

Appendix B

INTERNSHIP IN ARCHITECTURE PROGRAM (IAP), 2020

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Table of Contents

1.0 INTRODUCTION	2
2.0 ELIGIBILITY	2
2.1 ARCHITECTURE CANADA SYLLABUS/RAIC SYLLABUS.....	2
2.2 PRE-GRADUATION/RECOGNIZED STUDENT	2
2.3 INTERN ARCHITECT	3
3.0 PARTNERS INVOLVED IN THE IAP	3
3.1 THE NSAA.....	3
3.2 THE SUPERVISING ARCHITECT	3
3.3 THE MENTOR	3
4.0 EXPERIENCE REQUIREMENTS	4
4.1 THE CANADIAN EXPERIENCE STANDARD: EXPERIENCE REQUIREMENTS.....	4
4.2 INTERNATIONAL EXPERIENCE WHILE IN THE IAP	5
4.3 VARIETY.....	5
4.4 LOCAL KNOWLEDGE/CURRENCY	6
4.5 OVER-TIME.....	6
4.6 OBSERVER OR PARALLEL DOCUMENTS	6
5.0 EMPLOYMENT.....	7
5.1 ELIGIBLE ARCHITECTURAL EMPLOYMENT SITUATIONS.....	7
5.2 CHANGING EMPLOYMENT.....	7
5.3 MULTIPLE, CONCURRENT OR PART-TIME EMPLOYMENT	7
6.0 TRANSFER	8
6.1 TRANSFER FROM OTHER CALA JURISDICTIONS.....	8
6.2 TRANSFER FROM USA JURISDICTION	8
6.3 TRANSFER TO OTHER CALA JURISDICTIONS OR TO USA JURISDICTION	8
6.4 INTERNATIONAL EXPERIENCE GAINED PRE-CACB CERTIFICATION (INTERNATIONALLY EDUCATED/TRAINED ARCHITECTS).....	9
7.0 LATE AND RETROACTIVE SUBMISSION OF ARCHITECTURAL EXPERIENCE	9
7.1 LATE SUBMISSION	9
7.2 RETROACTIVE SUBMISSION	9
8.0 INSTRUCTION FOR THE COMPLETION OF THE CERB:	10
9.0 EXAMINATION REQUIREMENTS	10
10.0 FULFILLMENT	10
11.0 NSAA ADDITIONAL REQUIREMENTS PRIOR TO LICENSURE.....	10
11.1 FULL CERB HISTORY REVIEW	10
11.2 PRE-LICENSURE INTERVIEW.....	11
12.0 APPLICATION FOR FIRST LICENSURE UNDER THE IAP	11

1.0 INTRODUCTION

The Internship in Architecture Program (IAP) allows each regulator of the profession of architecture to add specific requirements within the framework of the program.

The intent of enrolling with the Nova Scotia Association of Architects (NSAA) as an Intern Architect is to complete the Internship in Architecture Program (IAP) and become a Licensed Architect in Nova Scotia. Specific registration requirements do change from time to time. Intern Architects are urged to complete the registration process in as timely a manner as possible to avoid additional requirements being imposed and to ensure currency of knowledge. Only an individual registered as an Intern Architect with the NSAA can use the signature line: “NSAA (Intern)”.

2.0 ELIGIBILITY

2.1 ARCHITECTURE CANADA SYLLABUS/RAIC SYLLABUS

(Refer to Section 1.5 of the IAP Manual)

Architecture Canada/RAIC Syllabus students who have been admitted to Part 2 of the Syllabus Program may have a maximum of 760 hours of work experience approved. To submit hours, the Syllabus student must be a Student Member of the NSAA and provide proof they have been admitted into Part 2 of the Syllabus Program. Approved hours will be allocated to the 760 additional hours required when the Syllabus Student completes the Syllabus Program and has been approved as an Intern Architect with the NSAA. As a member of the NSAA, it is the responsibility of the Syllabus Student to be familiar with and adhere to the Nova Scotia Architects Act, Regulations, By-laws, and Canon of Ethics.

N.B. Upon acceptance as an Intern Architect with the NSAA, an additional 2,800 hours of work experience gained after enrolment in Part 2 of the Syllabus Program may be accepted by the Board of Registration as eligible hours under the IAP. Syllabus students must request pre-approval from the Board of Registration in writing.

2.2 PRE-GRADUATION/RECOGNIZED STUDENT

(Refer to Section 1.6 of the IAP Manual)

A Recognized Student is a student who is currently enrolled in an accredited program; has completed 60 credit hours as confirmed by the accredited University, and has been approved as a Recognized Student with the NSAA. As a member of the NSAA, the Recognized Student is responsible to be familiar with and adhere to the Nova Scotia Architects Act, Regulations, By-laws, and Canon of Ethics. They may submit hours for review and consideration in the IAP. A maximum of 760 hours of work experience may be approved by the Board of Registration. Approved hours will be allocated toward the 760 additional hours required once the Recognized Student has been approved as an Intern Architect with the NSAA.

2.3 INTERN ARCHITECT

An Intern Architect has met all the criteria for Intern Architect membership as outlined in Regulation 6 and has been approved as an Intern Architect with the NSAA resulting in enrollment in the IAP. As a member of the NSAA, the Intern Architect is responsible to be familiar with and adhere to the Nova Scotia Architects Act, Regulations, By-laws and Canons of Ethics.

3.0 PARTNERS INVOLVED IN THE IAP

3.1 THE NSAA

The NSAA administers the IAP in Nova Scotia.

The Board of Registration is comprised entirely of Licensed Architects with the NSAA and is the primary reviewer of all experience hours submitted by an Intern Architect. The Board reviews Canadian Experience Record Books (CERBs) for quality and progression of experience.

NSAA Staff receives the CERB submissions, prepares the periodic assessment forms and CERBs for review by the Board of Registration and sends out the Review Letter and Assessment form for each CERB to the Intern Architect, their Supervising Architect and Mentor.

3.2 THE SUPERVISING ARCHITECT

(Refer to Section 1.2 of the IAP Manual)

The Supervising Architect plays a crucial role in the Intern Architect's career. The Supervising Architect must be licensed with the NSAA and is the Architect within the architectural practice or place of employment who personally supervises and directs the Intern Architect daily. The Supervising Architect works with the Intern Architect to complete the Intern Architect's CERB approximately every six (6) months and, at a minimum, provides written feedback on the CERB. The Supervising Architect receives a copy of the Intern Architect's Review Letter and Assessment form from the Reviewer and follows the guidelines and obligations as outlined in the *IAP: Guidelines for and Obligations of Supervising Architects and Mentors*.

The Intern Architect is required to submit a new Supervising Architect form when they have a change of Supervisor.

3.3 THE MENTOR

(Refer to Section 1.2 of the IAP Manual)

A Mentor is required as part of the IAP. A Mentor must be a Licensed Architect, or a Retired Member approved by the NSAA. The Retired Member must hold a Retired Member membership with the NSAA. The Mentor cannot be employed by the same entity as the Intern Architect, unless approved in advance by the Board of Registration. At a minimum, the Mentor should check in with their Intern Architect

every three months with a scheduled meeting every six (6) months to review the Intern Architect's CERB for submission. The Mentor receives a copy of the Intern Architect's Review Letter and Assessment form from the Reviewer and follows the guidelines and obligations as outlined in the *IAP: Guidelines for and Obligations of Supervising Architects and Mentors*. The Intern Architect must identify any possible conflicts with the selected Mentor. Conflicts of interest include (but are not limited to) being related to, or in a relationship with, the Mentor.

The Intern Architect is required to submit a new Mentor form when they have a change of Mentor.

4.0 EXPERIENCE REQUIREMENTS

(Refer to Sections 1.1 and 2.2 of the IAP Manual)

The Canadian Architectural Licensing Authorities (CALA) require a minimum of 3720 hours of recorded architectural experience which must be gained in specific areas of architectural practice while under the personal supervision and direction of an NSAA-licensed architect.

The Intern Architect cannot submit hours of experience unless they are registered and in good standing with the NSAA as an Intern Architect in the IAP. **All experience must be logged in the Canadian Experience Record Book (CERB) authorized by CALA.**

Work experience:

- must be reported upon accumulation of each block of 900-1000 hours (approximately six months);
- must be in a minimum of two occupancies and be of different project types and sizes; and
- must be submitted by the Intern Architect to the NSAA within **12 months** of the start date of the last CERB submission to the NSAA.

The maximum number of hours that can be logged in one CERB submission is 1100 unless otherwise approved by the Board of Registration. For more information, refer to Section 7.0 of this Appendix B.

Approval of any work experience claimed is at the sole discretion of the Board.

4.1 THE CANADIAN EXPERIENCE STANDARD: EXPERIENCE REQUIREMENTS

(Refer to Section 2 of the IAP Manual)

It is the responsibility of the Recognized Student/Intern Architect, before accepting architectural employment, to ascertain that the employment will provide the required scope of architectural experience.

4.2 INTERNATIONAL EXPERIENCE WHILE IN THE IAP

The Board of Registration assesses the experience submitted by the Intern Architect whose experience submission contains experience gained outside of Canada or the US. A written request for **pre-approval** from the Board of Registration is required to review this experience and there may be an additional application and review fee for this service.

The Intern Architect must submit official documentation as proof that the supervising architect is licensed/registered as an architect in accordance with that jurisdiction. If the jurisdiction does not require official licensing of an architect, then the supervising architect must submit a complete curriculum vitae detailing the individual's education and work history, and other documentation as requested by the Board of Registration. Please note that this experience may not be accepted.

The Intern Architect gaining experience outside Nova Scotia should remember that there is a local experience requirement.

4.3 VARIETY

(Refer to Section 2.2 of the IAP Manual)

The IAP requires that the Intern Architect's experience must include different types of experience within multiple categories. An Intern Architect must be exposed to a variety of Occupancy types of occupancies, sizes, complexities, and construction methods to understand the scope of architectural practice. The NSAA requires Intern Architects to submit at least 600 hours in a minimum of two occupancies.

The NSAA is prepared to assess experience where the Intern Architect has a good range of diversification within an occupancy type, e.g., under Assembly the Intern Architect works on Schools, theatres, libraries, arenas, restaurants, etc. The NSAA is also prepared to assess experience where the Intern Architect works on occupancies that are **mixed-use**. Where the Intern Architect has been involved in diversification on a project comprised of components of different classifications, it is recommended that the Intern Architect re-state the project on the CERB by occupancy. For an example using an 'Institutional' project see the table below.

Project 1	The H Building	Laboratories	Industrial
Project 2	The H Building	Lecture Halls	Assembly
Project 3	The H Building	Medical/Administrative Offices	Commercial

Record the hours in the various categories accordingly. If, however, the multiple occupancy project is in reality a single occupancy with relatively minor components of a different occupancy, enter only the single occupancy, i.e., Institutional.

Non-compliance with the requirement to gain experience with a "variety of projects" will be considered by the NSAA **only in exceptional circumstances**. The Intern Architect, who may be accompanied by

their Supervisor and/or Mentor, may meet with two representatives from the Board of Registration to demonstrate compliance. It is at the Board of Registration's discretion to accept this demonstration of compliance.

4.4 LOCAL KNOWLEDGE/CURRENCY

(Refer to Section 2.2 of the IAP Manual)

All Intern Architects registered with the Nova Scotia Association of Architects (NSAA) will be required to have local experience and demonstrate knowledge of conditions of practice and currency of experience in Nova Scotia as a requirement for licensure. The Intern Architect must complete at least 940 hours of experience in Nova Scotia under the personal supervision and direction of a Licensed Architect engaged in the practice of architecture in Nova Scotia. Under the IAP, the 940 hours must be completed under Categories A, B or C of the Canadian Experience Record Book (CERB).

To fulfill the above-noted 940 hours of knowledge and currency of experience:

- i) The project must be physically located in Nova Scotia;
- ii) The work performed by the Intern Architect must be carried out in the Nova Scotia office of a holder of an NSAA Corporate Permit or a license to practice architecture, or in a pre-approved eligible architectural employment situation as outlined in the IAP Manual;
- iii) All work must be carried out under the personal supervision and direction of an architect licensed in Nova Scotia; and
- iv) The experience must be completed within 2 years immediately preceding the date of making application for license.

Intern Architects are required to keep logging their hours until they apply for licensure as per the Over-Time or the other Intern Architect membership criteria as stipulated in Regulation 6.

4.5 OVER-TIME

(Refer to Section 2.2 of the IAP Manual)

The Intern Architect Program requires a **minimum of 2 years** and a **minimum of 3720 experience hours**. The Intern Architect must continue to log hours even if they have completed the minimum requirement, to support their future application for license, as the approval of experience hours is NOT guaranteed, but subject to the Board of Registration approval.

4.6 OBSERVER OR PARALLEL DOCUMENTS

(Refer to Section 2.2 of the IAP Manual)

Experience gained as an observer or by completing parallel documents may be granted under exceptional circumstances, and this experience must be clearly identified in the experience records. **Pre-**

approval is required to establish if the experience hours will be acceptable. The maximum number of hours of experience that may be approved is 940. A request for such approval must be submitted to the NSAA **prior to initiating the work experience**.

5.0 EMPLOYMENT

5.1 ELIGIBLE ARCHITECTURAL EMPLOYMENT SITUATIONS

(Refer to Section 2.2 of the IAP Manual)

Eligible architectural employment situations include but are not limited to:

- A government agency, crown corporation, or First Nation where there is an NSAA-licensed architect who is employed with the same entity and will personally supervise and direct the architectural experience of the Intern Architect;
- NSAA Corporate Permit Holders;
- Sole Proprietors; and
- Others as approved by the Board of Registration or which fall under *MULTIPLE, CONCURRENT OR PART-TIME EMPLOYMENT*

Outside the guidelines as an Independent Contractor, **self-employment is not an eligible architectural employment situation unless pre-approved by the Board of Registration**.

5.2 CHANGING EMPLOYMENT

The Intern Architect must inform the NSAA of any change in employment in writing, whether it is due to a change of employer or employment status or a leave of absence as per the NSAA's *Leave of Absence* policy.

5.3 MULTIPLE, CONCURRENT OR PART-TIME EMPLOYMENT

(Refer to Section 1.4 of the IAP Manual)

Prior to seeking employment, it is the Intern Architect's responsibility to confirm with the potential employer that they will have the opportunity to receive the necessary experience to complete the IAP experience requirement.

Section 1.4 enables the Intern Architect to work part-time, for multiple employers or as an independent contractor in the traditional business situation. In these circumstances **for the IAP only**, the Intern Architect is considered an employee of the NSAA-licensed architect. This means that the NSAA-licensed architect assumes the role, responsibilities and obligations of Supervising Architect as outlined in the IAP, 2020. The NSAA-licensed architect is required to personally supervise and direct the Intern Architect's work and sign off on the hours logged in the CERB. The NSAA-licensed architect also takes responsibility and liability for the Intern Architect's work which would be covered under the NSAA-licensed architect's insurance as if the Intern Architect was an employee.

For the Board of Registration to pre-approve independent contractor status to record hours in the CERB, the NSAA-licensed architect is required to provide the NSAA with a letter stating that they will take responsibility and liability for the work the Intern Architect does as an independent contractor, for the purposes of the IAP, the NSAA-licensed architect or their firm's project. Also, the Intern Architect's Mentor is required to provide the NSAA with a letter acknowledging the above-stated independent contractor/NSAA-licensed architect relationship.

6.0 TRANSFER

6.1 TRANSFER FROM OTHER CALA JURISDICTIONS

(Refer to Section 1.8 of the IAP Manual)

The Intern Architect who has previously been registered as an Intern Architect in another Canadian jurisdiction must have their file forwarded to the NSAA directly from that jurisdiction. This file would include all previously submitted and approved experience and their examination history.

Intern Architects transferring to the NSAA from another CALA jurisdiction will not lose any period of previously accepted architectural experience appropriately documented in the CERB.

6.2 TRANSFER FROM USA JURISDICTION

(Refer to Section 2.2 of the IAP Manual)

An Intern Architect enrolled in the Architectural Experience Program (AXP) in a state or territory of the United States of America (USA) where AXP is mandatory may apply to have that architectural experience credited by providing acceptable documentation as evidence of completion. The Intern Architect must transfer this approved architectural experience into the CERB and have their Supervising Architect sign off on their hours as evidence of completion.

The Intern Architect who has previously been registered as an Intern Architect in a US jurisdiction must have their file forwarded to the NSAA directly from that jurisdiction. This file would include all previously submitted approved experience.

6.3 TRANSFER TO OTHER CALA JURISDICTIONS OR TO USA JURISDICTION

Intern Architects wishing to transfer their approved IAP experience hours as an NSAA Intern Architect must check with the CALA or USA jurisdiction to which they are transferring as they will be subject to their Intern Architect and licensing requirements.

6.4 INTERNATIONAL EXPERIENCE GAINED PRE-CACB CERTIFICATION (INTERNATIONALLY EDUCATED/TRAINED ARCHITECTS)

(Refer to Section 2.2 of the IAP Manual)

Some internationally educated individuals may need a significant amount of time to meet the requirements for CACB certification, which must be achieved before being approved as an Intern Architect.

Architectural experience which has been gained while employed with an architectural firm in Nova Scotia with provisional CACB status may be eligible IAP work experience and therefore, should be recorded and submitted in a timely manner (generally within 2-3 months of becoming an Intern Architect member). Retroactive deadlines and charges will not apply provided that the records are submitted in a timely manner.

7.0 LATE AND RETROACTIVE SUBMISSION OF ARCHITECTURAL EXPERIENCE

(Refer to section 3.2 of the IAP Manual)

7.1 LATE SUBMISSION

Late submission may result in consequences including late fees, logged hours not being accepted and delay in completing the IAP.

Any submission which is submitted over 12 months from the end date of the last CERB submission to the NSAA will be subject to a late penalty unless the Intern Architect has received an approved leave of absence from the NSAA as per the NSAA's *Leave of Absence* policy. In all cases regarding late CERB submissions, the Board may request supporting material including an interview to be assured of sufficient recall and recording of the work experience by the Intern Architect and Supervising Architect.

7.2 RETROACTIVE SUBMISSION

Unless the Intern Architect is on an NSAA-approved leave of absence as per the NSAA's *Leave of Absence* policy, experience submitted for review that was gained prior to the last submission date is subject to special review and charges may apply. These hours may or may not be approved. Late submission of hours of experience should not predate the last CERB submission by more than 12 months. Submissions that are retroactive must be experience logged while registered as an Intern Architect in the IAP with the NSAA.

Effective January 1, 2022, late and/or retroactive submissions will be charged \$100 plus HST for every 1000 hours or portion thereof.

It is at the sole discretion of the Board of Registration if late and/or retroactive submissions are reviewed and approved.

8.0 INSTRUCTION FOR THE COMPLETION OF THE CERB

(Refer to Section 3.3 of the IAP Manual)

All Experience must be submitted in the required format on a Canadian Experience Record Book (CERB). Credit will only be granted for experience gained while actively enrolled as an Intern Architect in the IAP and within the experience categories noted on the CERB.

Following receipt of a completed CERB, the Intern Architect receives acknowledgement that the NSAA has received their submission.

The NSAA staff prepares the CERB for review by the Board of Registration by completing the periodic assessment form and ensuring all aspects of the CERB submission have been completed. Once the experience has been reviewed, the Intern Architect, along with their Supervising Architect and Mentor, receive a detailed review letter which may include advice and guidance regarding outstanding requirements, clarification, and request for additional information along an assessment form of the approved hours.

9.0 EXAMINATION REQUIREMENTS

(Refer to Section 1.1 of the IAP Manual)

The only examinations recognized for licensure with the NSAA are the Examination for Architects in Canada (ExAC) – www.exac.ca .

10.0 FULFILLMENT

(Refer to Section 2.2 of the IAP Manual)

The Intern Architect must demonstrate competence in each category and fulfill the other requirements within Appendix B such as variety of projects and currency; therefore, more than the 3720 hours may be required to demonstrate compliance with the IAP and Appendix B. The Intern Architect will be advised in writing when the architectural experience requirement is fulfilled along with compliance with the IAP and Appendix B.

11.0 NSAA ADDITIONAL REQUIREMENTS PRIOR TO LICENSURE

(Refer to Section 1.1 of the IAP Manual)

11.1 FULL CERB HISTORY REVIEW

The Intern Architect must have completed all required experience hours and have written and passed the ExAC before applying for licensure. Upon receipt and review of the Application for Licensed

Architect, the Board reviews the Intern Architect's full CERB history to ensure all the required experience hours have been completed as per the IAP and the NSAA's Appendix B.

11.2 PRE-LICENSURE INTERVIEW

The NSAA has an interview requirement prior to the Intern Architect becoming a Licensed Architect. The purpose of the interview is to review the readiness of the applicant to assume the full responsibilities of a Licensed Architect in Nova Scotia. Once compliance is confirmed, the Board will schedule an interview with the Intern Architect.

12.0 APPLICATION FOR FIRST LICENSURE UNDER THE IAP

An Intern Architect must successfully complete the following before being eligible to make application for first licensure:

- Be a graduate in architecture of an accredited university or other academic or technical institution or Program of Study recognized by the Board of Registration on behalf of Council such as a Canadian Architectural Certification Board certificate;
- A minimum of 3720 hours of approved experience submitted through the IAP;
- Work experience recorded which is compliant with the IAP and NSAA's Appendix B;
- 4 sections of the Examination for Architects in Canada (ExAC); and
- Pre-licensure interview.