



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

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### 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.