jurisdiction
- Begin a new CERB section with the new place of employment.

1.4 Multiple, Concurrent or Part-time Employment

If engaged as an independent contractor, or employed on a part-time basis by one or more than one employer during the same period, you will be considered an employee in each of these circumstances (for the purpose of the IAP only) and will be required to complete a separate CERB section for each employment situation.

Note: *It is the Intern's responsibility to verify with the CALA jurisdiction whether experience gained as an independent contractor or on a part-time basis is acceptable. Pre-approval is generally required. (Refer to **Appendix B**)*

1.5 Architecture Canada Syllabus/RAIC Syllabus

It may be possible to enroll in the Internship in Architecture Program while enrolled in the Architecture Canada/RAIC Syllabus Program.

To determine whether your CALA jurisdiction allows for recording of work experience while enrolled as a syllabus student and the terms and conditions for recording such experience, please refer to **Appendix B**.

For most CALA jurisdictions a maximum of 940 hours of work experience may be approved while in Part 2 of the Syllabus Program.

1.6 Annual Fees and Charges

The fees and charges associated with the registration/licensing process are established annually by each CALA jurisdiction. For information contact the CALA jurisdiction. (Refer to Appendix D for relevant contact information.)

1.7 Transfers from/to Other CALA Jurisdictions

Documentation

Interns transferring from/to another CALA jurisdiction must have all documentation signed off prior to leaving the (exiting) jurisdiction and must contact the new CALA jurisdiction (receiving) for the relevant application forms and any additional requirements specific to that receiving jurisdiction (Refer to **Appendix D**)

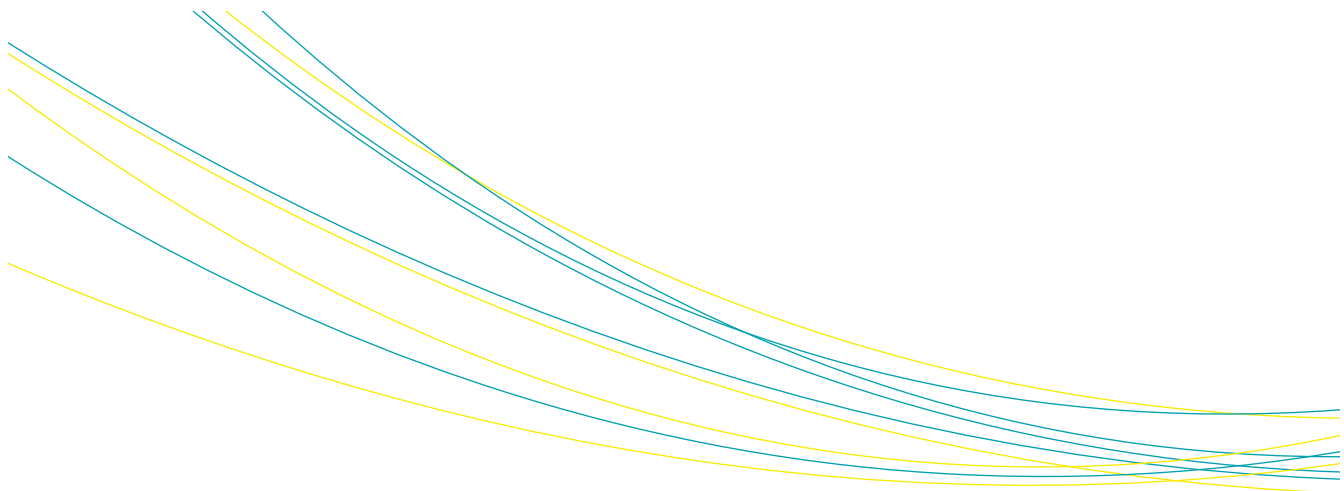
Architectural Experience

Interns transferring from/to another CALA jurisdiction will not lose any period of previously accepted architectural experience appropriately documented in the CERB, except as may be referenced in **Appendix B**.

Examination*

CALA jurisdictions continue to accept ExAC results or ARE results for applicants from other jurisdictions.

Note:* *Refer to **Section 1.1 Examination Requirements** and to **Appendix B**.*





2. The Canadian Experience Standard: Architectural Experience Requirements

2. The Canadian Experience Standard: Architectural Experience Requirements

The fundamental purpose of the pre-registration/licensing employment period is to ensure that the Intern is provided with sufficient 'hands-on' architectural experience to meet the standards of practical skill and level of competence required to engage in the practice of architecture in Canada.

It is the responsibility of the Intern, before accepting architectural employment, to ascertain that the employment will provide the required scope of architectural experience. (Refer to **Section 2.2**) There may be variations regarding the acceptability of experience in each CALA jurisdiction. (Refer to **Appendix B**)

2.1 Documentation

The Intern must maintain a record of architectural experience while enrolled in the IAP. All experience must be recorded in the **Canadian Experience Record Book** (CERB). (Refer to **Appendix F**) Experience will be reviewed and evaluated by the CALA jurisdiction at the end of each 900 – 1000 hours of architectural experience or at change of employment. Each Intern will be provided with a record of the review at the end of each review period. (Refer to **Section 3.3**)

Note: Credit will be granted only for experience gained while enrolled as an Intern in the IAP.

2.2 Architectural Experience

Minimum

The CALA jurisdictions require that Interns gain a **minimum of 3720 hours** of architectural experience recorded in the CERB which is used to chart progress. This experience must be gained under the personal supervision and direction of a Registered/Licensed Architect, approved by your CALA jurisdiction, in either an architectural practice or other eligible architectural employment situation. (Refer to **Section 2.3**)

Required

Category A – Design and Construction Documents

*(*May occur during multiple phases of a project)*

1. Programming
2. Site Analysis
3. Schematic Design
4. Engineering Systems Coordination*
5. Building Cost Analysis*
6. Code Research*
7. Design Development
8. Construction Documents
9. Specifications and Materials Research*
10. Document Checking and Coordination*

Category B – Construction Administration

11. Bidding and Contract Negotiation
12. Construction Phase - Office
13. Construction Phase - Site

Category C – Management

14. Project Management
15. Office Management

The experience area descriptions and required activities are described in detail in **Appendix A**.

Note: An Intern enrolled in the Intern Development Program (IDP) in a state or territory of the United States of America (USA) where IDP is mandatory may apply to have that architectural experience credited.

Fulfillment

The Intern must demonstrate competence in each category, not merely document that certain amounts of time have been spent working in various areas. Upon completion of **3720 hours** of documented and accepted architectural experience within the required categories and experience areas, the Intern will be advised in writing whether the architectural experience requirement has been fulfilled.

Once the required architectural experience in an area of practice is accepted, it will not have to be repeated, subject to the individual CALA jurisdiction requirements. (Refer to **Section 1.7** Transfers and to **Appendix B**)

Variety

The Intern's architectural experience must satisfy the required hours stated under categories A, B and C, which constitute

the core areas of architectural practice. An Intern's experience **must** include a variety of occupancies (minimum of 2), project types, complexities and sizes. (Refer to **Appendix B**) Non-compliance with the requirement to gain experience for a 'variety of projects' will be considered by the CALA jurisdiction **only in exceptional circumstances**.

Local Knowledge/Currency

CALA jurisdictions may require the Intern to demonstrate knowledge of local conditions of architectural practice as a requirement for registration/licensure. (Refer to **Appendix B**)

International

Any International architectural experience (outside Canada and the USA) gained by an individual while **NOT** in the IAP or IDP will be subject to interview or further review by the CALA jurisdiction. (Refer to **Appendix B**)

All International architectural experience gained **must** be under the personal supervision and direction of an Architect. Proof of the Supervising Architect's registration/licensing status in the jurisdiction where the work experience is gained. Where registration/licensing of architects is not a requirement this may be reviewed on a case-by-case basis by the CALA jurisdiction to which the Intern is reporting. The Supervising Architect in these instances must hold a valid architectural registration/licence in another jurisdiction. The Intern may be required to provide official documentation confirming the status of the Supervising Architect. (Refer to **Appendix B**)

Overtime

To recognize overtime architectural experience, the **3720 hours** can be completed in a minimum of 1½ calendar years. However, the IAP is a minimum two (2) year program. No maximum time has been established within which all the architectural experience must be completed. (Refer to **Appendix B**)

Observer or Parallel Documents

It is recognized that the Intern may not always be able to complete some areas of architectural experience directly, but may, for certain activities, participate as an **observer**. For example, it may be impractical in some instances for the Intern to represent the office at a site meeting and subsequently write the follow-up report.

However, it may be practical for the Intern to accompany the qualified person often enough to know what would be expected and prepare a follow-up report for review by the Supervising Architect. The Supervising Architect must indicate in his/her comments in the CERB to the CALA jurisdiction where the use of **parallel documents** or participation as an **observer** has occurred.

Credit for experience as an observer or by completing parallel documents may be granted by the CALA jurisdiction **only under exceptional circumstances**. **Contact the CALA jurisdiction for clarification.**

Note: *It is recommended and is the Intern's responsibility to verify with his/her CALA jurisdiction whether architectural experience gained as an observer or by completing parallel documents will be accepted. (Refer to **Appendix B**)*

2.3 Eligible Architectural Employment Situations

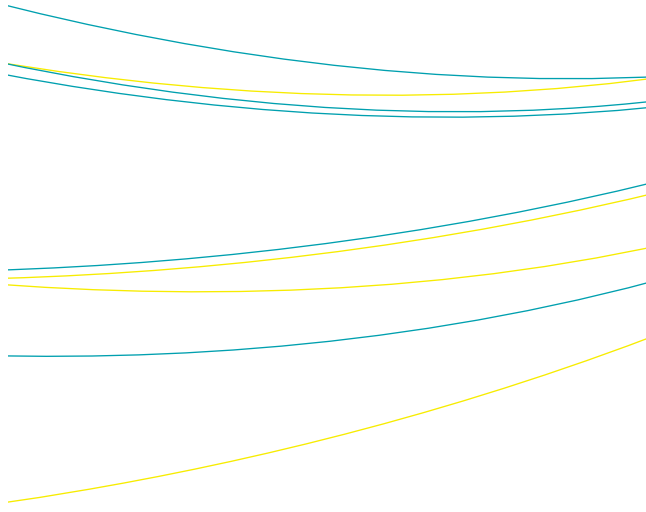
Architectural employment may be acceptable if it is gained and pre-approved by your CALA jurisdiction:

- a) **In the employ of an architectural practice in Canada, USA or in an international location**, and certified by a Registered/Licensed Architect in the jurisdiction where the experience is being gained and is approved by your CALA jurisdiction, and who is employed by the same entity and who personally supervised and directed the architectural experience. (Refer to **Appendix B**)
- b) **In the employ of a government agency, crown corporation, institution, bank, engineering office, developer or corporation having a department or office that deals primarily with architectural design and construction as an 'owner'** and is certified by an Architect who is employed in the same entity and who personally supervised and directed the architectural experience. (Refer to **Appendix B**)

Note: *Architectural experience gained outside Canada or the USA while under the personal supervision and direction of an Architect may be subject to pre-approval, interview or further review by the CALA jurisdiction. (Refer to **Appendix B**)*

3. Canadian Experience Record Book (CERB)

The page features a solid black horizontal band across the middle. Below this band, the background is white and is decorated with several overlapping, wavy lines in teal and yellow, creating a dynamic, abstract pattern.



3. Canadian Experience Record Book (CERB)

*The purpose of the CERB is to provide the Intern with a tool to record the architectural experience, and to enable the CALA jurisdiction to verify and to assess the nature and breadth of this experience. The Intern is responsible for maintaining a record of architectural experience in the CERB. This record has several functions. For the Intern, it identifies areas where architectural experience is being gained and areas where deficiencies exist. The Intern can also use the CERB as a tool in discussions with the employer to ensure he/she is getting suitable work experience in each of the required categories. For the Supervising Architect, it is an assessment and personnel management tool. **The emphasis in the IAP is to promote Intern/Supervising Architect/Mentor dialogue.***

Note: Credit will be granted only for experience gained while enrolled as an Intern in the IAP or with a reciprocal jurisdiction.

3.1 Submission for Review

All architectural experience must be recorded in the CERB and signed by the Supervising Architect and Mentor. Interns are required to submit the CERB to the CALA jurisdiction for review upon completion of 900 - 1000 hours of architectural experience and/or at change of employment. Late submission will be considered as described in **Section 3.2.**

3.2 Late Submission of Architectural Experience

All architectural experience submitted for late submission review and assessment must be recorded in the CERB and signed by the Supervising Architect and Mentor. Architectural experience gained as an Intern in the IAP and submitted in excess of 12 months from the date of the last entry will be subject to special review and assessment by the CALA jurisdiction and the Intern may be subject to additional fees and an interview. Late submission of architectural experience may not be accepted by some CALA jurisdictions. (Refer to **Appendix B**)

3.3 Instructions for Completion of the CERB

(Refer to **Appendix C** for specific instructions.)

When 900—1000 hours of architectural experience have been completed or at each change of employment, you must submit your signed dated and certified CERB.

Have the Supervising Architect:

- Complete the Comments and Declaration portion
- Sign and date the CERB

Have the Mentor:

- Complete the Mentor Declaration portion
- Sign and date it.

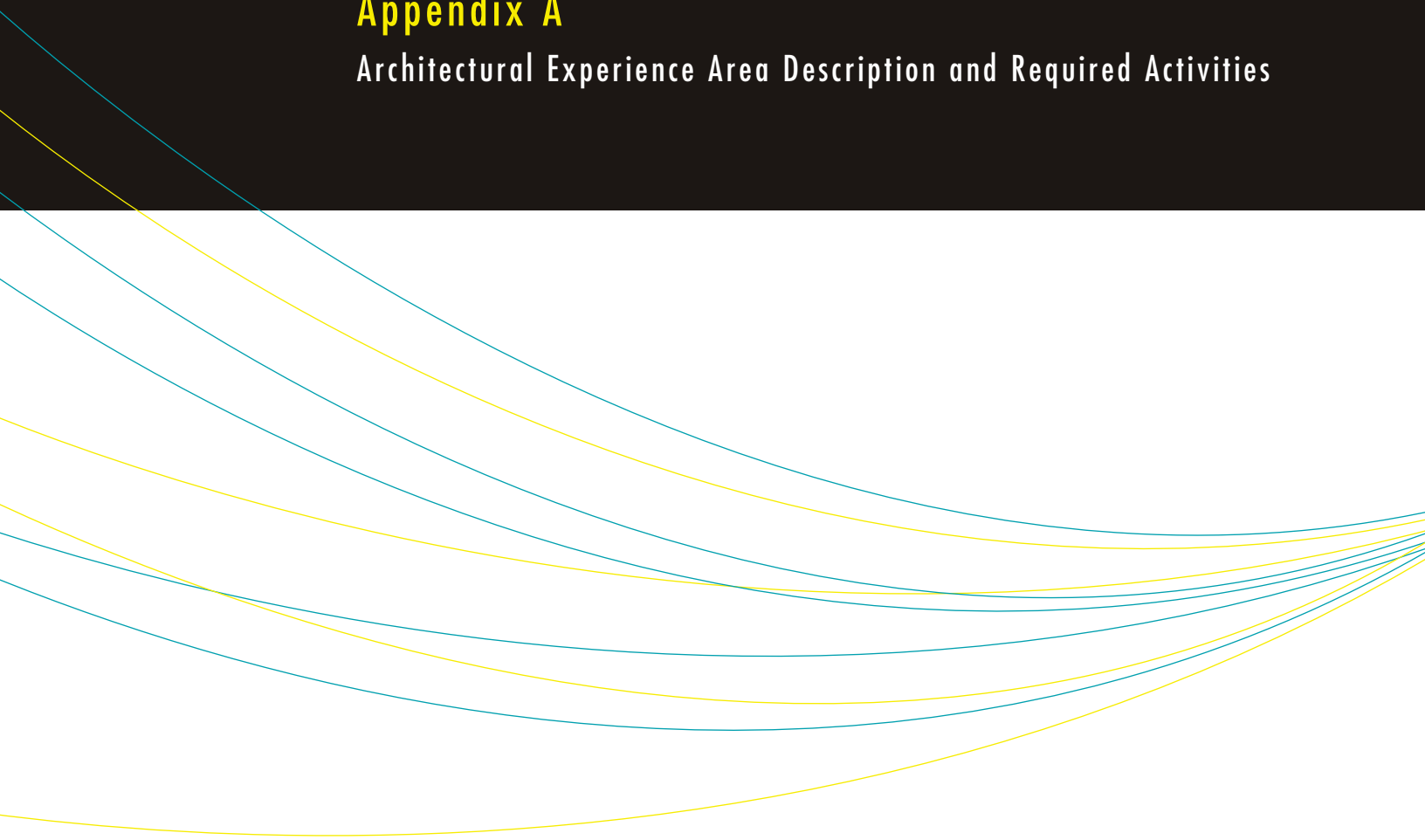
In summary, the Intern should do the following:

- Submit the CERB section to the CALA jurisdiction **within 8 weeks** of the date of the last entry
- Interns must retain copies of their submission

The CALA jurisdiction will provide a summary or approve a summary of the total hours approved to date on a **Periodic Assessment Form** and may make comments or suggestions it believes will benefit the Intern. These comments should serve to reinforce the advice already given to the Intern by the Supervising Architect and Mentor. (Refer to **Appendix B**)

Appendix A

Architectural Experience Area Description and Required Activities



Appendix A

Architectural Experience Area Description and Required Activities

An Intern must acquire **3720 hours** to satisfy the IAP's architectural experience requirements. The following chart lists the required architectural experience categories and activities and the required hours for each.

Category A: Design and Construction Documents	Min. Hours Required	
1. Programming	80	
2. Site Analysis	80	
3. Schematic Design	120	
4. Engineering Systems Coordination*	120	
5. Building Cost Analysis*	80	
6. Code Research*	120	
7. Design Development	320	
8. Construction Documents.....	1080	
9. Specifications and Materials Research*	120	
10. Document Checking and Coordination*	80	
		Min. Hours
		2200
		Total Hours Required
		**2800

* May occur in multiple phases of a project

**This total includes the 2200 minimum hours required, plus 600 additional hours that must be gained in any of the experience areas 1-10

Category B: Construction Administration		Min. Hours	
11. Bidding and Contract Negotiation	80		
12. Construction Phase - Office	120		
13. Construction Phase - Site.....	120		
		Min. Hours	320
		Total Hours Required	**560

**This total includes the 320 minimum hours required, plus 240 additional hours that must be gained in any of the experience areas 11-13

Category C: Management		Min. Hours	
14. Project Management	120		
15. Office Management	80		
		Min. Hours	200
		Total Hours Required	**280

**This total includes the 200 minimum hours required, plus 80 additional hours that must be gained in any of the experience areas 14-15

Total Hours Required in Categories A, B, C 3640
 Remaining Additional Hours (may be gained in any experience areas 1-15) 80

TOTAL ARCHITECTURAL EXPERIENCE HOURS REQUIRED.....3720

Category A: Design and Construction Documents

1. Programming

Programming is the process of understanding and setting forth in writing the client's requirements for a given project. Steps in this process include: establishing goals, considering a budget, collecting, organizing and analyzing data, identifying and developing concepts, and determining particular needs. Client-Architect agreements presume that the client will furnish the program. Involvement of the Architect, in writing the program will be a service not covered in the traditional agreement for Design and Construction Administration. However, many clients employ the Architect to assist them in preparing a functional program. The project will also be affected by the mortgage lender; public officials involved in health, welfare and safety; future tenants, and, increasingly, the people who will work in the built environment. Their input at the programming stage is essential to maintain an orderly and productive design process.

Required Intern Activities include the following:

- Participate in conferences with clients regarding programming, periodic reviews and formal presentations and assist in preparing minutes or reports for future reference.
- Assist with presentations at zoning and variance hearings, and at meetings with the clients and consultants of these projects.
- Assist in preparing the summary and evaluation of data and requirements obtained from all sources.
- Research current literature pertaining to architectural programming.

2. Site Analysis

Site analysis includes land planning, urban design and aspects of environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic and social impact of proposed land use on the environment, ecology, traffic and population patterns. Governmental agencies frequently require documentation prepared by specialist consultants on the results that construction will have on the site and on the surrounding lands (i.e. environmental impact studies). Decisions relating to site analysis must involve the selection, organization and evaluation of pertinent data that will lead to a resolution of the client's program while conforming to legal requirements.

Required Intern Activities include the following:

- Assist in analyzing several sites to assess the feasibility of their use for a proposed project.
- Help analyze the feasibility of using a specific site for a project. Assist in the analysis of specific land use and location for a project. Assist in the formulation of the most appropriate land use strategy to achieve a desired environmental impact.
- Research site restrictions such as zoning, easements, utilities, etc. Participate in public hearings about land use issues and prepare reports for future reference.

3. Schematic Design

From the client-approved program and budget (mutually accepted), the Architect develops alternative solutions to satisfy the program, massing, site location and orientation, response to environmental factors regulatory and aesthetic requirements. The preferred scheme(s) is presented to the client for approval.

Required Intern Activities include the following:

- Participate in the development and preparation of preliminary design concepts to determine the spatial relationships that best satisfy the client's program.
- Participate in the development and coordination of program requirements with consultants.
- Assist in the preparation of presentation drawings and models.
- Assist in the analysis and selection of building and engineering systems.
- Participate in design review and approval meetings with clients, user groups, authorities having jurisdiction, community.

4. Engineering Systems Coordination (may occur in multiple phases of a project)

The Architect is usually responsible for the selection, design and coordination of all building systems, including the engineering systems. The emphasis of this experience requirement is to develop an understanding, under the direct supervision and control of the Architect, of the integrated engineered systems normally designed by consultants and provided by product suppliers, manufacturers and fabricators. These traditionally have included structural, mechanical and electrical systems as well as other technical innovations and special requirements, such as telecommunications and computer applications.

Architects must know how engineering systems work, including system benefits and limitations, availability, cost and the space requirements necessary to provide the basis for system design, selection and integration. This knowledge also provides the vital communication links necessary for appropriate interaction with engineering consultants and product suppliers.

Required Intern Activities include the following:

- Become familiar with construction methods and performance of different building and engineering systems.
- Understand safety requirements and the selection process for building and engineering systems.
- Assist in research, analysis and selection of building and engineering systems during the schematic design and development phases.
- Help coordinate engineering systems documents provided by consultants into the construction documents produced by the Architect.
- Review consultants' drawings for conceptual understanding of systems, space requirements and possible conflicts or interference of structure, duct work, plumbing lines, electrical fixtures, etc.
- Assist in reviewing shop drawings, evaluating samples and maintaining records.
- Visit job site and observe installation and integration of engineering systems, construction details and space requirements.
- Attend systems start up, operation and maintenance meetings required for acceptance and use by the client.
- Obtain and study manufacturers' literature for engineering systems and components.
- Become familiar with relevant codes and regulatory standards applicable to various building and engineering systems.
- Check maintenance manuals and warranties submitted by contractors for conformance with contract documents.

5. Building Cost Analysis (may occur in multiple phases of a project)

An important responsibility of the Architect is to evaluate the estimated construction cost. Reasonable estimates are crucial to the client. They influence decisions involving basic design, selection of building products and systems and construction scheduling. Long-term maintenance, as well as tax impact of material

and system selection (value engineering), are additional factors that bear on development of the project. For their own preliminary analysis, most Architects use computations based on area and/or volume. Estimates of construction cost provided later in the design process are frequently made on the basis of labour and material requirements (quantity surveys), a method that requires a more specialized knowledge of construction costs.

Required Intern Activities include the following:

- Calculate the areas and volumes of a project and its characteristic components.
- Make a simplified quantity takeoff of selected materials and prepare comparative cost analysis.
- Assist in the preparation of cost estimates of each stage of a project.
- Review various references and texts utilized in cost estimating.
- Assist in the preparation of cost analyses for current projects, using a variety of indices.
- Conduct a survey of current costs per square or cubic metre of various types of projects, using local cost data.

6. Code Research (may occur in multiple phases of a project)

Building inspectors as well as officials in zoning, environmental and other agencies relating to the health, welfare and safety of the public, oversee the enforcement of federal, provincial and local regulations related to building construction. The codes promulgated by these various agencies have a direct bearing on the total design process and thorough knowledge of all requirements is essential to the satisfactory completion of any project.

Required Intern Activities include the following:

- Assist in searching and documenting codes, regulations, etc. for two or more specific projects.
- Study procedures necessary to obtain relief or variances from particular requirements as they relate to a project.
- Calculate certain variables (i.e. numbers and size of exits, stair dimensions, public toilet rooms, ramps) in satisfaction of code requirements.
- Determine a project's allowable land coverage as well as maximum areas in compliance with zoning and any other related ordinances.

7. Design Development

Based on the client-approved schematic design and estimate of construction cost, the Architect fixes and details, for the client's further approval, the size and character of the entire project, including selection of materials and building and engineering systems.

Required Intern Activities include the following:

- Participate in the preparation of detailed design development drawings from schematic design documents.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures, and updates to project schedule.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures and updating construction cost. (Record under Building Cost Analysis)
- Help coordinate building and engineering systems proposed for the project. (Record under Engineering Systems Coordination)
- Participate in design review and approval meetings with clients, user groups, authorities having jurisdiction, community, etc.

8. Construction Documents (Not Including Specifications and Material Research)

The working drawings phases of construction documents describe in graphic form, all of the essentials of the work to be done: location, size, arrangement and details of the project. Since the successful and timely execution of these documents can be equated closely with an office's financial success, Architects constantly search for more efficient ways to produce construction documents. Regardless of the method of preparation, it is extremely important that the documents be accurate, consistent, complete and understandable. This requires thorough quality control including constant review and cross-checking of all documents. In addition, effective coordination of consultants' drawings is essential to avoid conflicts and interference in the construction of the Architect's designs and documents the integrated result.

Required Intern Activities include the following:

- Work in the preparation of detail drawings, developing technical skills in drafting accuracy, completeness, clarity and understanding by others.
- Assist in the coordination of all documents produced by the Architect and the consultants.
- Assist in the coordination of all documents produced by the engineering consultants. (Record under Engineering Systems Coordination)
- Develop a knowledge of professional responsibilities and liabilities arising from the issuance of construction documents. Participate in the mechanics of assembling the finished construction documents.
- Assist the job captain (or equivalent) in routine administrative/control tasks.

9. Specifications and Materials Research (may occur in multiple phases of a project)

Well-grounded knowledge of specification-writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts and construction procedures cannot be communicated successfully. A fundamental principle of specification writing requires the Architect to understand the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of material or products to be used in a project: appropriateness, durability, aesthetic quality, initial cost, maintenance, etc. To avoid future problems, it is extremely important that the Architect recognize the function of each item to be specified. The Architect must carefully assess new materials as well as new or unusual applications of familiar items, regardless of manufacturer representations, to be certain no hidden deficiencies exist that might create problems for the client and expose the Architect to liability.

Required Intern Activities include the following:

- Review construction specifications' organization, purpose and format, and assist in writing specifications.
- Review and analyze bidding forms, lien provisions, supplementary and special conditions and obtain the client's insurance and bonding requirements.
- Research and evaluate data for products to be specified, including information regarding availability, cost, code acceptability and manufacturers' reliability. Attend sales presentations in connection with this research.
- Research industry standards and guidelines for specific classes of products (e.g. curtain walls, aluminum windows) as they affect various manufacturers' items being considered for acceptability on a project.
- Research construction techniques and systems and understand workmanship standards such as poured-in-place concrete, masonry construction.
- Evaluate the potential for using master specifications in a project specification, including procedures needed to adapt individual sections for this use.

10. Document Checking and Coordination (does occur in multiple phases of a project)

Close coordination between drawings and specifications is required when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the architectural drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings must be checked and cross-checked for accuracy and compatibility.

Note: Review construction contracts for compatibility with the client-architect agreement as it relates to the role of the Architect and consultants during construction.

Required Intern Activities include the following:

- Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the working drawings.
- Check drawings prepared by others for relevance and accuracy of dimensions, notes, abbreviations and indications.
- Assist in developing a schedule of lead time required for proper coordination with other disciplines.
- Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts.
- Check engineering consultants' drawings with architectural drawings for possible conflicts and interference of plumbing lines, duct work, electrical fixtures, etc. (Record under Engineering Systems Coordination)
- Assist in the final project review for compliance with applicable codes, regulations, etc.

Category B: Construction Administration

11. Bidding and Contract Negotiation

The Architect assists in establishing and administering bidding procedures, issuing addenda, evaluating proposed substitutions, reviewing the qualifications of bidders, analyzing bids or negotiated proposals and replying to the client.

The construction contract and related documents are the formal instruments that bind the major parties together in the construction phase. They detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services under particular terms and conditions.

Required Intern Activities include the following:

- Carefully review the bidding/award stages of previous projects. Develop an understanding of problems encountered and how they were resolved.
- Assist in the pre-qualification of bidders.
- Assist in the receipt, analysis and evaluation of bids, including any alternative, discounted or unit prices.
- Learn what information and submittals are required prior to issuance of notice to proceed.
- Assist in evaluating product considerations in preparing addenda.
- Meet with contractors and material suppliers to better understand problems they encounter with bid packages and construction contract documents.

- Assist in the preparation and negotiation of construction contracts and become familiar with the conditions of the contract for construction in order to identify the roles of the Architect, contractor, owner, bonding company and insurer in the administration of the construction phase.

12. Construction Phase — Office

During the construction phase there are many related tasks that do not directly involve field observations: processing contractors' applications for payment, preparing change orders, reviewing shop drawings and evaluating samples, adjudicating disputes, etc. The Architect's handling of these matters will usually have a direct impact on the smooth functioning of the work in the field. For example, prompt processing of the contractor's application for payment, including review of any substantiating data that may be required by the contract documents, helps the contractor, and Architect maintain an even flow of funds and avoid delays and charges. Items such as shop drawings, samples and test reports submitted for the Architect's review must be acted upon promptly to expedite the construction process. Changes in the work that may affect the time of construction or modify the cost are accomplished by change orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

Required Intern Activities include the following:

- Assist in processing applications for payment and preparing certificates for payment.
- Assist in reviewing shop drawings, evaluating samples submitted and maintaining records.
- Assist in interpreting documents and preparing supplemental instructions and requests for information.
- Assist in evaluating requests for changes and preparing change orders.
- Participate in resolution of disputes and interpretation of conflicts relating to the contract documents.
- Become familiar with the legal responsibilities of the clients, contractors and Architects.
- Participate in the review of record documents at project completion.

13. Construction Phase — Site

In administering the construction contract, the Architect's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of material and workmanship, the Architect must be thoroughly familiar with all of the provisions of the construction contract. Reports on the stage of completion of scheduled activities are collected and compared to the overall project schedule at job site meetings. These meetings facilitate communication between the contract parties and produce a detailed progress record. The Architect must determine through observation the date of substantial completion and receive all data, warranties and releases required by the contract documents prior to final review and final payment. In addition to these construction-related responsibilities, the Architect interprets contract documents when disagreements occur and judges the dispute impartially, even when the owner is involved. Dissatisfaction with the Architect's decision can lead to arbitration or litigation.

Required Intern Activities include the following:

- Visit the job site and participate in observation of the work in place and material stored, and prepare field reports of such reviews. Review and analyze construction time schedules. Understand the various network methods (e.g. critical path method) potentially available to the contractor.
- By reviewing contract documents and participating in professional development programs, develop an awareness of the contractual obligations related to the observation of construction.

- Attend job-site construction meetings and assist in recording and documenting all actions taken and agreed to at such meetings.
- Participate in the substantial completion review and assist in the deficiency list verification.
- Participate in the final acceptance review with the client and other involved parties.

Category C: Management

14. Project Management

The economic and professional health of an architectural practice depends on an orderly, trackable method of project execution. A clearly defined project work plan, the key to the efficient management of project tasks, requires participation and input from team members, consultants, client representatives and other key decision-makers (financial experts, developers, lawyers and contractors). The project manager defines consensus goals, and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with particular attention to decisions that influence the work of multiple team members.

A project file initiated and maintained by the project manager is the comprehensive record of the project's life and a useful resource for future endeavours and against claims. The work plan must be congruent with all project-related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress against the work plan, assess discrepancies and take the corrective actions necessary to maintain project control. The project manager also maintains design quality during bidding, contract negotiation and construction phases through administration of the project file, oversees the architectural practice's construction representative and monitors scheduled on-site quality reviews. Finally, the project manager closes out project records and agreements and sets up future post-occupancy evaluation procedures.

Required Intern Activities include the following: (for a specific project following award of the project to the Architect)

- Review the architectural practice's project management manual or all relevant forms, checklists and other practice aids if a manual does not exist.
- Understand the procedure for assignment of project management responsibilities and the project manager's role in the acquisition process.
- Participate in the development of a project work plan including identifying goals, client requirements, responsibilities, a first-cut schedule and the project record.
- Review a work plan against all project-related contractual agreements.
- Become familiar with team management including role assignments, team communication methods and frequency and maintaining the project file.
- Review design documentation standards and understand expected levels of documentation at each phase of the project.
- Attend quality reviews at project development milestones identified in the work plan.
- Assist in preparing project status assessments including schedule and scope variances and actions required to maintain project budget control.
- Review the project management file for close-out activities such as contractual fulfillments, final fee for services, invoicing and modifications (e.g. change orders).
- Attend post-occupancy evaluation trips to completed project sites.

15. Office Management

Although architecture is a creative profession, current techniques of practice and the need for professional sustainability require that the architectural practice also operate as a successful business enterprise. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of this information. Profitable use of office personnel requires budgeting time and adhering to schedules. The Architect's relationship to the client is established by contractual agreement. A contract establishes the duties and obligations of the parties. In order for a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for lawful purpose and accomplishable within an estimated time frame.

Effective public relations plays an essential role in the creation of the Architect's image. This is important in retaining existing clients, bringing new clients and work into the architectural practice as well as in attracting superior people for the professional staff. The Architect must participate in marketing activities if the practice is to succeed. On the other hand, the Architect's marketing activities (unlike those of merchants, manufacturers and others in commerce) may be subject to certain professional constraints. The Architect must learn marketing techniques that are effective while practising within the rules of professional conduct in his/her jurisdiction.

Required Intern Activities include the following:

- Review the process of internal accounting and cost control systems for operation of the architectural practice. Participate in allocation of time to all elements involved in a total project from preliminary design through construction.
- Review professional service contracts for their structure, content, determination of responsibility and enforcement procedures.
- Review the compensation structure as related to types of services rendered by the architectural practice.
- Review current contractual relationships with consultants.
- Research legal obligations, limitations and liabilities of professional service contracts.
- Review the architectural practice's professional liability insurance policy and develop an awareness of potential practices and procedures that are not covered by the policy.
- Assist in developing programs to publicize the architectural practice's professional services and its expertise.
- Participate in the architectural practice's program for securing commissions for professional services through assisting in market research, prospect list preparation and information-gathering activities.
- Assist in developing the architectural practice's brochures and advertising as elements of promotion.
- Assist or accompany principals or marketing staff carrying out business development.
- Participate in client request for proposals (RFPs) and presentation to prospective clients and formal selection interviews.
- Participate in the architectural practice's internal budgeting (profit planning) process.



Appendix B
Specific CALA Jurisdiction Requirements



Appendix C
Instructions for Completion of the
Canadian Experience Record Book (CERB)

Appendix C

Instructions for Completion of the Canadian Experience Record Book (CERB)

The IAP anticipates that Interns gain hands-on experience throughout all phases of architectural services from Design through Construction Administration. The prescribed work experience hours in the CERB therefore cover the range of architectural activities/services expected of a practitioner. The Intern must gain the minimum number of hours of supervised/mentored work experience and record/submit them periodically, every 900–1000 hours (approximately every six months, and within 8 weeks of the last entry) to the CALA jurisdiction in which she/he is enrolled/registered as an Intern.

The CALA jurisdiction will review the Intern's submission to ensure the nature as well as the extent of experience gained. In order that this can be accomplished, it is the responsibility of the Intern to clearly explain his/her specific role for each project.

In addition to experience gained in the Architect's office or other eligible architectural employment situation, the IAP expects that Interns gain on-site experience of the construction of buildings, particularly building enclosures, fire separations, exiting, etc. This experience can only be gained through on-site presence during construction. (Refer to **Appendix A**)

The absence of clear and comprehensive information in regard to experience gained may delay the review of experience if the reviewers are unable to determine whether the Intern is satisfying the required scope of requirements of the IAP. Accordingly, Interns are to:

- a) Provide all requested information on the cover page of the CERB. This document is available in an electronic spreadsheet format on your CALA jurisdiction's Website. (CALA jurisdictions may develop electronic means of submission in the future. The rules and procedures for such submission will be forwarded to Interns in due course.)
- b) If manually prepared, record the experience neatly in ink. Any alterations, changes, white-outs, etc. made to the CERB, must be initialed by the Supervising Architect. Any separate pages must be initialed by the Supervising Architect.
- c) If electronically prepared, print a hard copy of the CERB section, and have each page initialed by Supervising Architect.
- d) The method of recording time shall be in hours with no reference to a maximum number of hours per day for a total of **3720 hours**.
- e) Use the Summary of Projects (1-10) on the CERB for the ten most significant projects on which you have worked in this period. For additional projects **add new sheets** for projects and change the numbers to 11, 12, 13...to more accurately describe your experience.
- f) **Project Type** is defined as new construction, additions, renovation, etc.
- g) **Occupancy** is defined as assembly, institutional, industrial, residential and commercial.



Appendix D

CALA Jurisdictions and National Architectural Organizations

Appendix D

CALA Jurisdictions and National Architectural Organizations

CALA Jurisdictions

Architectural Institute of British Columbia (AIBC)

#100 - 440 Cambie Street
Vancouver, British Columbia V6B 2N5
Tel: 604.683.8588
Fax: 604.683.8568
Email: info@aibc.ca
www.aibc.ca

Alberta Association of Architects (AAA)

Duggan House
10515 Saskatchewan Drive
Edmonton, Alberta T6E 4S1
Tel: 780.432.0224
Fax: 780.439.1431
Email: intern@aaa.ab.ca
www.aaa.ab.ca

Northwest Territories Association of Architects (NWTAA)

P.O. Box 1394
Yellowknife, Northwest Territories X1A 2P1
Tel: 867.766.4216
Fax: 867.873.3654
Email: nwtaa@yk.com
www.nwtaa.ca

Saskatchewan Association of Architects (SAA)

642 Broadway Avenue, Suite 200
Saskatoon, Saskatchewan S7N 1A9
Tel: 306.242.0733
Fax: 306.664.2598
Email: memberservices@saskarchitects.com
www.saskarchitects.com

Manitoba Association of Architects (MAA)

137 Bannatyne Avenue, 2nd Floor
Winnipeg, Manitoba R3B 0R3
Tel: 204.925.4620
Fax: 204.925.4624
Email: info@mbarchitects.org
www.mbarchitects.org

Ontario Association of Architects (OAA)

111 Moatfield Drive
Toronto, Ontario M3B 3L6
Tel: 416.449.6898
Fax: 416.449.5756
Email: oaamail@oaa.on.ca
www.oaa.on.ca

Ordre des architectes du Québec (OAQ)

1825 boulevard René Levesque Ouest
Montréal, Québec H3H 1R4
Tel: 514.937.6168
Fax: 514.933.0242
Email: info@oaq.com
www.oaq.com

Architects' Association of New Brunswick/Association des architectes du Nouveau-Brunswick (AANB)

P.O. Box 5093
Sussex, New Brunswick E4E 5L2
Tel: 506.433.5811
Fax: 506.432.1122
Email: inquiries@aanb.org
www.aanb.org

Nova Scotia Association of Architects (NSAA)

1359 Barrington Street
Halifax, Nova Scotia B3J 1Y9
Tel: 902.423.7607
Fax: 902.425.7024
Email: info@nsaa.ns.ca
www.nsaa.ns.ca

Architects Association of Prince Edward Island (AAPEI)

P.O. Box 1766
Charlottetown, Prince Edward Island C1A 7N4
Tel: 902.566.3699
Fax: 902.566.9214
Email: info@aapei.com
www.aapei.com

Architects Licensing Board of Newfoundland & Labrador (ALBNL)

P.O. Box 1766
St. John's, Newfoundland & Labrador A1C 5V5
Tel: 709.726.8550
Fax: 709.726.1549
Email: nlaa@newfoundlandarchitects.com
www.albnl.com

National Architectural Organizations

Canadian Architectural Certification Board (CACB)

710 - 1 Nicholas Street
Ottawa, Ontario K1N 7B7
Tel: 613.241.8399
Fax: 613.241.7991
Email: info@cacb.ca
www.cacb.ca

Architecture Canada | Royal Architectural Institute of Canada (RAIC)

Suite 330 - 55 Murray Street
Ottawa, Ontario K1N 5M3
Tel: 613.241.3600
Fax: 613.241.5750
Email: info@raic.org
www.raic.org

Canadian Architectural Licensing Authorities (CALA)

An assembly of all the provincial/territorial architectural regulators in Canada



Appendix E
Sample Forms and Letters

Record of Architectural Experience: Periodic Assessment Form

(To be completed by the Regulator)

Intern Identification:

Surname _____ First Name _____ Middle Name(s) _____

Experience Period	From	<input type="text"/>	<input type="text"/>	<input type="text"/>
	To	<input type="text"/>	<input type="text"/>	<input type="text"/>
		day	month	year

Comments: _____

Reviewed By: _____ Date: _____

Summary of Reviewed Experience

	Total Hours Required	Hours This Period Experience	Hours To Date Experience	Hours Remaining
A Design / Construction Documents				
1 Programming	80	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Site Analysis	80	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Schematic Design	120	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Engineering Systems Coordination*	120	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Building Cost Analysis*	80	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 Code Research*	120	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 Design Development	320	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 Construction Documents	1080	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 Specifications & Materials Research*	120	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 Document Checking and Coordination*	80	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUBTOTAL	2800	<input type="text"/>	<input type="text"/>	<input type="text"/>

* May occur in multiple phases of a project

This subtotal includes the 2200 minimum hours required plus 600 additional hours that must be earned in any of the experience areas 1-10.

B Construction Administration				
11 Bidding & Contract Negotiation	80	<input type="text"/>	<input type="text"/>	<input type="text"/>
12 Construction Phase – Office	120	<input type="text"/>	<input type="text"/>	<input type="text"/>
13 Construction Phase – Site	120	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUBTOTAL	560	<input type="text"/>	<input type="text"/>	<input type="text"/>

This subtotal includes the 320 minimum hours required plus 240 additional hours that must be earned in any of the experience areas 11-13.

C Management				
14 Project Management	120	<input type="text"/>	<input type="text"/>	<input type="text"/>
15 Office Management	80	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUBTOTAL	280	<input type="text"/>	<input type="text"/>	<input type="text"/>

This subtotal includes the 200 minimum hours required plus 80 additional hours that must be earned in any of the experience areas 14-15.

Remaining 80 hours may be earned in any experience 1-15.

*Note: Total Required hours will be considered the minimum number of required hours. Regulators may require additional experience.

TOTAL	3720	<input type="text"/>	<input type="text"/>	<input type="text"/>
--------------	-------------	----------------------	----------------------	----------------------

Confirmation of Employment

Dear Sir or Madam:

Employment Confirmation

Intern's Name in Full: _____

Practice Name: _____

Practice Address: _____

Street address: _____

City: _____

Province: _____ Postal Code: _____

I confirm that the above-noted Intern is employed with our Architectural Practice or Eligible Architectural Employment Situation and that this entity shall endeavour to provide the required pre-registration architectural experience in accordance with the Internship in Architecture Program.

Name of Supervising Architect
(Please print)

Signature

Date

Confirmation of Mentor

Dear Sir or Madam:

Mentor's Confirmation

Intern's Name in Full: _____

I am pleased to act as Mentor to the above named Intern for the period of pre-registration architectural experience as required and shall endeavour to act as professional advisor conducting reviews and assessments of the architectural experience and generally assisting the Intern in preparing for registration/licensure in accordance with the Internship in Architecture Program.

Name of Mentor
(Please print)

Signature

Date



Appendix F
CERB ALL FORMS

Canadian Experience Record Book: Experience Summary Form

Steps to Follow

Carefully read all instructions.

The Experience Summary Form is to be submitted for each 900 to 1000 hours of work experience or for each change of employment. Complete this form either by printing neatly in ink or electronically.

Ensure that all pages of the form are initialled by your Supervising Architect.

Ensure that changes or whiteouts are initialled by your Supervising Architect.

Ensure that all additional pages annexed to this form are also signed by your Supervising Architect.

Ensure that all Declarations are signed and dated.

Submit a hard copy of the form bearing original signatures to your CALA jurisdiction for review.

Retain a copy of this form for your records.

Intern Identification

Surname First Name Middle Name(s)

No. and Street Suite No.

City Province/State/Territory Country

Postal/Zip Code Res. Tel. Bus. Tel. Email

Employer Identification

Name of Practice

No. and Street Suite No.

City Province/State/Territory Country

Postal/Zip Code Bus. Tel. Email

Nature of Employer's Activities

Experience Supervisor Position

Mentor Identification

Surname First Name Res. Tel.

Name of Practice Bus. Tel.

Provincial Association Use Only

Received:

By: _____
Date: _____

Reviewed:

By: _____
Date: _____

Experience Period From
To

DAY	MONTH	YEAR

Full Time Experience Click on appropriate box

Part Time Experience Click on appropriate box

Role of Intern

The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)

Project(s)

A large empty rectangular box with a black border, intended for the intern to describe their specific activities for each project.

Summary of Experience

Record the total hours carried out on projects described on Page 4

A Design/Construction Documents

	1	2	3	4	5	6	7	8	9	10	TOTALS
1 Programming											
2 Site Analysis											
3 Schematic Design											
4 Engineering System Coordination											
5 Building Cost Analysis											
6 Code Research											
7 Design Development											
8 Construction Documents											
9 Specifications and Material Research *											
10 Document Checking and Coordination *											
Subtotal											

* may occur in multiple phases of a project

B Construction Administration

	1	2	3	4	5	6	7	8	9	10	TOTALS
11 Bidding and Contract Negotiation											
12 Construction Phase - Office											
13 Construction Phase - Site											
Subtotal											

C Management

	1	2	3	4	5	6	7	8	9	10	TOTALS
14 Project Management											
15 Office Management											
Subtotal											

Total Hours of Each Project

--	--	--	--	--	--	--	--	--	--	--	--

Intern Declaration

I declare that the enclosed information is an accurate record of my architectural experience.

Name (please print)

Signature

Date

Summary of Projects (List the 10 most significant projects in this period)

Project Type: New Construction, Additions, Renovations, etc.

Occupancy: Assembly, Institutional, Industrial, Residential, Commercial.

<p>1 Project Name</p> <p>Location</p>	<p>Project Type</p> <p>Occupancy</p> <p>Gross Floor Area</p> <p>Budget</p> <p>No. of Storeys</p>
<p>2 Project Name</p> <p>Location</p>	<p>Project Type</p> <p>Occupancy</p> <p>Gross Floor Area</p> <p>Budget</p> <p>No. of Storeys</p>
<p>3 Project Name</p> <p>Location</p>	<p>Project Type</p> <p>Occupancy</p> <p>Gross Floor Area</p> <p>Budget</p> <p>No. of Storeys</p>
<p>4 Project Name</p> <p>Location</p>	<p>Project Type</p> <p>Occupancy</p> <p>Gross Floor Area</p> <p>Budget</p> <p>No. of Storeys</p>
<p>5 Project Name</p> <p>Location</p>	<p>Project Type</p> <p>Occupancy</p> <p>Gross Floor Area</p> <p>Budget</p> <p>No. of Storeys</p>
<p>6 Project Name</p> <p>Location</p>	<p>Project Type</p> <p>Occupancy</p> <p>Gross Floor Area</p> <p>Budget</p> <p>No. of Storeys</p>
<p>7 Project Name</p> <p>Location</p>	<p>Project Type</p> <p>Occupancy</p> <p>Gross Floor Area</p> <p>Budget</p> <p>No. of Storeys</p>
<p>8 Project Name</p> <p>Location</p>	<p>Project Type</p> <p>Occupancy</p> <p>Gross Floor Area</p> <p>Budget</p> <p>No. of Storeys</p>
<p>9 Project Name</p> <p>Location</p>	<p>Project Type</p> <p>Occupancy</p> <p>Gross Floor Area</p> <p>Budget</p> <p>No. of Storeys</p>
<p>10 Project Name</p> <p>Location</p>	<p>Project Type</p> <p>Occupancy</p> <p>Gross Floor Area</p> <p>Budget</p> <p>No. of Storeys</p>

Comments and Declarations

Comments by Employer

- 1 Comment on the level of responsibility and involvement requested of the Intern and relative level taken and performed by the Intern.

- 2 Comment on the overall attitude/philosophy/professional goals of the Intern as you perceive them.

- 3 Your recommendations for the next (6) months experience.

- 4 Comment on the extent to which the Intern has been exposed to the activities as outlined for each of the categories in which experience has been obtained.

Supervising Architect Declaration

I declare that the preceding information is an accurate summary of the Intern's architectural experience.

Name *(please print)*

Signature

Date

Mentor Declaration

I declare that I have met with the Intern in accordance with IAP.

Name *(please print)*

Signature

Date