

# Guidelines and Obligations for Supervising Architects and Mentors

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INTERNSHIP IN ARCHITECTURE PROGRAM (IAP), 2020

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## Table of Contents

INTRODUCTION.....	3
ELIGIBILITY.....	4
ARCHITECTURE CANADA SYLLABUS/RAIC SYLLABUS.....	4
PRE-GRADUATION/RECOGNIZED STUDENT.....	4
INTERN ARCHITECT .....	4
PARTNERS INVOLVED IN THE IAP.....	5
THE NSAA .....	5
THE SUPERVISING ARCHITECT .....	5
THE MENTOR .....	5
THE PROCESS.....	6
APPLICATION TO THE IAP.....	6
EXPERIENCE HOURS.....	6
CERB (CANADIAN EXPERIENCE RECORD BOOK).....	7
THE SUPERVISING ARCHITECT .....	8
THE ROLE OF THE SUPERVISING ARCHITECT .....	8
EXPERIENCE ELIGIBILITY.....	9
THE MENTOR .....	10
THE ROLE OF THE MENTOR.....	11
INTERN ARCHITECT-MENTOR CONVERSATIONS: WHERE TO START .....	12
SUGGESTIONS FOR FIRST MEETING(S).....	12
MENTOR/INTERN ARCHITECT EXPERIENCE AND BACKGROUND.....	12
INTERNSHIP PROCESS .....	13
PRACTICE.....	13
INTERN ARCHITECT PROGRESS .....	14
PRACTICE IN NOVA SCOTIA.....	15
MENTORS: RECORDING A SESSION WITH YOUR INTERN ARCHITECT .....	15
INTERN ARCHITECT AND MENTOR DISCUSSION SCHEDULE.....	16

OTHER ITEMS TO CONSIDER ..... 18

    WHAT IF I HAVE QUESTIONS ABOUT THE INTERNSHIP PROCESS OR THE IAP? ..... 18

    WHAT ADDITIONAL ITEMS DO INTERN ARCHITECTS HAVE TO ACCOMPLISH DURING THEIR INTERNSHIP? ..... 18

    BENEFITS OF THE IAP ..... 18

    REFERENCE MATERIAL FOR INTERN ARCHITECTS..... 18

IN SUMMARY ..... 19

    A FEW ADDITIONAL ITEMS OF NOTE FOR SUPERVISING ARCHITECTS AND MENTORS..... 19

NEXT STEPS: ..... 20

    UPON SUCCESSFUL COMPLETION OF THE IAP..... 20

    HAVE QUESTIONS OR NEED ADDITIONAL INFORMATION? ..... 20

A SPECIAL NOTE OF THANKS ..... 20

ACKNOWLEDGEMENTS ..... 20

## INTRODUCTION

The Canadian architectural profession, through the eleven self-regulating licensing bodies, has the mandate to establish the criteria and process for granting licensure as an Architect in Canada. Successful completion of three key elements – Education, Experience and Examinations – are required for licensing and registration as an Architect. The IAP is a mandatory component of the licensing process that is part of maintaining standards of education, experience, and examination for entry into the profession of architecture (first licensure).

Following graduation from an accredited degree program (Education) and upon certification from the Canadian Architectural Certification Board (CACB) and registration as an Intern Architect in one of the eleven jurisdictions, the Internship in Architecture Program (IAP) is the process by which graduates complete the additional elements – Experience and Examinations.

Based on the aging demographics of the architectural profession in Canada, at no other time has your commitment to these young professionals been more crucial. Therefore, in order to ensure the future of *your* profession and encourage the next generation of Architects, **Supervising Architects** and **Mentors** are being asked and expected to play a key role in the Intern Architect's successful completion of the IAP process. By engaging in and passing on your many years of valued experience in the architectural profession and with your sustained support and guidance, Intern Architects will learn and develop professionally to carry on this important profession.

This document is intended to provide a brief overview of these essential roles.

## ELIGIBILITY

### 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, the Syllabus Student is responsible 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.*

### 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 to the 760 additional hours required when the Recognized Student has been approved as an Intern Architect with the NSAA.

### 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 for becoming familiar with and adhering to the Nova Scotia Architects Act, Regulations, By-laws and Canon of Ethics.

## PARTNERS INVOLVED IN THE IAP

### THE NSAA

In Nova Scotia, the IAP is administered by the Nova Scotia Association of Architects.

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.

### 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.

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

### THE MENTOR

*(Refer to Section 1.2 of the IAP Manual)*

A Mentor is required as part of the IAP and by definition is "an experienced and trusted advisor" as per the Oxford Dictionary. 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 an in-person 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. The Intern Architect must identify any possible conflicts with the selected Mentor. Conflicts of interest would include (but not be 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.

## THE PROCESS

### APPLICATION TO THE IAP

After graduating from an accredited degree program and having their education certified by the Canadian Architectural Certification Board (CACB), each graduate is eligible to apply for Intern Architect membership in a Canadian Architectural Licensing Authority (CALA) jurisdiction (preferably of residence). Once the application is approved, the new Intern Architect can then begin fulfilling the requirements of the IAP.

### EXPERIENCE HOURS

During their internship, Intern Architects s accumulate hours of experience towards the required minimum of 3720 hours in specific categories as set out in the IAP Manual and detailed in the Canadian Experience Record Book (CERB). Individual jurisdictions may provide additional guidance or requirements in their Appendix B.

Intern Architects are expected to be working toward registration as an Architect and in order to do so must fulfill work experience requirements, successfully complete recognized examinations, and undergo an interview conducted by representatives of the NSAA's Board of Registration. Detailed information about the requirements can be found on the NSAA's website, which also has links to resources.

Throughout the process, Intern Architects should be meeting regularly with their Supervising Architects and Mentors. Supervisors tend to focus on the Intern Architect's progress at the place of work, while the Mentors tend to provide an outside opinion or perspective and guidance.

## CERB (CANADIAN EXPERIENCE RECORD BOOK)

The Canadian Experience Record Book is part of the Internship in Architecture Program Manual. The Intern Architect is responsible for maintaining a continuous record of experience and submitting this record regularly to the provincial association for review. It is important to maintain a regular submission schedule to allow for support and guidance from Supervising Architects, Mentors, and the Board of Registration.

The NSAA requires timely submission of the experience recorded in the CERB. When 900-1000 hours of experience have been completed, the CERB “Experience Summary Form” must:

- be completed, dated, and signed by the Intern Architect;
- have Supervising Architect’s comments included in the appropriate categories;
- have the signed declaration of the Supervising Architect;
- have the signed declaration of the Mentor; and
- have been initialed on all pages by the Supervising Architect.

The Board of Registration reviews the CERB submissions on behalf of the NSAA, and it is often advantageous to time the submission to the NSAA with Board of Registration meetings. The NSAA staff can help identify the meeting schedule.

As a part of the experience requirements, Intern Architects must meet regularly with their Mentor (at least at every CERB submission) to review progress and strategize for upcoming experience.

An Intern Architect should discuss any decision regarding changes in employment with their Mentor and the NSAA to ensure that their new employment is in compliance with the IAP.



## THE SUPERVISING ARCHITECT

As well as the obligations outlined under “The Supervising Architect” on page 5, additional guidelines and obligations for the Supervising Architect are outlined below.

The intent of the relationship is for the Supervising Architect to supervise and direct the Intern Architect on a daily basis, providing guidance with respect to the tasks at hand. In addition to daily guidance, it may be helpful for the Supervising Architect to frequently meet with the Intern Architect to review each major stage of a project to ensure that they have a good understanding and working knowledge of all aspects of the work as it proceeds. A Supervising Architect provides detailed and frequent direction and guidance to the work and learning experience of the Intern Architect, normally in an Architectural practice.

## THE ROLE OF THE SUPERVISING ARCHITECT

The role of the Supervising Architect is to:

- Be familiar with the IAP’s objectives, experience requirements and documentation processes;
- Guide the Intern Architect and help them develop an understanding of the profession and the practice of architecture by giving them the required exposure, work assignments and experience that fulfill the requirements of the IAP;
- Offer the Intern Architect the full range of responsibilities and opportunities afforded by the practice of architecture, to the extent that the nature of the practice allows, in order to fulfill the necessary experience requirements for license/registration, to better acquaint them with the duties and responsibilities of an Architect, and to meet the standards of the architectural profession in order to protect the public interest;
- Sign the Canadian Experience Record Book (CERB) and initial each page certifying that the Intern Architect has done the described work and has worked the hours submitted, in a timely manner;
- Provide detailed comments on the Intern Architect’s “Experience Summary Form” of the CERB prior to its submission to the CALA jurisdiction. Since the Supervising Architect has first-hand knowledge about the work of the Intern Architect, they ensure the information submitted is accurate. Written comments from the Supervising Architect provide insight on the Intern Architect’s progress to the Experience Reviewer or Review Committee;
- Review with the Intern Architect the Periodic Assessment Forms (PAF) provided by the jurisdiction to each Intern Architect after the experience has been reviewed and approved;
- Assist the Intern Architect in responding to questions from the CERB Reviewer or Review Committee;
- Review and evaluate the Intern Architect’s experience and performance on a regular basis with the Intern Architect; and
- Support professional development and provide the Intern Architect opportunities to engage with the NSAA as a volunteer.

It is particularly useful for a Supervising Architect to regularly review the types of hours that are to be recorded in the CERB and consider the work of the Intern Architect within that context. The Intern Architect's experience must satisfy the minimum hours in the categories and activities as set out in the IAP.

### EXPERIENCE ELIGIBILITY

Intern Architects accumulate IAP experience hours under the personal supervision and direction (or responsible control) of a registered/licensed Architect in the CALA jurisdiction, in either an architectural practice or other eligible architectural employment situations. Interns and Supervising Architects should note that pre-approval may be required for "other" eligible employment situations.

Intern Architects and Supervising Architects are encouraged to contact the NSAA if they have any questions.

## THE MENTOR

As well as the obligations outlined under “The Mentor” on page 5, additional guidelines and obligations for the Mentor are outlined below.

Historically, most architects were trained by experienced practitioners who transferred their knowledge and skills to the apprentice or “Intern Architect”. Because of the ever-increasing pressures of architectural practice this role has evolved to one of “Supervising Architect and employee” or “Supervising Architect and independent contractor”.

Being a Mentor should be mutually beneficial, serving as a reminder of why architecture was chosen as a career and providing an exchange of new ideas and concerns which help both the Mentor and the Intern Architect.

Involvement with future members of the profession can assist a Mentor in keeping abreast of the latest cultural and technological developments within the profession.

Every Intern Architect-Mentor relationship is different; however, all Intern Architect-Mentor relationships must provide the Intern Architect the information and support required to assist the Intern Architect to complete the IAP in a timely fashion. The Internship in Architecture Program is designed to bolster this with a complimentary mentorship relationship. The intent of the relationship between Mentor and Intern Architect is for the Mentor to offer counsel that is removed from the employment situation, providing an independent and objective overview of the Intern Architect’s training and experience.

The Mentor’s role is a less structured relationship than the Supervising Architect; however, it is a relationship that may flourish and be life-long. The Mentor can discuss with the Intern Architect their workplace concerns, their career choices and objectives and other issues related to the profession. A Mentor acts as an independent advocate for the Intern Architect and provides information and a perspective that is separate from the employer role of the Supervising Architect. The Mentor should meet regularly with the Intern Architect to review the progress of experience.

The Intern Architect has the benefit of gaining insight into the profession of architecture and feedback on their own journey to becoming a licensed architect from a resource outside of the place of employment. The Mentor has the benefit of offering counsel and providing insights from their own experience to foster the next generation of architects.

## THE ROLE OF THE MENTOR

The role of the Mentor is to:

- Act as the Intern Architect's professional advisor for the period of experience, by conducting regular meetings with the Intern Architect to discuss experience and performance and to offer constructive criticism;
- Meet with the Intern Architect at six month intervals to review their CERB prior to each submission to their jurisdiction. At this meeting the Mentor would typically sign the CERB, certifying that they have met with the Intern Architect, discussed their progress and are satisfied that the requirements and objectives of the IAP are being met;
- Review the Intern Architect's experience, advise of any deficiencies, and recommend changes in emphasis;
- Discuss issues pertaining to professional conduct and ethics;
- Ensure the Intern Architect is obtaining the required experience in the subject areas of the CERB. If there are concerns, the Mentor should contact the Provincial Association, Registrar or Executive Director to discuss their observations. A meeting could then be held to address the concerns and adjust the Intern Architect's experience as needed;
- Liaise with the NSAA on behalf of the Intern Architect when there is difficulty or extenuating circumstances with communications or processes for the Intern Architect;
- Share insights about the Intern Architect on the CERB as this information will be helpful to the CERB Reviewer or Review Committee;
- Review with the Intern Architect comments from the provincial association in regard to experience submitted for review;
- Meet with the Intern Architect more frequently, if required, to review progress towards identified goals and objectives, work experience, understanding of professional practice responsibilities and to ultimately foster a healthy and professionally supportive relationship with the Intern Architect;
- Discuss career objectives and broader issues related to the profession;
- Be sufficiently aware of the Intern Architect's responsibilities, experience and progress;
- Advise the Intern Architect on the requirements of architectural practice including the Architects Act, bylaws, and regulations governing the profession;
- Certify to the NSAA that they have met with the Intern Architect; and
- Encourage the Intern Architect to participate in community service and continuing education.

The Mentor should provide counsel at all stages of this process. It is important to keep in mind that Intern Architects are often in a state of transition— moving from project to project within one office or from project to project and from office to office. A Mentor can provide continuity and help an Intern Architect keep focused on the broader issues.

**NOTE:** In the event that the Mentor can no longer fulfill their role, they must notify the Intern Architect in a timely manner and assist them in finding a new Mentor if possible.

## INTERN ARCHITECT-MENTOR CONVERSATIONS: WHERE TO START

Starting a conversation can be difficult. In order to help make the most of this relationship, the NSAA's Intern Architect Committee has identified a range of potential conversation topics that can be used by Mentors and Intern Architects to help structure their regular meetings and mentoring sessions.

The potential conversation topics are grouped to roughly correspond to the stages of the internship process during which meetings might occur, but every situation is unique, so the topics are potential suggestions only. The Mentor and Intern Architect should develop an appropriate schedule and program to suit their situation and to make the relationship mutually beneficial and enjoyable.

## SUGGESTIONS FOR FIRST MEETING(S)

### MENTOR/INTERN ARCHITECT EXPERIENCE AND BACKGROUND

- How long has the Mentor been registered with the NSAA? Is/was the Mentor registered elsewhere?
- How many years did it take the Mentor to become registered?
- What strategies did the Mentor find useful in completing their internship?
- Who was the Mentor's Mentor? What did they learn from them?
- Did the Mentor write ExAC, ARE, or other exams? Did the Mentor write registration exams as soon as they were eligible?
- What kind of practice does the Intern Architect see themselves in following registration? What are the kinds of practices that exist? Are there local examples?
- What is the reason the Intern Architect wishes to become registered? Why did the Mentor originally want to become registered? Did that change (if so, why)?
- What inspires you about architecture (for both Intern Architect and Mentor)? Are there books or other architects' work(s) that inspire you?

## INTERNSHIP PROCESS

- Review the Internship in Architecture document – in particular, Nova Scotia-specific items in Appendix B
- Why might an Intern Architect wait to write exams? Why write as soon as possible?
- Review the CERB and discuss the categories. What kind of experience fits under these categories?
- How does the Intern Architect intend to keep track of their hours? What method of logging hours did the Mentor use?
- How long does the Intern Architect wish to spend pursuing registration? NB: refer to Appendix B of the IAP manual

## PRACTICE

- Discuss the Intern Architect's employment situation in-depth. What kind of practice are they working in, what projects do they expect to work on, what responsibilities will the Intern Architect have? Do any of these raise concerns for the Mentor in terms of which types of hours might be hard to get? How might these be addressed?
- Does the Mentor feel it is important to gain work experience in a variety of settings (i.e. different cities, small and large firms, design-focused firms, firms that focus on specialty building types)? Discuss, together, differences between working for one company for a long period of time and by experiencing many different firms. **NB: Intern Architects should always discuss any decisions regarding changes in employment with their Mentor and the NSAA prior to making an employment change.**
- Review the list of topics for the pre-registration interview (provided by the NSAA).
- What is a professional challenge that occurred in the past month or two? How is/was it being met? (this could be for both the Mentor and Intern Architect to describe)
- How does the Mentor (or the Mentor's firm) pursue new work? What are important things to know about business development?
- Who does what job(s) in the Mentor's firm? How does a construction document set get produced? Who writes specifications? Who develops details?
- Would the Mentor feel comfortable with taking the Intern Architect to their own firm to observe how certain projects are dealt with and to include their staff in that discussion?

- How should an architect deal with clients? What are different types of clients? Does the Mentor’s firm focus on a particular type of client? Does the Intern Architect’s firm focus on a particular type of client?
- How does the Mentor balance “design integrity” with a client’s requirements? How is design integrity defined? How does the Mentor view the role of “design” in business? How is the role of “design” viewed in the Intern Architect’s firm?
- What is the difference between working harder and working smarter? How is this practiced in the Intern Architect’s office? How is this practiced in the Mentor’s office?

### INTERN ARCHITECT PROGRESS

- How often does the Intern Architect speak with their Supervisor?
- Is the Intern Architect able to gain experience in the required areas? Are there any that are tricky? What advice does the Mentor have for gaining meaningful experience in these areas?
- Has the Intern Architect’s progress been as expected since the last meeting/CERB submission? Does the Mentor have advice with respect to progress?
- Review, together, the NSAA Board of Registration comments on most recent CERB submission
- Review, together, the Intern Architect’s range of project types, sizes and occupancies – are there any gaps? How might they be addressed? Can the Mentor provide any insight into their experiences with identified gaps?
- Are there any challenges the Intern Architect is facing where the Mentor can provide insight? Intern Architect and Mentor could develop a template to address specific challenges and review progress.
- Discuss, together, strategies for requesting new types of experience from Employers/Supervisors.
- What should an Intern Architect do if assigned with a task in which they do not feel comfortable (lack of knowledge/ experience, etc.)?

## PRACTICE IN NOVA SCOTIA

- Review, together, the Provincial Architects' Act. Discuss
- Review, together, the NSAA's Regulations. Discuss
- Review, together, the NSAA's Canons of Ethics. Discuss. Has the Mentor experienced any situations that required careful consideration of professional conduct/ethics?
- Review, together, the Provincial Lien Legislation. Has the Intern Architect experienced its application?

## MENTORS: RECORDING A SESSION WITH YOUR INTERN ARCHITECT

It is helpful for the Mentor to record notes of each meeting with the Intern Architect. These notes may be in the form of a diary and can assist the Mentor in future discussions and in planning an Intern Architect's future work experience and career.

In addition, these notes serve as back-up documentation for the Mentor's signed declaration indicating that they have met with the Intern Architect. The following checklist may be of assistance:

- Obtain copies of the Intern Architect's "Experience Summary Form" and "Periodic Assessment Form";
- Discuss the Intern Architect's expectation from a Mentor and their expectations for internship;
- Identify and discuss the expectations of the Intern Architect from the Employer and the workplace and how the experience over the last few months compares with these expectations;
- Review and discuss the range of project types, sizes, occupancies, and experience categories (see the IAP manual and CERB for more detailed information);
- Identify and record the level of responsibility of the Intern Architect;
- List the professional goals of the Intern Architect for the next few months;
- Discuss with the Intern Architect upcoming dates and deadlines regarding the Internship in Architecture Program, including exams, required activities of experience, pre-registration interview topics and other requirements of the IAP Appendix B;
- Record your recommendations for the next few months;
- Record observations on any deficiencies or activities required to be undertaken by the Intern Architect; and
- Make arrangements for the next meeting.



## INTERN ARCHITECT AND MENTOR DISCUSSION SCHEDULE

This Schedule was designed by a Mentor to assist other Mentors in preparing their Intern Architect for the pre-licensure interview and as a way of scheduling meetings and tracking the Intern Architect's progress and understanding of key components of the practice of architecture. The intent is for all topics to be discussed with the Intern Architect by either the Supervising Architect or Mentor by the end of the Internship process.

The Internship process may be completed in about three years.

Meeting #	Date Occurs	Discussion Topics	Suggested Readings
Meeting 1		<b><u>Introduction</u></b> <ul style="list-style-type: none"> <li>▪ Mentor &amp; Intern Architect Introductions &amp; Backgrounds</li> <li>▪ Discuss Intern Architect Process &amp; Role of Mentor</li> <li>▪ Intern Architect Goals</li> </ul>	NSAA Intern Architect Information & Requirements <ul style="list-style-type: none"> <li>▪ Hours</li> <li>▪ Exams</li> </ul>
Meeting 2		<b><u>Architect – Client – Consultant</u></b> <ul style="list-style-type: none"> <li>▪ Licensure, Practice, Fees, NSAA/RAIC</li> <li>▪ Client/Architect Agreement</li> <li>▪ Architect/Consultant Agreement</li> <li>▪ Surveys, Soils, Haz. Mat. etc.</li> </ul>	CHOP RAIC Documents – Fee Guide, Contracts
Meeting 3		<b><u>Review Hours Log 1</u></b> <b><u>Development, Permitting, Codes &amp; Regulations</u></b> <ul style="list-style-type: none"> <li>▪ Zoning</li> <li>▪ Development Permit / Agreement Process</li> <li>▪ Nova Scotia Building Code</li> <li>▪ National Building Code</li> <li>▪ Local Authorities and Jurisdictions</li> <li>▪ Design Panels</li> <li>▪ Accessibility Act</li> </ul>	CHOP Halifax By-Laws “HRM by Design” NSBC / NBCC / NFCC Other Codes: Elec, Farm, Energy Halifax Design Guidelines NS Accessibility Act Regulations – Acts, Health, Liquor, etc.
Meeting 4		<b><u>Design Process &amp; Construction Documents</u></b> <ul style="list-style-type: none"> <li>▪ Phases of a Project</li> <li>▪ Document Checking</li> <li>▪ Special Design Considerations</li> </ul>	CHOP
Meeting 5		<b><u>Review Hours Log 2 Specifications</u></b> <ul style="list-style-type: none"> <li>▪ Legal Implications – Hierarchy of Drawings &amp; Specs</li> <li>▪ Material Research</li> <li>▪ Format Options &amp; Pitfalls</li> </ul>	CHOP National Master Spec

Meeting #	Date Occurs	Discussion Topics	Suggested Readings
Meeting 6		<u><b>Bidding Procedures</b></u> <ul style="list-style-type: none"> <li>▪ Instructions to Bidders / Tender Form</li> <li>▪ Bid Opening / Analysis</li> </ul>	CHOP Example Forms Tender Calls
Meeting 7		<u><b>Review Hours Log 3</b></u> <u><b>Construction Contract Administration</b></u> <ul style="list-style-type: none"> <li>▪ Construction Contract and Relationship to Architect's Contract</li> <li>▪ Field / Site Review</li> <li>▪ Site Instruction, CCO, CO, CD</li> <li>▪ Dispute Resolution</li> <li>▪ Claims/Deficiencies</li> <li>▪ Certificate of Payment</li> <li>▪ Substantial Performance</li> <li>▪ Total Performance</li> </ul>	CHOP Example Forms
Meeting 8		<u><b>Legal</b></u> <ul style="list-style-type: none"> <li>▪ Contracts</li> <li>▪ Bonds</li> <li>▪ Builders Lien Act</li> <li>▪ Insurances - Liability &amp; Construction</li> </ul>	CHOP OAA / RAIC Practise Bulletins
Meeting 9		<u><b>Review Hours Log 4</b></u> <u><b>Office Procedures &amp; Management</b></u> <ul style="list-style-type: none"> <li>▪ Personnel / Employment Contracts</li> <li>▪ Public Relations / Promotion</li> <li>▪ Incorporation / Forms of Business</li> <li>▪ Invoicing</li> </ul>	CHOP NS Labour Regulations Business Management Books Small Business Course

## OTHER ITEMS TO CONSIDER

### WHAT IF I HAVE QUESTIONS ABOUT THE INTERNSHIP PROCESS OR THE IAP?

If at any time you have questions regarding your Intern Architect or the IAP, contact your jurisdiction and speak with the person responsible for the IAP, the Registrar or the Executive Director.

### WHAT ADDITIONAL ITEMS DO INTERN ARCHITECTS HAVE TO ACCOMPLISH DURING THEIR INTERNSHIP?

- Learn professional and ethical best practices as well as some of the practical aspects of working in and running an architectural practice.
- Successfully complete the Examinations for Architects in Canada (ExAC) after obtaining a minimum of 2800 hours of approved experience.
- Record a minimum of 3720 prescribed hours of experience in the areas set out in the IAP (in some jurisdictions, Intern Architects are required to submit additional hours and should check with their jurisdiction to confirm experience requirements).
- Successfully complete the interview for first registration (if required by the jurisdiction).
- Complete the currency of experience requirement (if required by the jurisdiction).

### BENEFITS OF THE IAP

Successful completion of the IAP permits mobility and, following licensure, allows an Architect registered/licensed in one Canadian jurisdiction to be eligible for licensure in every other Canadian jurisdiction.

### REFERENCE MATERIAL FOR INTERN ARCHITECTS

- Canadian Handbook of Practice (CHOP)
- The National Building Code of Canada (NBCC) or jurisdictional Code
- The Regulatory requirements of their jurisdiction (i.e. Architect Act, By-Laws, Practice Bulletins, etc.)
- The measurable outcome criteria required for Broadly Experienced Foreign Architect (BEFA) candidates.

## IN SUMMARY

### A FEW ADDITIONAL ITEMS OF NOTE FOR SUPERVISING ARCHITECTS AND MENTORS.

- Intern Architects may not call themselves “Architects”, which through legislation may be protected and used by registered members only. Intern Architects should contact their jurisdiction regarding any permitted title and membership designation.
- An Intern Architect’s CERB must be submitted to their recording jurisdiction every 900-1000 hours or when changing employers. Interns should confirm their recording jurisdiction’s policy regarding CERB submissions, including deadlines and penalties for late submissions.
- Intern Architects must keep their place of employment, Supervising Architect and Mentor information current with their recording jurisdiction. Before changing employment, Intern Architects should ensure their work experience will meet the requirements of the IAP.
- Administration of the ExAC is the same across the country. The exam is currently held once a year, concurrently in every jurisdiction, over the same two-day period typically in late-October or early November.
- Intern Architects may be eligible to record experience gained in a foreign jurisdiction but should speak with the recording jurisdiction before claiming this experience to determine if it would satisfy the requirements of the IAP.
- The IAP allows mobility between Canadian jurisdictions.
- Intern Architects are expected to become familiar with the IAP manual, the appendices and related documents if they wish to register in the IAP.
- Intern Architects are expected to become familiar with the Architects Act, By-Laws and related legislative documents in the jurisdiction for which they are seeking licensure and registration.
- Every jurisdiction has policies related to parental or medical leave, financial hardship, etc. Intern Architects are encouraged to contact them directly for further information.
- In addition to successful completion of the IAP, some jurisdictions have additional requirements for licensure and registration as an Architect. Intern Architects are encouraged to contact their recording jurisdiction for additional information.

## NEXT STEPS:

### UPON SUCCESSFUL COMPLETION OF THE IAP

Once an Intern Architect has successfully completed each element of the IAP (Education, Experience, Examination) they are eligible to apply for membership and become a Registered Architect.

### HAVE QUESTIONS OR NEED ADDITIONAL INFORMATION?

For additional information contact:

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## A SPECIAL NOTE OF THANKS

### **A special note of thanks to potential Supervising Architects and Mentors**

Thank you for your interest and dedication to your profession by helping Intern Architects meet the requirements of the Internship in Architecture Program (IAP)! Your support of the future of the architectural profession in Canada is greatly appreciated.

## ACKNOWLEDGEMENTS

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