



**Appendix E**  
Sample Forms and Letters

# Record of Architectural Experience: Periodic Assessment Form

(To be completed and approved by the Regulator with every logbook submission.)

## 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
<b>A Design / Construction Documents</b>	<b>2800</b>			
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 & Materials Research*	120			
10 Document Checking and Coordination*	80			
<b>SUBTOTAL</b>	<b>2200</b>			

\* 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>B Construction Administration</b>	<b>560</b>			
11 Bidding & Contract Negotiation	80			
12 Construction Phase – Office	120			
13 Construction Phase – Site	120			
<b>SUBTOTAL</b>	<b>320</b>			

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

<b>C Management</b>	<b>280</b>			
14 Project Management	120			
15 Office Management	80			
<b>SUBTOTAL</b>	<b>200</b>			

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.

<b>TOTAL</b>	<b>3720</b>			
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## 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