
Confirmation of Employment

Intern Architect/ Student Associate's Name in Full

Practice/ Business Name

Practice Address

City	Province	Postal Code
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I confirm that the above-noted Intern Architect/Student Associate is employed with our Architectural Practice, business,(i.e. Eligible Architectural Employment Situation)¹ and that this entity shall endeavour to provide the required pre-registration architectural experience in accordance with the Internship in Architecture Program (IAP).

I further confirm that I will provide the Intern Architect/Student Associate with a workplace that is free from harassment and discrimination and I will treat the Intern Architect/Student Associate with dignity, respect and fairness.

Name of Supervising Architect

Signature

Date

The OAA has published a new *Mentorship Guide* to clarify the expectations and responsibilities of not only the Mentor, but also the Intern Architect/Student Associate, Supervising Architect, and Place of Employment. To read, download, or print the guide, [click here](#). To review the role of the Supervising Architect, [click here](#).

¹ For the purpose of the IAP, the OAA defines 'employment' in accordance with its plain language definition, and does not include situations where the practice or business's clients have their primary relationship with the Intern rather than the Supervising Architect or other architect at the practice or business, and/or where the Intern provides any form of remuneration to the Supervising Architect, Architectural Practice, or business.

Further, the OAA is not a party to the employment relationship created by the Internship. The employment relationship is between the Intern and the Architectural Practice or Eligible Architectural Employment Situation.