



Appendix B

Specific CALA Jurisdiction Requirements

Appendix B: Specific Canadian Architectural Licensing Authorities (CALA) Requirements

THE ALBERTA ASSOCIATION OF ARCHITECTS

1. Internship in Architecture Program

A. Definition

For the purposes of registration into the IAP with The Alberta Association of Architects (AAA), the following definition of Intern Architect has been adopted:

An Intern Architect is an individual who has completed a professional degree program in architecture, obtained a certificate (or recognized equivalent) from the Canadian Architectural Certification Board (CACB), and registered with a provincial association of architects. An Intern Architect receives the Internship in Architecture Program manual with instructions and forms for recording work experience. An Intern Architect has a Supervising Architect and a Mentor, and records, in a timely manner, work experience on a Canadian Experience Record Book (CERB) as part of the transition from architectural Student to architectural Intern to Registered Architect.

The intent of enrolling with the AAA as an Intern Architect is to complete the Internship in Architecture Program (IAP) and become a Registered Architect. Specific registration requirements do change from time to time. Interns are urged to complete the registration process in a timely manner in order to avoid additional requirements being imposed to ensure currency of knowledge. Once registered as an Intern with the AAA, the Intern can use the signature line: "Intern Architect, AAA".

B. Transition Period

	<i>Effective Date</i>	<i>Details</i>
The former IAP ceases to exist (Minimum 5600 hours)	December 31, 2011	
Revised IAP program begins (Minimum 3720 hours)	January 1, 2012	Newly appointed Intern Architects will automatically be entered into the revised program.
Transition period for Interns close to completing the requirements	January 1, 2012 to June 30, 2012	<p>Interns recording experience under the former program who are close to completing the requirements will have a 6 month transition period to complete its requirements.</p> <p>If all of the experience requirements of the former program are not satisfied by June 30, 2012, the Intern will automatically be transferred to the current program.</p> <p>Intern Architects may elect to transfer into the revised program immediately or at any time during the transition period.</p>
Reciprocity options with US (NCARB)	June 30, 2012	<p>An Intern wishes to preserve the option with the USA under the current Inter-Recognition agreement may choose to report 5600 hours.</p> <p>They will need to make their decision known to the AAA by June 30, 2012. (Refer to 6.0 of Appendix B for further details).</p>

2. Knowledge and Currency of Experience

Effective January 1, 2012, all Interns registered with The Alberta Association of Architects (AAA) will be required to have local experience. This requires that an Intern in the Program shall, within two (2) years preceding the date of application for registration as an Architect, demonstrate knowledge of conditions of practice and currency of experience in Alberta as a requirement for licensure. The Intern must complete at least 940 hours of experience in Alberta under the personal supervision and direction of a Registered Architect licensed to engage in the practice of architecture in Alberta. Under the IAP, the 940 hours must be completed under Categories A, B or C of the Record of Architectural Experience (RAE).

In order to fulfill the above-noted 940 hours of knowledge and currency of experience:

- i) The project must be physically located in Alberta;
- ii) The work performed by the Intern must be carried out in the office, located anywhere, of an AAA holder of a Licence of Practice 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 Alberta; and
- iv) The experience must be completed within 2 years immediately preceding the date of making application for licence.

3. Experience Submission Requirements

The Registration Committee is the primary reviewer of all experience hours submitted by an Intern. It is understood that an Intern cannot submit hours of experience unless they are registered and in good standing with their Provincial/Territorial jurisdiction as an Intern in the Internship in Architecture Program (IAP). It is required that an Intern ensures that the AAA has current contact information.

The Record of Architectural Experience (RAE) is required to be submitted to the AAA for review upon completion of 900 to 1000 hours of experience (approximately 6 months working full time) and must be submitted by the Intern to the AAA within 8 weeks of the date of the last CERB submission or late submission charges will apply. Submission cycle falls to your anniversary month (the month you became an Intern in the IAP - refer to 3 C).

If there is a change in the employment situation (which may be part-time work) and the Intern has recorded less than 900 hours, such experience must also be submitted to the AAA within the time frame indicated above and is subject to late fees if not submitted within 8 weeks of the last CERB submission date. Should the change in employment be unemployment or some other leave of absence, the Intern must inform the AAA of the change in writing with details of the situation to be placed in their file.

The Periodic Assessment Form will be completed by the Regulator and must be returned with each submission and accurately reflect the accumulation of experience hours in each category.

- A. Section 3 - Canadian Experience Record book (CERB): Late Submission
Experience submitted for review that was gained prior to the last submission date is subject to special review and charges apply (refer to below). These hours may or may not be approved. It is recommended that late submission of hours of experience should not predate the last submission by more than two years. Submissions that are retroactive must be experience gained while registered as an Intern in the IAP.
- B. Late Submission Fees:
The fees are as follows: \$100.00 (plus tax) per every 1000 hours or portion thereof.
- C. Example of Submission Requirements:
Registered in IAP as Intern on January 1, 2012 - SUBMISSION CYCLE FALLS TO ANNIVERSARY MONTH

Date CERB is required to be submitted	Submission grace period	Late submission fees
July 1, 2012	July 1 - September 1, 2012	September 2 - late fees applied

Second Submission

Date CERB is required to be submitted	Submission grace period	Late submission fees
July 15, 2012	January 1 - Feb 28, 2013	March 1, 2013

NOTE: After June 30, 2012 - Application and submission fees will also apply to the request for approval of Discretionary Hours for those wishing to write NCARB AREs. Contact the AAA for a Discretionary Hours Approval Request Form.

4. Experience Types and Employment Clarifications

- A. Overtime: The Internship in Architecture Program requires a minimum of 2 years and a minimum of 3720 experience hours. It is advised that an Intern continues to log hours even if they have completed the minimum requirements as the approval of experience hours is NOT guaranteed, but subject to the Registration Committee (RC) approval.
- B. Observer or Parallel Documents: Experience gained as an observer or by completing parallel documents may be granted under exceptional circumstances. Pre-approval is required for the experience hours to possibly be accepted. The maximum number of hours of experience that could be approved is 940. Contact the AAA office prior to the work experience to submit the request for such approval.
- C. Experience gained with entities such as Government departments, institutions, etc. Experience obtained under the personal supervision and direction of an in-house Registered Architect of an entity such as government, institutions, corporations, etc. may be valid provided it is gained in-house on buildings owned by the entity (i.e. not as a service for other entities) while actually performing the services under the category items. All projects and experience hours in these situations MUST be submitted in writing for pre-approval by the Registration Committee. At any point during the course of the project, if the project is given to an outside architectural consultant, then all work from that point forward is not eligible for credit. When submitting such experience for review, the AAA must receive confirmation from the Employer (i.e. Supervising Architect) that the experience was gained in-house while actually performing the services under the recorded category items. A maximum of 940 experience hours may be gained and approved.
- D. Occupancy types The IAP states that "an Intern's experience must include a variety of occupancies (minimum of 2), project types and sizes. Non-compliance with the requirement for a variety of projects will be considered by the CALA jurisdiction only in exceptional circumstances." Ideally within the occupancy types we would like to see at least 600 hours in each of the 2 occupancies.

We are prepared to assess experience where the Intern has a good range of diversity within an occupancy type, e.g. under Assembly the Intern works on schools, theatres, libraries, arenas, restaurants, etc. We are also prepared to assess experience where the Intern works on occupancies that are mixed-use. Where the Intern has been involved in diversification on a project comprises of components of different classifications, it is recommended that the Intern re-states the project on the RAE by occupancy. For an example of 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.

- E. The Registration Committee assesses the experience submitted by an Intern whose experience submission contains experience gained outside of Canada or the US Intern Development Program (IDP). A written request for pre-approval from the Registration Committee is required to review this experience and there may be an additional application and review fee for these service (refer to 3. B. for fee structure). Additional documentation confirming the status of the Supervising Architect will be required. An Intern gaining experience outside of the AAA should remember that there is a Currency requirement (see item 2.0 of Appendix B). Contact the AAA for requirements, application and documentation/processes for pre-approval on this situation.
- F. Should an individual be enrolled as an Intern with a jurisdiction outside of Canada or the US, special requests can be made in writing to review experience hours. There may be additional application and review fees for this request. This request and application does not guarantee that all of the hours would be approved. Contact the AAA for requirements, application and documentation/processes.

5. Registration Committee (RC)

The Registration Committee is the primary reviewer of all experience hours submitted by an Intern. An intern may be referred to the RC at any time during internship for further clarification on submitted hours and/or an interview. The RC may also call upon the Supervising Architect and/or Mentor for further clarification. The RC is comprised entirely of Architects.

A. The Interview

The AAA does have an interview requirement prior to an Intern becoming a Registered Architect. The objective of the interview is to review the readiness of the applicant to assume full responsibilities of a Registered Architect. Upon receipt of the application to become a Registered Architect, the AAA will schedule an interview with the Registration Committee. An Intern will have completed all experience hours and have written and passed their exams (ExAC or ARE).

The Registration Committee will be interested in reviewing examples of your work which best describes your responsibilities in relation to all areas of professional practice. The portfolio should include a full range of work experience including working drawings, hard copies of contract administration correspondence, specifications, office reports and other contract documentation in relation to recent projects that you have been involved in.

Applicants are expected to clearly demonstrate their involvement in any work or experience records presented at the interview and must be prepared to discuss their specific involvement of each phase of the projects presented. Applicants will be invited to talk about their background as well as their career plans for the future. Preparation of an interview specific portfolio demonstrating your work experience is encouraged as to make it easily reviewed. Please ensure that you bring all of these items with you to the interview.

NOTE: It should be noted that registration as an Architect does not, by itself, allow a person to practice architecture in Alberta. In order to practice, an Architect must also have a License to Practice (renewed annually) or practice in a firm or corporation holding a valid License.

6. Canada/US Intern-Recognition Agreement

The Inter-Recognition Agreement between Canada and the US applies **only** to Architects. A condition of this Agreement is that the Architect must have successfully completed the ARE and satisfied 5,600 hours (3 years) of approved experience.

Commencing January 1, 2012, the requirement for licensure in Canada is a minimum of 3,720 hours (minimum 2 years) of approved experience and requires successful completion of the ExAC exam. Visit the ExAC website for more information at <http://www.cexac.ca/en/exac.php>. (note: ARE is also accepted).

Alberta Interns completing the ARE whose intention is to get first license in Alberta and then apply for licensure in a US jurisdiction may continue to submit their experience to the AAA until they have satisfied 5,600 hours of approved experience as required by the Inter-Recognition Agreement. The AAA must receive notification of this intent by June 30, 2012. **Effective July 1, 2012, approval of additional hours required for NCARB will have an application form and are subject to an additional fee (see 3.2 for fee schedule).**

For further information on Reciprocity, visit the NCARB website at www.ncarb.org, click on the tab 'Certification and Reciprocity,' then on 'Standard Path' and refer to 'Requirements for Canadian Architects for NCARB Certification.'

NOTE: Not all of the US jurisdictions have signed the Inter-Recognition Agreement.

7. Students in the Architecture Canada/RAIC Syllabus Program

Students in the Architecture Canada/RAIC Syllabus Program are NOT recognized by Alberta. ALL Syllabus students are required to obtain a CACB certification upon graduation. Once they have the certification, they can apply to be an Intern with the AAA and start logging experience hours. Only experience hours gained while registered as an Intern will be considered.

Only those who have been grandfathered by the AAA may submit experience hours, discretionary hours if they wish to write the ARE's and a maximum of 940 hours in the core experience hours. This decision must be submitted to the AAA by June 30, 2012. The 940 core experience hours must be when the student has successfully completed Part One (1) and is actively enrolled in Part Two (2) of the Syllabus Program and should be within the last two years prior to registration as an Intern. Experience submission requirements follow the same guidelines as for all Interns and will only be accepted once they become registered as an Intern. To register as an Intern, a CACB certification is required.

Grandfathered syllabus students are advised that while credit for experience gained during the Syllabus Program may be granted by the AAA, the experience hours may not qualify for recognition under the Inter-Recognition Agreement with the USA.

8. Experience Transfers from Another CALA Jurisdiction or US Jurisdiction

Credit for Undergraduate experience gained after January 1, 2012, which has been accepted by another CALA jurisdiction, will NOT be accepted by the AAA.

9. Mentors

A Mentor is required as part of the Internship in Architecture Program. Life Members and Retired Members of the AAA are also acceptable as Mentors. The Mentor must be independent from the employment situation. The AAA has a list of current members who wish to be a Mentor. Contact the AAA office for more information.

10. AAA Architects Act Course

The Architects Act Course is a mandatory course required by all members to take within the first year of registration.

Effective January 1, 2012, the Architects Act Course is required as part of the IAP and must be taken prior to the interview with the Registration Committee.

The mandatory AAA Architects Act Course learning hours are approved and credited for Professional Development Learning Hours on the Intern's record. Completion of the declaration by the Intern is required for the credit to be applied and for the interview process to move forward. Should an Intern wish for the hours to be credited, the course must be taken in the same year that the interview takes place.

NOTE: Registration as an Architect does not, by itself, allow a person to practice architecture in Alberta. In order to practice, an Architect must also have a License of Practice (renewed annually) or practice in a firm holding a valid license to practice.

Effective January 1, 2012