

The Internship in Architecture Program

Committee of Canadian Architectural Councils - Second Edition 2001

Internship in Architecture Program

Second Edition 2001

The **Intern Architect Program** in British Columbia
The **Intern Architect Program** in Alberta
The **Intern Architect Program** in Saskatchewan
The **Intern Program** in Manitoba
The **Intern Architect Program** in Ontario
The **Programme de stage en architecture** in Québec
The **Intern Architect Program** in New Brunswick
The **Intern Architect Program** in Nova Scotia
The **Intern Architect Program** in Prince Edward Island
The **Intern Architect Program** in Newfoundland

This document has been endorsed by the following member associations of the Committee of Canadian Architectural Councils (CCAC):

Architectural Institute of British Columbia
Alberta Association of Architects
Saskatchewan Association of Architects
Manitoba Association of Architects
Ontario Association of Architects
Ordre des architectes du Québec
Architects' Association of New Brunswick
Nova Scotia Association of Architects
Architects Association of Prince Edward Island
Newfoundland Association of Architects

Inquiries should be directed to:

Provincial Associations (see information contained herein under **Appendix D**)

This document is a Guideline. In all cases the Act, Regulations and Bylaws in each Provincial Association of Architects shall take precedence.

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1 Part I: An Overview

*Historically, most architects were trained by Mentors. A daily working relationship allowed the experienced practitioner – the “Mentor” – to transfer knowledge and skills to the apprentice – the “Intern”. However, such a sustained learning environment became less attainable as architectural practice grew more complex. Under the ever increasing pressure of the present architectural practice environment, the relationship between the practitioner and the apprentice has often changed to one of employer and employee. The practitioner has less time, energy or commitment to contribute to the Intern’s learning experience in the office. A structured transition between formal education and architectural registration/licensure – the **Internship in Architecture Program (IAP)** – was created to provide Interns with the necessary learning environment at a time when there are increasing demands to meet the expanding requirements of architectural practice.*

The Internship in Architecture Program is a profession-wide, comprehensive program administered by the provincial associations of architects. The Program contributes to the development of architects who can provide high quality architectural services. A comprehensive internship program is necessary to acquire and reinforce the knowledge, integrity, judgment, skills, discipline and quest for learning that must serve the architect for a lifetime.

The objectives of the Program are:

1. to define areas of architectural practice in which Interns must acquire basic knowledge and skills;
2. to encourage additional experience in the broad aspects of architectural practice;
3. to provide the highest quality information and advice about educational, internship and professional issues and opportunities;
4. to provide a uniform system for documentation and periodic assessment of internship activities;
5. to provide greater access to, and recognition of, supplementary educational opportunities designed to complement work experience, and
6. to involve the members of the profession in the development and training of future members.

Note: For the purposes of this document, the term “**Intern**” will be used to mean Intern, Intern Architect, Graduate Associate or Stagiaire en architecture as it may apply within a provincial association.

1.1 Architectural Registration/Licensure and IAP

Regulation of the profession of architecture, including the registration/licensing of architects, is the responsibility of each province. All ten provinces have established self-regulating associations to govern the profession of architecture and to establish registration/licensing requirements.

There is general agreement on the standards for admission to the architectural profession in Canada. All provincial associations have adopted **Common Admission Standards**, regarding **E**ducation, **E**xperience and **E**xamination. Such standards facilitate reciprocal registration/licensing from province to province under the *Reciprocity Agreement, January 1, 1999*. These standards include:

- Standard certification of education requirements
- Standard pre-registration experience requirements
- Standard architectural registration examination.

Education Requirements

The provincial associations have complete agreement on the education requirements as detailed in the **Conditions and Procedures for Accreditation** of university schools of architecture and in the **Canadian Education Standard**. The accreditation of professional programs and the certification of education qualifications are conducted under the auspices of the Canadian Architectural Certification Board (CACB) in accordance with the above-mentioned documents.

Acceptable professional programs include the Bachelor of Architecture, the Master of Architecture and the RAIC Syllabus. These programs typically require between five and ten years of post-secondary education. The list of CACB-Accredited Professional Programs can be found in **Appendix C**.

Experience Requirements

The **Canadian Experience Standard** has been approved by the provincial associations. Although there is general agreement on the standard, the specific requirements may vary from province to province. (Refer to **Appendix B** for those requirements unique to a provincial association.) All provincial associations require the equivalent of a minimum of 5600 hours of experience including particular experience in specified areas of architectural practice.

Examination Requirements

Every provincial association requires Interns to pass the National Council of Architectural Registration Boards (NCARB) Architect Registration Examination (ARE) to satisfy its examination requirements. Some provincial associations may have additional requirements before registration/licensing, such as admission course, oral examination, etc. (Refer to **Appendix B** for those requirements unique to a provincial association.) If you require further information, contact the provincial association directly. The address of each provincial association and of the CACB is listed in **Appendix D**.

The work experience, supplementary education (as may be required) and examination components are conducted under the auspices of the Internship in Architecture Program which is the central topic of this manual.

An overview of the registration/licensing process is described below.

An Overview of the Process

Student at a school of architecture or in the RAIC Syllabus or graduate from a school of architecture or the RAIC Syllabus

Apply for and obtain certificate from the CACB (graduate only)

Contact provincial association for IAP Application and for specific provincial registration/licensing requirements

Select a Mentor to advise and guide

Submit an application to join the Internship in Architecture Program

Start recording experience in the Canadian Experience Record Book (CERB)

Obtain confirmation of eligibility from the provincial association and start writing the Architect Registration Examination (ARE)

Apply for registration/licence upon successful completion of national and provincial registration requirements (examination, experience, supplementary education)

**Congratulations!
You are now an Architect!**

Part II: The Process

1.1 How IAP Works

The Internship in Architecture Program has been established in a continuing effort to keep architectural registration/licensing in Canada both meaningful and effective. The Program is also intended as a catalyst for improving the profession, by improving communication between architects and prospective members of the profession. To become registered/licensed in Canada, a person must demonstrate the ability and qualifications to render architectural services to the public. The Intern is required to remain in the Program while experience is being recorded and examination is being written. The Intern is encouraged to remain in the Program until registration/licensing to derive maximum benefit.

1.2 Getting Started - Application Procedures

To benefit most from the Program, the Intern should start participating in the program as soon as he/she is eligible.

The process is initiated by contacting the provincial association to obtain information on the registration/licensing process and the Internship in Architecture Program information package. To apply, a candidate must provide evidence as follows:

- for graduates, Canadian Architectural Certification Board certificate
- for students, proof of acceptable level of education
- names of Employer (if employed) and Mentor and confirmation from each on the application form
- payment of fees.

Note: Employment is not required to enroll in the Internship in Architecture Program.

The Employer must be an architect who is a principal/shareholder or an employee of an architectural firm, or in other eligible employment situations as defined herein (see Section 2.4). The Mentor must be an architect or a retired architect who is not a principal/shareholder or employee of the Employer's firm. (Refer to **Appendix B** for any permitted exception.)

It is also possible to enroll as an undergraduate in the Internship in Architecture Program before graduation. The enrollment point is determined by the level of education that a student must achieve before experience may count toward satisfying the experience requirements. In general, enrollment is possible after either:

- successful completion of not less than 50 percent of a CACB-accredited architectural program, or
- satisfactory completion of Part 1 of the RAIC Syllabus.

Upon acceptance of the applicant's qualifications, the applicant will be notified in writing of acceptance into the Program, and will be provided with the following:

- IAP Manual
- other provincial association materials (e.g. association handbooks) as required.

1.3 Annual Fees and Charges

The fees and charges associated with the registration/licensing process are established annually by each provincial association.

For information on the current fees and charges, contact the provincial association office. (Refer to **Appendix D.**)

1.4 Change of Mentor

One Mentor should be maintained throughout the Program; however, during the course of the work experience period, there may be a need for a new Mentor due to personal reasons or other circumstances. If there is a change of Mentor, the following procedures apply:

- identify the new Mentor to the provincial association
- have the new Mentor provide a letter of confirmation to the provincial association (see sample form letter under **Appendix E**).

1.5 Changing Employment

During the work experience period, personal circumstances or external factors can result in changes to the employment situation. If there is a change of employment, the following procedures apply:

- identify the new Employer to the provincial association
- have the new Employer provide a letter of confirmation to the provincial association (see sample form letter under **Appendix E**)
- complete the section of the Canadian Experience Record Book (CERB) to be certified by the previous Employer and begin a new section with the new Employer.

1.6 Multiple, Concurrent Employers

If engaged as an independent contractor or employed on a part-time basis by more than one Employer during the same period, the Intern will be considered an employee (for the purpose of the program only) and will be required to complete separate sections of the CERB for each Employer.

1.7 Transfers from/to Other Provincial Associations

Interns who are participants with another provincial association will have generally obtained CACB certification and will be documenting experience in the CERB. While each situation will be reviewed individually, Interns transferring from other provinces will not lose any period of previously accepted experience appropriately documented in the CERB except as referenced in **Appendix B**. Similarly, provincial associations continue to accept comparable ARE results for applicants from other jurisdictions if operating under the rules and regulations of NCARB.

Interns transferring to another provincial association should have all documentation signed off prior to leaving the jurisdiction and should contact the provincial association in the new jurisdiction for the relevant application forms and any additional requirements specific to that jurisdiction.

2 The Canadian Experience Standard: Work Experience Requirements

*The provincial associations of architects, by the authority granted under their respective provincial **Architects Act**, require that Interns gain a minimum of 5600 hours of work experience.*

The fundamental purpose of the pre-registration/licensing employment period is to ensure that the Intern is provided with sufficient experience to meet the standards of practical skill and level of competence required to engage in the practice of architecture.

It is the responsibility of the Intern, before accepting employment, to ascertain that the employment will provide the required scope of experience and that the experience situation will be approved by the provincial association. Some variations regarding the acceptability of experience exist from province to province. Specific provincial requirements can be found under **Appendix B**.

There are two components of the Experience to be gained:

- mandatory
- discretionary

The entire experience requirement may be satisfied within the mandatory component.

2.1 Documentation

The Intern is responsible for maintaining a continuous record of work experience and supplementary education activities while enrolled in the Internship in Architecture Program.

It is recognized that the Intern cannot always complete some areas of experience directly, but may, for certain tasks, participate as an observer. For example, it may be impractical in some instances for the Intern to represent the office at a site meeting and subsequently write the follow-up report. However, it may be practical for the Intern to accompany the qualified person often enough to know what would be expected and prepare a follow-up report for review by the Employer.

All experience must be documented in the Canadian Experience Record Book. Experience will be reviewed and evaluated by the provincial association at the end of each 900 – 1000 hours of experience. Each Intern will be provided with a record of the review at the end of each review period.

For recording experience, the components of experience have been summarized in **hours**. A cumulative total of **5600** hours is required.

The minimum/maximum number of hours to be obtained in each of the two component areas is:

- mandatory = 3720 hours minimum
- discretionary = 1880 hours maximum

An Intern must complete 5600 hours. To recognize overtime work experience, the 5600 hours can be completed in a minimum of two and one-half calendar years. No maximum time has been set, however, it is recommended that Interns contact their provincial association to identify specific requirements for currency of experience.

2.2 Mandatory Component

An Intern is required to obtain a minimum of 3720 hours of experience under the personal supervision and direction of an architect in either an architectural firm or other acceptable architectural employment situation.

The mandatory component of the Intern's experience must satisfy the minimum hours stated under categories A, B and C, which constitute the core areas of practice. It is strongly recommended that an Intern's experience include a variety of project types, size and occupancies. The experience areas and related activities are described in detail in **Appendix A**.

Category A – Design and Construction Documents

1. Programming
2. Site and Environmental Analysis
3. Schematic Design
4. Engineering Systems Coordination
5. Building Cost Analysis
6. Code Research
7. Design Development
8. Construction Documents
9. Specifications and Materials Research
10. Document Checking and Coordination

Note: Undergraduate and RAIC Syllabus Program experience under Categories A, B and C is limited to 940 hours.

Category B – Construction Administration

11. Bidding and Contract Negotiations
12. Construction Phase - Office
13. Construction Phase - Site

Category C – Management

14. Project Management
15. Office Management

Category D – Related Activities

16. Professional and Community Service

Once the minimum mandatory experience requirement in core areas of practice is accepted, it will not have to be repeated, subject to the individual provincial requirements noted in **Appendix B**.

2.3 Discretionary Component

Discretionary experience may be earned up to a maximum of 1880 hours of the required minimum cumulative total of 5600 hours.

The discretionary component of an Intern's experience may include areas such as employment under the direct supervision of a professional engineer or other recognized professional, post-graduate study or research, undergraduate work experience and/or work experience while enrolled in the RAIC Syllabus Program. It is recommended that the employment situation be accepted by the provincial association before commencement of recording.

Such experience must be submitted for review and assessment, and the Intern may be subject to an interview to demonstrate its relevance.

The experience areas are described in detail in **Appendix A**.

Category E – Discretionary Experience

17. Related Disciplines
18. Post Graduate Study/Teaching/Research
19. Undergraduate Experience
20. RAIC Syllabus

2.4 Eligible Architectural Employment Situations

Experience Gained in Recognized Jurisdictions

Recognized jurisdictions consist of any province or territory in Canada and any state or territory of the United States.

An Intern enrolled in the Intern Development Program (IDP) in a state or territory of the United States where IDP is mandatory may apply to have the experience credited.

Architectural employment in a recognized jurisdiction is acceptable if it is gained:

- a) In the employ of an architectural firm in the recognized jurisdiction. Such experience must be certified by an architect who is a principal/shareholder or employee of an architectural firm and in a directly responsible supervisory role.
- b) In the employ of a government agency, crown corporation, or institution, having a department or office that deals primarily with design and construction. Such experience must be certified by an architect who is employed in that agency, corporation or institution in a directly responsible supervisory role.
- c) In the employ of a bank, engineering office, developer or corporation that has a department or office that deals primarily with design and construction. Such experience must be certified by an architect who is employed in that office in a directly responsible supervisory role.

Experience Gained in Other Jurisdictions

An Intern may acquire experience as an employee of an architectural firm outside of a recognized jurisdiction *while enrolled in the Internship in Architecture Program* within a provincial association. Such experience must be certified by an architect who is a principal/shareholder or employee of the architectural firm and in a directly responsible supervisory role. It is recommended that the employment situation be accepted by the provincial association before commencement of employment.

An Intern may apply to have experience credited which was gained outside of a recognized jurisdiction *while NOT enrolled in the Internship in Architecture Program*:

- a) as a principal engaged in the practice of architecture. Such experience must be certified by him/herself.
- b) as an employee of an architectural firm. Such experience must be certified by an architect who is a principal/shareholder or employee of the architectural firm and in directly responsible supervisory role.

Note: Experience gained in the mandatory categories while under the personal supervision and direction of an architect in a jurisdiction where registration/licensing of architects is not a requirement may be reviewed on a case by case basis by the provincial association to which the Intern is reporting. The supervising architect (i.e. the Employer) in these instances must hold a valid architectural licence/registration in another jurisdiction.

The Intern Architect will be subject to an interview.

2.5 Local Knowledge and Currency of Experience

Provincial associations may require the Intern to demonstrate knowledge of local conditions of practice and currency of experience as a requirement of registration/licensing. These requirements may be met in a variety of ways. (Refer to **Appendix B** for more information.)

2.6 Fulfillment of Work Experience

Upon completion of 5600 hours of recorded and accepted experience accumulated within a minimum of two and one-half calendar years and completion of **all** categories of the mandatory categories and experience areas, the Intern will be sent a final review letter to advise that the formal work experience requirement has been fulfilled.

3 Canadian Experience Record Book (CERB)

The purpose of the CERB is to provide the Intern with a tool to record the work experience, and to enable the provincial associations to verify and to assess the nature and breadth of the Intern's experience. The Intern is responsible for maintaining a continuous record of experience in the CERB. This record has several functions. For the Intern, it identifies areas where experience is being acquired and areas where deficiencies exist; for the Employer, it is an assessment and personnel management tool; and for the provincial association, it is verified evidence of compliance with the experience requirements.

The emphasis in this Program is to promote Intern/Employer/Mentor dialogue. The Intern must demonstrate competence in each category, not merely document that certain amounts of time have been spent working in various areas. The Experience Summary Form must be used to chart progress.

3.1 Review and Approval by Provincial Association

Interns are required to submit the record of work experience to the provincial association for review and credit upon completion of 900 to 1000 hours of experience. Late submission will be considered as Retroactive Entry as described in the following section.

3.2 Retroactive Entry and Submission of Experience

All experience submitted for retroactive review and assessment must be recorded in the Canadian Experience Record Book and signed by the responsible Employer and Mentor. Experience acquired and submitted in excess of 12 months from the last date of entry will be subject to special review and assessment by the provincial association and the Intern may be subject to an interview. Retroactive entry may not be accepted.

Undergraduate experience submitted for retroactive review will only be accepted as discretionary experience.

Retroactive entries may be subject to extra charges.

3.3 Instructions for Completion of the CERB Forms

- a) Make weekly entries on the worksheets provided by the provincial association. (These are not to be submitted but are for your own records.)
- b) Provide all requested information on the cover page of the **Experience Summary Form**. This form is available in an electronic spreadsheet format at www.raic.org/cerbfinaleng.pdf.
- c) If manually prepared, record the experience neatly in *ink*. Any alterations, changes, white-outs, etc. made to the book, must be initialled by the Employer. Any separate pages additional must be initialled by the Employer.
- d) If electronically prepared, print a hard copy of the form, have the Employer and Mentor complete the Comments and Declaration portion, and have each page initialled by the Employer.
- e) The method of recording time shall be in hours with no reference to a maximum number of hours per day for a total of **5600** hours.
- f) Use the summary of projects (1-10) on the **Experience Summary Form** for the ten most significant projects on which you have worked in this period. Any other work may be put under “Other” in the category summary.
- g) **Project Type** is defined as new construction, additions, renovation, interior design and master planning.
- h) **Occupancy** is defined as assembly, institutional, industrial, residential and commercial.
- i) The recording of mandatory and discretionary experience will be differentiated by recording the experience in separate CERB sections.
- j) When 900 - 1000 hours of experience have been completed, you must date, sign and certify the **Experience Summary Form** and have it signed and dated by the Employer and Mentor. The form must be submitted by you to the provincial association within **eight weeks** of the date of the last entry.
- k) It is recommended that you retain copies of the sections you submit to the association.
- l) *Failure to submit the required documentation within 12 months of the last entry may prevent the experience from being accepted.*

The provincial association will acknowledge receipt of the report, provide a summary of the total hours approved to date on the **Periodic Assessment Form** and may make comments or suggestions it believes will benefit the Intern. These comments should serve to reinforce the advice already given to the Intern by the Employer and Mentor.

3.4 Retroactive Entry Charges

The review charges associated with the assessment of retroactive entries are established annually by each provincial association.

4 Role of Employer, Mentor and Provincial Association

The architectural profession has a responsibility to help Interns prepare themselves for architectural practice. One of the ways this is fulfilled is through the roles played by the Employer, the Mentor and the Provincial Association in the Internship in Architecture Program.

4.1 The Employer

The Employer is the individual within the firm or organization who personally supervises and directs the Intern on a daily basis. For mandatory credit, this individual must be an architect registered/licensed in the jurisdiction in which the Intern is gaining the experience. She/he frequently assesses the quality of work performed and regularly certifies the Intern's documentation of work experience activity prior to submission of each Experience Summary Form.

Architects typically serve as Employers; however, for discretionary experience, the Intern may be supervised by other professionals, e.g. professional engineers, landscape architects, interior designers, planners or general contractors.

Employers are expected to have a general understanding of the Internship in Architecture Program's objectives and experience requirements. Although Employers are not responsible for documenting the Intern's activities, they must be familiar with documentation procedures.

4.2 The Mentor

The Mentor is an architect or a retired architect, outside the Intern's firm of employment (some exceptions may apply; consult your provincial association). The Intern meets the Mentor for regular reviews of experience progress, discussion of career objectives and broader issues related to the profession and the registration/licensing process.

At an absolute minimum, the Mentor must consult with the Intern prior to the submission of each section of the Canadian Experience Record Book, when the Intern has accumulated 900 - 1000 hours (approximately 6 months) of experience, or at termination of employment. However, this minimum is not ideal, and will not help the Intern to obtain the most benefit from the internship process. Regular contact between submissions will offer the greatest opportunity for the Mentor to assist the Intern and exert a positive influence on his or her development as a professional.

Interns should choose a Mentor who is willing to commit to a long term involvement in their professional growth. The Intern-Mentor relationship personifies the architectural profession's historic mentoring system.

Mentors are expected to have a general understanding of the Internship in Architecture Program's objectives and experience requirements.

The Intern may select a Mentor by:

1. Asking a personal acquaintance.
2. Asking an Employer, previous Employer, or fellow Interns for recommendations.
3. Asking the provincial association for assistance.

4.3 Guidelines for Employers and Mentors

Both the Employer and the Mentor are expected to fulfill certain responsibilities to the Intern within their respective roles. Detailed guidelines are available at www.raic.org.

4.4 The Provincial Association

The provincial associations of architects play an important role in the internship process by ensuring that Interns are informed of all the requirements they need to fulfill and by guiding them through each step of the process. The provincial associations of architects:

- appoint qualified individuals to Intern status
- provide advice to Interns on registration/licensing procedures
- review the record of experience every 900-1000 hours and provide Interns with comments and constructive advice from the reviewing bodies or committees
- process Interns' eligibility to take the Architect Registration Examination (ARE)
- transmit examination results to Interns
- provide supplementary education or oral interview (where applicable)
- issue registration/licences.

5 Supplementary Education

*Mandatory supplementary education that directly relates to the activities in **Appendix A** is required by some provincial associations and may be accepted as contributing to the Intern's overall experience upon approval by the provincial association.*

Course hours are usually approved on a straight time basis for experience credit. Refer to **Appendix B** for the requirements in each provincial association and contact the provincial associations for specific information.

6 Architect Registration Examination (ARE)

Every provincial association requires the Intern to pass the NCARB Architect Registration Examination (ARE) to satisfy its examination requirement.

It has been adopted for use by the ten provincial associations and by U.S. jurisdictions which are members of the National Council of Architectural Registration Boards (NCARB). The ARE examines candidates for their knowledge, skills and ability to provide the various services required in the design and construction of buildings.

The ARE is administered exclusively on computers at a network of test centres across Canada, the United States and its territories. After obtaining CACB certification and confirmation of eligibility by the provincial association, Interns have the opportunity to take the examination on any day the centre is open and may take the divisions in any sequence they choose. Scores for each division are sent to the applicable provincial association, which forwards them to the Interns.

The computer-based ARE consists of the following nine divisions:

Pre-Design*
General Structures*
Lateral Forces*
Mechanical and Electrical Systems*
Materials and Methods*
Construction Documents and Services*

Site Planning**
Building Planning**
Building Technology**

Six (*) of the examinations are based on the use of multiple-choice test questions. Three (**) of the examinations are graphic, based on the use of vignettes – short problems using CAD (computer assisted design).

For more information on the contents of the examination, eligibility and scheduling procedures, contact the provincial association or visit www.raic.org.

7 Rights Reserved

The provincial associations reserve the right to approve and implement amendments to the Internship in Architecture Program pursuant to legislative authority. It is the responsibility of the Intern to check the requirements with the provincial association.

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Appendix A: Experience Area Description and Required Activities

You must acquire 5600 hours to satisfy the Intern Experience requirements. The following chart lists the experience categories and areas and the required hours for each.

Category A: Design and Construction Documents	Min. Hours Required
1. Programming	80
2. Site and Environmental 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 and Materials Research	120
10. Document Checking and Coordination	80
	2200
Total Hours Required	*2800

* This total includes the 2200 minimum hours required, plus 600 additional hours that must be earned in any of the experience areas 1-10.

Category B: Construction Administration

11. Bidding and Contract Negotiation	80
12. Construction Phase – Office	120
13. Construction Phase – Site	120
	320
Total Hours Required	*560

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

Category C: Management

14. Project Management	120
15. Office management	80
	200

Total Hours Required *280

* This total includes the 200 minimum hours required, plus 80 additional hours that must be earned in any of the experience areas 14-15.

Category D: Related Activities

16. Professional and Community Service	0
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Total Hours Permitted *80

* No mandatory minimum hours are required in this category. The 80 hours under Category D are encouraged but may be substituted with 80 hours in any of the Categories A, B and C.

Category E: Discretionary

17. Related Disciplines	0
18. Post Graduate Work/Teaching/Research	0
19. Undergraduate Experience	0
20. RAIC Syllabus	0

Total Hours Permitted 1880

Total Hours Required 5600

The required minimum in Categories A, B, C, and D total 3720 hours. The additional 1880 hours may be acquired in any of the listed categories, subject to permitted maximums.

Category A: Design and Construction Documents

1. Programming

Programming is the process of setting forth in writing the owner's requirements for a given project. Steps in this process include: establishing goals, considering a budget, collecting, organizing and analyzing data, identifying and developing concepts, and determining general needs. The Client-Architect agreements presume that the owner will furnish the program and that any involvement of the architect in writing the program will be a service not covered in the traditional agreement for Design and Contract Administration. However, many owners employ the architect to assist them in preparing a functional program. The project will also be affected by the mortgage lender; public officials involved in health, welfare and safety; future tenants, and, increasingly, the people who will work in the built environment. Their input at the programming stage is essential to maintain an orderly design process.

Required Intern Activities include the following:

- Participate in conferences with clients regarding programming, periodic reviews and formal presentations and assist in preparing minutes or reports for future reference.
- Assist with presentations at zoning and variance hearings, and at meetings with the owners and consultants of these projects.
- Assist in preparing the summary and evaluation of data and requirements obtained from all sources. Research current literature pertaining to architectural programming.

2. Site and Environmental Analysis

Site analysis includes land planning, urban design and environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic and social impact of proposed land use on the environment, ecology, traffic and population patterns. Governmental agencies frequently require documentation on the results that construction will have on surrounding lands (i.e. environmental impact studies). Decisions relating to site analysis must involve the selection, organization and evaluation of pertinent data that will lead to a resolution of the owner's program while conforming to legal requirements.

Required Intern Activities include the following:

- Assist in analyzing several sites to assess the feasibility of their use for a proposed project.
- Help analyze the feasibility of using a specific site for a project.
- Assist in the analysis of specific land use and location for a project.
- Assist in the formulation of the most appropriate land use strategy to achieve a desired environmental impact.
- Research site restrictions such as zoning, easements, utilities, etc.
- Participate in public hearings about land use issues and prepare reports for future reference.

3. Schematic Design

From the owner-approved program, the architect develops alternative solutions to satisfy technical and aesthetic requirements. Preferred schemes are presented until the owner and architect can agree on one.

Required Intern Activities include the following:

- Participate in the development and preparation of preliminary design concepts to determine the spatial relationships that best satisfy the owner's program.
- Participate in the development and coordination of program requirements with consultants.
- Assist in the preparation of presentation drawings and models.
- Assist in the analysis and selection of engineering systems.
- Participate in design review and approval meetings with clients, user groups, etc.

4. Engineering Systems Coordination

The architect is usually responsible for the selection, design and coordination of all building systems, including the engineering systems. The emphasis of this training requirement is to develop an understanding of the integration of the engineered systems normally designed by consultants and provided by product suppliers under the direct supervision and control of the architect. These traditionally have included structural, mechanical and electrical subsystems as well as newer technical innovations and special requirements, such as telecommunications and computer applications.

Architects must know how engineering systems work, including system benefits and limitations, availability, cost and the space requirements necessary to provide the basis for system design, selection and integration. This knowledge also provides the vital communication links necessary for appropriate interaction with engineering consultants and product suppliers.

Required Intern Activities include the following:

- Become familiar with construction methods and performance of different engineering systems.
- Understand safety requirements and the selection process for engineering systems.

-
- Assist in research, analysis and selection of engineering systems during the schematic design and development phases.
 - Help coordinate engineering systems documents provided by consultants into the construction documents produced by the architect.
 - Review consultants' drawings for conceptual understanding of systems, space requirements and possible conflicts or interference of structure, ductwork, plumbing lines, electrical fixtures, etc.
 - Assist in checking shop drawings, evaluating samples and maintaining records.
 - Visit job site and observe installation and integration of engineering systems, construction details and space requirements.
 - Attend systems start up, operation and maintenance meetings required for acceptance and use by the owner.
 - Obtain and study manufacturers' literature for engineering systems and components.
 - Become familiar with relevant codes and regulatory standards applicable to various engineering systems.
 - Check maintenance manuals and warranties submitted by contractors for conformance with contract documents.

5. Building Cost Analysis

An important responsibility of the architect is to evaluate the probable project construction cost. Accurate estimates are crucial to the client. They influence decisions involving basic design, selection of building products and systems and construction scheduling. Long-term maintenance, as well as tax impact of material and system selection (value engineering), are additional factors that bear on development of the project. For their own preliminary analysis, most architects use computations based on area and/or volume. Estimates of cost provided later in the design process are frequently made on the basis of labour and material requirements (quantity surveys), a method that requires a more specialized knowledge of construction costs.

Required Intern Activities include the following:

- Calculate the area and volume of a project.
- Make a simplified quantity takeoff of selected materials and prepare comparative cost analyses.
- Assist in the preparation of cost estimates of each stage of a project.
- Review various references and texts utilized in cost estimating.
- Assist in the preparation of cost analyses for current projects, using a variety of indices.
- Conduct a survey of current costs per square foot of various types of projects, using local cost data.

6. Code Research

Building inspectors as well as officials in zoning, environmental and other agencies relating to the health, welfare and safety of the public, oversee the enforcement of federal, provincial and local regulations related to building

construction. The codes promulgated by these various agencies have a direct bearing on the total design process and thorough knowledge of all requirements is essential to the satisfactory completion of any project.

Required Intern Activities include the following:

- Assist in searching and documenting codes, regulations, etc. for one or more specific projects.
- Study procedures necessary to obtain relief or variances from particular requirements as they relate to a project.
- Calculate certain variables (i.e. numbers and size of exits, stair dimension, public toilet rooms, ramps) in satisfaction of code requirements.
- Determine a project's allowable land coverage as well as maximum areas in compliance with zoning and any other related ordinances.

7. Design Development

Based on the client-approved schematic design, the architect fixes and details, for the client's further approval, the size and character of the entire project, including selection of material and engineering systems.

Required Intern Activities include the following:

- Participate in the preparation of detailed design development drawings from schematic design documents.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures, construction time and construction cost.
- Help coordinate engineering systems proposed for the project.
- Participate in design review and approval meetings with clients, user groups, etc.

8. Construction Documents

The working drawings phase of construction documents preparation constitutes the major activity in an architect's office. These drawings describe in graphic form all of the essentials of the work to be done: location, size, arrangement and details of the project. Since the successful and timely execution of these documents can be equated closely with an office's financial success, architects constantly search for more efficient ways to produce construction documents. Regardless of the method of preparation, it is extremely important that the documents be accurate, consistent, complete and understandable. This requires thorough quality control including constant review and cross-checking of all documents. In addition, effective coordination of consultants' drawings is essential to avoid conflicts between the various trades during construction.

Required Intern Activities include the following:

- Work in the preparation of detail drawings, developing technical skills in drafting accuracy, completeness and clarity.
- Assist in the coordination of all documents produced by the architect and the consultants.

-
- Develop a knowledge of professional responsibilities and liabilities arising from the issuance of construction documents.
 - Participate in the mechanics of assembling the finished construction documents.
 - Assist the job captain (or equivalent) in routine administrative/control tasks.

9. Specifications and Materials Research

Well-grounded knowledge of specification-writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts and construction procedures cannot be communicated successfully. A fundamental principle of specification writing requires the architect to understand the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of material or products to be used in a project: appropriateness, durability, aesthetic quality, initial cost, maintenance, etc. To avoid future problems, it is extremely important that the architect recognize the function of each item to be specified. The architect must carefully assess new materials as well as new or unusual applications of familiar items, regardless of manufacturer representations, to be certain no hidden deficiencies exist that might create problems for the owner and expose the architect to liability.

Required Intern Activities include the following:

- Review construction specifications' organization, purpose and format, and assist in writing specifications. Review and analyze bidding forms, insurance and bonding requirements, liens, supplementary and special conditions.
- Research and evaluate data for products to be specified, including information regarding availability, cost, code acceptability and manufacturers' reliability. Attend sales presentations in connection with this research.
- Research industry standards and guidelines for specific classes of products (e.g. curtain walls, aluminum windows) as they affect various manufacturers' items being considered for acceptability on a project. Research construction techniques and systems and understand workmanship standards such as poured-in-place concrete, masonry construction, etc.
- Evaluate the potential for using master specifications in a project specification, including procedures needed to adapt individual sections for this use.

10. Document Checking and Coordination

Close coordination between drawings and specifications is required when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the architectural drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings must be checked and cross-checked for accuracy and compatibility.

Required Intern Activities include the following:

- Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the working drawings.
- Check drawings prepared by others for accuracy of dimensions, notes, abbreviations and indications.
- Assist in developing a schedule of lead time required for proper coordination with other disciplines.
- Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts and interference of plumbing lines, ductwork, electrical fixtures, etc.
- Assist in the final project review for compliance with applicable codes, regulations, etc.

Category B: Construction Administration

11. Bidding and Contract Negotiations

The architect assists in establishing and administering bidding procedures, issuing addenda, evaluating proposed substitutions, reviewing the qualifications of bidders, analyzing bids or negotiated proposals and making recommendations for the selection of the contractor(s).

The construction contract and related documents are the formal instruments that bind the major parties together in the construction phase. They detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services.

Required Intern Activities include the following:

- Carefully review the bidding/award stages of previous projects. Develop an understanding of problems encountered and how they were resolved.
- Assist in the pre-qualification of bidders.
- Assist in the receipt, analysis and evaluation of bids, including any alternative, separate or unit prices.
- Learn what information and submittals are required prior to issuance of notice to proceed.
- Assist in evaluating equal product considerations in preparing addenda.
- Meet with contractors and material suppliers to better understand problems they encounter with bid packages and construction contract documents.
- Understand the role of the lending institution during the bidding process.
- Assist in the preparation and negotiation of construction contracts and become familiar with the conditions of the contract for construction in order to identify the roles of the architect, contractor, owner, bonding company and insurer in the administration of the construction phase.

12. Construction Phase – Office

During the construction phase there are many related tasks that do not directly involve field observations: processing contractors' applications for payment, preparing change orders, checking shop drawings and samples, adjudicating disputes, etc. The architect's handling of these matters will usually have a direct impact on the smooth functioning of the work in the field. For example, prompt processing of the contractor's application for payment, including review of any substantiating data that may be required by the contract documents, helps the contractor maintain an even flow of funds.

Items such as shop drawings, samples and test reports submitted for the architect's review must be acted upon promptly to expedite the construction process. Changes in the work that may affect the time of construction or modify the cost are accomplished by change orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

Required Intern Activities include the following:

- Assist in processing applications for payment and preparing certificates for payment.
- Assist in checking shop drawings, evaluating samples submitted and maintaining records.
- Assist in evaluating requests for changes interpreting documents and preparing change orders.
- Participate in resolution of disputes and interpretation of conflicts relating to the contract documents.
- Participate in the assembly of evidence and preparation of testimony to be used before an arbitration panel or in court.
- Become familiar with the legal responsibilities of owners, contractors and architects.
- Participate in the preparation of record documents at project completion.

13. Construction Phase – Site

In administering the construction contract, the architect's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of material and workmanship, the architect must be thoroughly familiar with all of the provisions of the construction contract. Periodic reports on the stage of completion of scheduled activities are collected and compared to the overall project schedule at job site meetings. These meetings facilitate communication between the contract parties and produce a detailed progress record. The architect must determine through observation the date of substantial completion and receive all data, warranties and releases required by the contract documents prior to final inspection and final payment. In addition to these construction-related responsibilities, the architect interprets contract documents when disagreements occur and judges the dispute impartially, even when the owner is involved. Dissatisfaction with the architect's decision can lead to arbitration or litigation.

Required Intern Activities include the following:

- Visit the job site and participate in observation of the work in place and material stored, and prepare field reports of such routine inspections.
- Review and analyze construction time schedules. Understand the various network methods (e.g. critical path method) potentially available to the contractor.
- By reviewing contract documents and participating in professional development programs, develop an awareness of the contractual obligations related to the observation of construction.
- Attend periodic job-site construction meetings and assist in recording and documenting all actions taken and agreed to at such meetings.
- Participate in the substantial completion inspection and assist in the deficiency list verification.
- Participate in the final acceptance inspection with the owner and other involved parties.

Category C: Management

14. Project Management

The economic and professional health of a firm depends on an orderly, trackable method of project execution. A clearly defined project work plan, the key to the efficient management of project tasks, requires participation and input from team members, consultants, client representatives and other key decision-makers (financial experts, developers, lawyers and contractors). The project manager defines consensus goals, and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with particular attention to decisions that influence the work of multiple team members.

A project file initiated and maintained by the project manager is the comprehensive record to the project's life and a useful resource for future endeavours. The work plan must be congruent with all project-related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress against the work plan "yardstick," assess all discrepancies and take the corrective action necessary to maintain project control. The project manager also maintains design quality during bidding, contract negotiation and construction phases through administration of the project file, oversees the firm's construction representative and monitors scheduled on-site quality reviews. Finally, the project manager closes out project records and agreements and sets up future post-occupancy evaluation procedures.

Required Intern Activities include the following:

- Review the firm's project management manual or all relevant forms, checklists and other practice aids if a manual does not exist.
- Understand the procedure for assignment of project management responsibilities and the project manager's role in the acquisition process.
- Participate in the development of a project work plan including identifying goals, client requirements, responsibilities, a first-cut schedule and the project record.
- Review a work plan against all project-related contractual agreements.
- Become familiar with team management including role assignments, team communication methods and frequency and maintaining the project file.
- Review design documentation standards and understand expected levels of documentation at each phase of the project.
- Attend quality reviews at project development milestones identified in the work plan.
- Assist in preparing project status assessments including schedule and scope variances and actions required to maintain project budget control.
- Review the project management file for close-out activities such as contractual fulfillments, final fee for services, invoicing and modifications (e.g. change orders).
- Attend post-occupancy evaluation trips to completed project sites.

15. Office Management

Although architecture is a creative profession, current techniques of practice require that the architect's office operate in almost the same manner as a commercial enterprise. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of this information. Profitable use of office personnel requires budgeting time and adhering to schedules. The architect's relationship to the client is established by contractual agreement. A contract establishes the duties and obligations of the parties. In order for a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for lawful purpose and accomplishable within an estimated time frame.

Effective public relations plays an essential role in the creation of the architect's image. This is important in bringing new clients and work into the office as well as in attracting superior people for the professional staff. The architect must participate in marketing activities if the practice is to succeed. On the other hand, the architect's marketing activities (unlike those of merchants, manufacturers and others in commerce) are subject to certain professional constraints. The architect must learn marketing techniques that are effective while remaining within legitimate rules of professional conduct.

Required Intern Activities include the following:

- Review the process of internal accounting and cost control systems for operation of the firm.

-
- Participate in allocation of time to all elements involved in a total project from preliminary design through construction.
 - Review professional service contracts for their structure, content, determination of responsibility and enforcement procedures.
 - Review the compensation structure as related to types of services rendered by the firm.
 - Review current contractual relationships with consultants.
 - Research legal obligations, limitations and liabilities of professional service contracts.
 - Review the firm's professional liability insurance policy and develop an awareness of potential practices and procedures that are not covered by the policy.
 - Assist in developing programs to publicize the firm's professional services and its expertise.
 - Participate in the firm's program for securing commissions for professional services through assisting in market research, prospect list preparation and information-gathering activities.
 - Assist in developing firm brochures and advertising as elements of promotion.
 - Assist or accompany principals or marketing staff carrying out business development.
 - Participate in presentation to prospective clients and formal selection interviews.
 - Participate in the firm's internal budgeting (profit planning) process.

Category D: Related Activities

16. Professional and Community Service

Architects have a responsibility to participate in a broad range of professional and community activities, especially those that will foster a more complete understanding of the social and economic value of the architect's services. Professional and community service make for a well-rounded architect and provide a base of experience for decisions affecting the public interest. Such experience will assist in the development of interpersonal skills related to communication, group dynamics and team work.

The Intern is encouraged to offer volunteer service in traditional and non-traditional organizations. This involvement will enhance practical training in a number of ways, including broadening your understanding of the myriad forces that effect change in our society, expanding professional knowledge and reinforcing professional skills leading to a better quality of life in the community. The Intern and the profession of architecture benefit through satisfying social responsibilities.

Possible Intern Activities

- Contribute to the work of professional organizations through serving on committees and participating in conferences, conventions and open meetings focused on professional issues.
- Provide career counselling for high school and college students.
- Take an activist role in provincial/local government affairs.
- Conduct educational programs in elementary and secondary schools, and participate in other activities aimed at improving public understanding of the importance of design excellence.
- Participate in civic organizations, neighbourhood groups, museum programs and other activities relating to such issues as the homeless, natural disasters, historic preservation, resource conservation and environmental awareness.

Category E: Discretionary Experience

The IAP experience requirement is not intended to be narrow or restrictive, but to bring into proper perspective the broad aspects of architectural practice. In addition, new areas of concern and involvement that do not fall within more traditional practice are opening to architects. These activities allow the Intern, while developing basic practice skills, to develop expertise in these areas.

Possible related activities include energy conservation, computer applications, planning, interior design, landscape architecture, environmental and structural engineering, applied research, teaching, architectural conservation and professional delineation.

The Intern who is gaining experience in related activities, should determine from the registration/licensing authority how much of this time is acceptable in accordance with their requirements.

17. Related Disciplines

An Intern's experience may include areas such as planning, urban design, interior design, landscape architecture, professional engineering and construction-related activities.

An Intern may acquire a maximum of 1880 hours experience directly related to architecture under the direct supervision of a professional engineer, interior designer, landscape architect, planner or urban designer. Such experience must be submitted for review and assessment with respect to its relevance to architectural practice, and the Intern may be subject to an interview to demonstrate its relevance.

An Intern may acquire a maximum of 1880 hours experience directly related to on-site construction and operation, or experience involving physical analysis of buildings. Such experience must be submitted for review and assessment with respect to its relevance to architectural practice, and the Intern may be subject to an interview to demonstrate its relevance.

18. Post Graduate Study/Teaching/Research

An Intern may acquire a maximum of 1880 hours experience by enrolling in and graduating from a post-professional program in architecture or related studies, or by teaching or research in a university architectural program, if the subject matter of study, teaching or research is approved as directly relevant to architectural practice by the provincial association. Such experience must be submitted for review and assessment with respect to its relevance to architectural practice, and the Intern may be subject to an interview upon completion of the program to demonstrate its relevance.

19. Undergraduate Experience

Before certification by the CACB and registering as an Intern with a provincial association, a student attending a CACB accredited architectural program may acquire 1880 hours of experience under the direction of an architect in an architectural firm or approved equivalent employment situation. The experience may only be recorded after completing not less than 50 percent of the architectural program.

20. RAIC Syllabus

Before certification by the CACB and registering as an Intern with a provincial association, a person enrolled in the RAIC Syllabus Program may earn 1880 hours of experience after completing the Program Part 1.

Appendix B: Specific Provincial Association Requirements

(TO BE PROVIDED BY EACH PROVINCIAL ASSOCIATION)

Appendix C: CACB-Accredited Professional Programs

Canadian Universities – Schools of Architecture

University of British Columbia
School of Architecture
6333 Memorial Road
Vancouver, British Columbia
V6T 1Z2
Fax: (604) 822-3808
www.architecture.ubc.ca
Master of Architecture

University of Calgary
School of Architecture
Faculty of Environmental Design
2500 University Drive, NW
Calgary, Alberta
T2N 1N4
Fax : (403) 284-4399
www.ucalgary.ca/evds
Master of Architecture

University of Manitoba
Faculty of Architecture
201 Russell Building
Winnipeg, Manitoba
R3T 2N2
Fax: (204) 474-7532
www.umanitoba/faculties/architecture/facultysite/splash/05.html
Master of Architecture

University of Waterloo
School of Architecture
Faculty of Environmental Studies
200 University Avenue West
Waterloo, Ontario
N2L 3G1
Fax: (519) 746-0512
www.fes.uwaterloo.ca/academics
Bachelor of Architecture
Master of Architecture

University of Toronto
Faculty of Architecture
Landscape and Design
230 College Street
Toronto, Ontario
M5S 1A1
Fax: (416) 971-2094
www.fald.utoronto.ca
Bachelor of Architecture
Master of Architecture

Carleton University
School of Architecture
1125 Colonel By Drive
Ottawa, Ontario
K1S 5B6
Fax: (613) 520-2849
www.arch.carleton.ca
Bachelor of Architecture
Master of Architecture

Université Laval
École d'architecture
1 Côte de la Fabrique
Québec, Québec
G1K 7P4
Fax: (418) 656-2785
www.ulaval.ca/sg/annuaires
Baccalauréat en architecture
Maîtrise en architecture

McGill University
School of Architecture
Macdonald-Harrington Building
815 Sherbrooke Street West
Montréal, Québec
H3A 2K6
Fax: (514) 398-7372
www.mcgill.ca/arch/
Bachelor of Architecture
Master of Architecture

Université de Montréal
École d'architecture
Faculté de l'aménagement
5620, avenue Darlington
Montréal, Québec
H3T 1T2
Fax: (514) 343-2455
www.arc.umontreal.ca
Baccalauréat en architecture
Maîtrise en architecture

Dalhousie University
Faculty of Architecture
P.O. Box 1000
Halifax, Nova Scotia
B3J 2X4
Fax: (902) 423-6672
www.dal.ca/~arch/index.html
Master of Architecture

Appendix D: Provincial and National Architectural Associations

Provincial Associations

Architectural Institute of British Columbia
#100 - 440 Cambie Street
Vancouver, British Columbia
V6B 4M3
Tel: (604) 683-8588 Fax: (604) 683-8568
Email: aibc@aibc.bc.ca
www.aibc.bc.ca

The Alberta Association of Architects
Duggan House
10515 Saskatchewan Drive
Edmonton, Alberta
T6E 4S1
Tel: (780) 432-0224 Fax: (780) 439-1431
Email: info@aaa.ab.ca
www.aaa.ab.ca

Saskatchewan Association of Architects
642 Broadway Avenue, Suite 200
Saskatoon, Saskatchewan
S7N 1A9
Tel: (306) 242-0733 Fax: (306) 664-2598
Email: saa@link.ca
www.saskarchitects.com

Manitoba Association of Architects
137 Bannatyne Avenue, 2nd Floor
Winnipeg, Manitoba
R3B 0R3
Tel: (204) 925-4620 Fax: (204) 925-4624
Email: info@mbarchitects.org
www.mbarchitects.org

Ontario Association of Architects
111 Moatfield Drive
Don Mills, Ontario
M3B 3L6
Tel: (416) 449-6898 Fax: (416) 449-5756
Email: oaamail@oaa.on.ca
www.oaa.on.ca

Ordre des architectes du Québec
1825 boul. René Lévesque O.
Montréal, Québec
H3H 1R4
Tel: (514) 937-6168 Fax: (514) 933-0242
Email: oaq@videotron.ca
www.oaq.com

Architects Association of New Brunswick/
Association des architectes du Nouveau-Brunswick
1 Pleasant Avenue, Unit A
Sussex, New Brunswick
E0E 1P0
Tel: (506) 433-5811 Fax: (506) 432-1122
Email: info@aanb.org
www.aanb.org

Nova Scotia Association of Architects
1361 Barrington Street
Halifax, Nova Scotia
B3J 1Y9
Tel: (902) 423-7607 Fax: (902) 425-7024
Email: diane.scott@nsaa.ns.ca
www.nsaa.ns.ca

Architects Association of Prince Edward Island
P.O. Box 1766
Charlottetown, Prince Edward Island
C1A 7N4
Tel: (902) 566-2986 Fax: (902) 566-1235

Newfoundland Association of Architects
P.O. Box E5204, Stn. A
St. John's, Newfoundland
A1C 5V5
Tel: (709) 726-3632 Fax: (709) 726-1549
Email: naa@public.nfld.com
www.digitalscenery.com/NAA

National Organizations

Canadian Architectural Certification Board (CACB)
1508 - 1 Nicholas Street
Ottawa, Ontario
K1N 5M3
Tel: (613) 241-8399 Fax: (613) 241-7991
Email: info@cacb.ca

Committee of Canadian Architectural Councils (CCAC)
c/o Diane Carr
440 Laurier Ave. West
Suite 244
Ottawa, Ontario
K1R 7X6

Royal Architectural Institute of Canada (RAIC)
Suite 330 - 55 Murray Street
Ottawa, Ontario
K1N 5M3
Tel: (613) 241-3600 Fax: (613) 241-5750
Email: info@raic.org
www.raic.org

Canadian Experience Record Book: Experience Summary Form

Steps to Follow:

The Experience Summary Form is to be submitted for each 900 to 1000 hours of work experience or, for each change of employer.

Carefully read all instructions accompanying this form.

Return Experience Summary Form to the Provincial Association with which you are enrolled.

Ensure that any additional pages annexed to this report are also signed by the Employer.

Retain the instructions and a copy of this report.

Complete this report by:

- typing OR
- printing neatly in ink OR
- going on-line
(www.raic.org/cerb.asp)
- changes or white-outs to be initialled by the Employer.

Provincial Association Use Only

Received:

By: _____

Date: _____

Reviewed:

By: _____

Date: _____

Intern Identification

CACB # _____

Surname _____ First Name _____ Middle Name (s) _____

Street _____ Suite No. _____

City _____ Province/State _____ Country _____

Postal/Zip Code _____ Res. Tel. () _____ Bus. Tel. () _____

Email: _____

Employer Identification

Firm Name _____

Street _____ Suite No. _____

City _____ Province/State _____ Country _____

Postal/Zip Code _____ Tel. () _____

Nature of Employer's Activities _____

Experience Supervisor _____ Position _____

Professional Affiliation _____

Email: _____

Mentor Identification

Surname _____ First Name _____ Tel. () _____

Firm Name _____ Tel. () _____

Email: _____

Role of Intern *(Describe briefly)*

Experience Period From

--	--	--

To

--	--	--

day month year

Full Time Experience

--

Part Time Experience

--

Summary of Projects

(List the 10 most significant projects in this period)

1	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
2	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
3	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
4	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
5	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
6	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
7	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
8	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
9	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
10	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys

Project type: new work, additions, renovation, interior design, master planning, etc.

Occupancy: assembly, institutional, industrial, residential, commercial, etc.

Comments and Declarations

Comments by Employer

- 1 Comment on the level of responsibility and involvement requested of the Intern and relative level taken and performed by the Intern.
- 2 Comment on the overall attitude/philosophy/professional goals of the Intern as you perceive them.
- 3 Your recommendations for the next (6) months experience.
- 4 Comment on the extent to which the Intern has been exposed to the activities as outlined for each of the categories in which experience has been obtained.

Employer Declaration

I declare that the preceding information is an accurate summary of the Intern's work experience.

Name *(please print)*

Signature

Date

Mentor Declaration

I declare that I have met with the Intern in accordance with IAP Guidelines.

Name *(please print)*

Signature

Date

Canadian Experience Record Book: Periodic Assessment Form

(To be completed by the Provincial Association)

Intern Identification

Surname _____ First Name _____ Middle Name(s) _____

Experience Period From

day	month	year

 To

--	--	--

 CACB # _____

Comments _____

Reviewed by: _____ Date: _____

Summary of Reviewed Experience

A	Design/Contract Documents	Total Hours Required	Hours This Period		Hours to Date		Hours Remaining
			Exper.	Supp Ed.	Exper.	Supp Ed.	
1	Programming	80					
2	Site and Environmental 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 and Materials Research	120					
10	Document Checking and Coordination	80					
	SUBTOTAL	*2800					

* 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	Construction Administration	Total Hours Required	Hours This Period		Hours to Date		Hours Remaining
			Exper.	Supp Ed.	Exper.	Supp Ed.	
11	Bidding and Contract Negotiation	80					
12	Construction Phase - Office	120					
13	Construction Phase - Site	120					
	SUBTOTAL	*560					

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

C	Management	Total Hours Required	Hours This Period		Hours to Date		Hours Remaining
			Exper.	Supp Ed.	Exper.	Supp Ed.	
14	Project Management	120					
15	Office Management	80					
	SUBTOTAL	*280					

* This subtotal includes the 200 minimum hours required, plus 80 additional hours that must be earned in any of the experience areas 14 – 15.

D	Related Activities	Total Hours Required	Hours This Period		Hours to Date		Hours Remaining
			Exper.	Supp Ed.	Exper.	Supp Ed.	
16	Professional and Community Services	80					
	SUBTOTAL	*80					

E	Discretionary	Total Hours Required	Hours This Period		Hours to Date		Hours Remaining
			Exper.	Supp Ed.	Exper.	Supp Ed.	
17	Related Disciplines						
18	Post Graduate Study/Teaching/Research						
19	Undergraduate Experience						
20	RAIC Syllabus						
	SUBTOTAL	1880					

* This subtotal may also be acquired under Categories A, B or C

TOTAL	5600				
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The Provincial Association

Dear Sir or Madame:

Employment Confirmation

Intern's Name in Full: _____

Firm Name: _____

Firm Address: _____
Street address

City Province Postal Code

I confirm that the above-noted Intern is employed with our Firm and that the Firm shall endeavour to provide the required pre-registration experience in accordance with the Internship in Architecture Program guidelines.

Name of Employer (*please print*) Signature Date

sample

The Provincial Association

Dear Sir or Madame:

Mentor's Confirmation

Intern's Name in Full: _____

I am pleased to act as Mentor to the above-noted Intern for the period of pre-registration as required and shall endeavour to act as professional advisor conducting reviews and assessments of the practical experience and generally assisting the Intern in preparing for registration in accordance with the Internship in Architecture Program guidelines.

Name of Mentor (*please print*)

Signature

Date

sample

Canadian Experience Record Book: Experience Summary Form/Weekly Worksheet

(to be used by the Intern but not submitted to the provincial association)

Week of: _____

Projects

TOTAL

A Design/Contract Documents

- 1 Programming
- 2 Site and Environmental Analysis
- 3 Schematic Design
- 4 Engineering Systems Coordination
- 5 Building Cost Analysis
- 6 Code Research
- 7 Design Development
- 8 Construction Documents
- 9 Specifications and Materials Research
- 10 Document Checking and Coordination

	1	2	3	4	5	6	7	8	9	10	Other	Supp Ed	Hours
Subtotal													

B Construction Administration

- 11 Bidding and Contract Negotiation
- 12 Construction Phase - Office
- 13 Construction Phase - Site

Subtotal													

C Management

- 14 Project Management
- 15 Office Management

Subtotal													

Total Hours Each Project

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D Related Activities

- 16 Professional and Community Services

Subtotal													

E Discretionary

- 17 Related Disciplines
- 18 Post Graduate Study/Teaching/Research
- 19 Undergraduate Experience
- 20 RAIC Syllabus

Subtotal													

TOTAL HOURS

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Project Identification

(project numbers should be consistent with those projects to be listed in the Experience Summary Form)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.