

# INTERNSHIP IN ARCHITECTURE PROGRAM (IAP)

FOURTH EDITION – JULY 1, 2020 (REVISED JULY 1, 2022)

**ROAC** | REGULATORY ORGANIZATIONS  
OF ARCHITECTURE IN CANADA  
REGROUPEMENT DES ORDRES  
D'ARCHITECTES DU CANADA

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA | ALBERTA ASSOCIATION OF ARCHITECTS | NORTHWEST TERRITORIES 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 | ASSOCIATION DES ARCHITECTES DU NOUVEAU-BRUNSWICK | NOVA  
SCOTIA ASSOCIATION OF ARCHITECTS | ARCHITECTS' ASSOCIATION OF PRINCE EDWARD ISLAND | ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND  
AND LABRADOR

---

# Table of Contents

---

## 1. THE PROCESS

- 1.1 Architectural Registration/Licensure and the IAP
- 1.2 Getting Started
- 1.3 Changing Employment
- 1.4 Multiple, Concurrent or Part-time Employment
- 1.5 Architecture Canada Syllabus/RAIC Syllabus
- 1.6 Pre-Graduation/Recognized Student
- 1.7 Annual Fees and Charges
- 1.8 Transfer from/to other ROAC Jurisdictions

## 2. THE CANADIAN EXPERIENCE STANDARD: ARCHITECTURAL EXPERIENCE REQUIREMENTS

- 2.1 Documentation
- 2.2 Architectural Experience
- 2.3 Eligible Architectural Employment Situations

## 3. CANADIAN EXPERIENCE RECORD BOOK (CERB)

- 3.1 Submission for Review
- 3.2 Late Submission of Architectural Experience
- 3.3 Instructions for Completion of the CERB

## APPENDICES

**Appendix A:** Architectural Experience Area Description and Required Activity

**Appendix B:** Specific ROAC Jurisdiction Requirements

**Appendix C:** Instructions for Completing the CERB

**Appendix D:** ROAC Jurisdictions and National Architectural Organizations

**Appendix E:** Sample Forms and Letters

**Appendix F:** CERB All Forms



# 1. THE PROCESS

*The Internship in Architecture Program (IAP) has been established by the Regulatory Organization of Architecture in Canada (ROAC) to continue to maintain a program of architectural registration/licensing in Canada that is both meaningful and effective. The IAP is also intended as a catalyst for improving the profession, by increasing effective communication between Architects and prospective members of the profession. To become registered/licensed in Canada, a person must demonstrate competency and qualifications to provide architectural services to the public.*

Interns must remain in the IAP while experience is being gained and recorded and while examinations are being written to derive maximum benefit from the program.

**Note:** *Credit will be granted only for experience gained as Recognized Students (Refer to **Section 1.6**), or while enrolled as an Intern in the IAP with your ROAC jurisdiction.*

The objectives of the IAP are:

1. To define and document areas of architectural practice in which professional knowledge and skills must be gained in a structured, supervised and mentored environment;
2. To provide a uniform system for documentation and periodic assessment of internship activities;
3. To provide feedback and guidance to the Intern;
4. To involve the members of the profession in the development and training of future members.

**Note:** *For the purposes of IAP the term ‘**Intern**’ will be used to mean, Intern Architect, Intern of Manitoba or Stagiaire in architecture in Québec.*

## 1.1 Architectural Registration/Licensure and the IAP

Regulation of the profession of architecture, including setting standards for education, experience and examinations needed for the registration/licensing of Architects, is the responsibility of each ROAC jurisdiction. In all ten provinces, and one territory, self-regulating associations have been established by provincial/territorial government legislation to govern the profession of architecture and to establish registration/licensing requirements.

There is general agreement among ROAC jurisdictions on the standards for admission to the architectural profession in Canada. ROAC has adopted Common Admission Standards regarding Education, Architectural Experience and Examination. Such standards facilitate reciprocal registration/licensing across Canada under a reciprocity agreement entered into by ROAC jurisdictions. These standards include:

- Established **education** requirements for admission as an Intern
- Pre-registration/licensing **architectural experience** requirements
- Architectural registration/licensing **examination** requirements.

## EDUCATION REQUIREMENTS

The ROAC jurisdictions have established common education standards as detailed in the **Canadian Architectural Certification Board (CACB) Conditions and Terms for Accreditation** for professional degree programs in architecture and in the **Conditions and Procedures for the Certification of Educational Qualifications** (Canadian Education Standard). The accreditation of professional programs in architecture and the certification of education qualifications of architecture graduates are conducted under the auspices of the CACB in accordance with the standards set by the ROAC jurisdictions. If you require further information, contact the CACB. (Refer to **Appendix D**)

## EXPERIENCE REQUIREMENTS

Although there is general agreement on the Canadian Experience Standard for Architects by ROAC, the specific requirements in each jurisdiction may vary slightly. (Refer to **Appendix B** for requirements unique to your ROAC jurisdiction.) ROAC requires a minimum of 3720 hours (2 years) of recorded architectural experience which must be gained in the specified areas of architectural practice while under the personal supervision and direction of an Architect licensed by a ROAC jurisdiction. For International experience refer to **Section 2.2**.

## EXAMINATION REQUIREMENTS

ROAC requires Interns to pass either the Examination for Architects in Canada (ExAC) or the United States' National Council of Architectural Registration Boards (NCARB) Architect Registration Examination (ARE) to satisfy its examination requirements.

For more information on the contents of the **ExAC**, eligibility and scheduling procedures, visit [www.exac.ca](http://www.exac.ca).

For information on the contents of the **ARE**, eligibility and scheduling procedures, visit [www.ncarb.org](http://www.ncarb.org) and click on the ARE tab. **Note:** *Interns should refer to **Appendix B** to ensure they are familiar with the rules in each ROAC jurisdiction in relation to acceptance of the EXAC and/or ARE.*

## ADDITIONAL REQUIREMENTS

Some ROAC jurisdictions may have additional requirements before registration/licensing, such as courses, oral examination, interviews, etc. Refer to **Appendix B** for those requirements unique to your jurisdiction or contact the ROAC jurisdiction directly. (Refer to **Appendix D**)

## 1.2 Getting Started

### **Application Procedures**

Each jurisdiction has its own application process and documents. Prospective Interns are encouraged to contact their ROAC jurisdiction for specific application details. The process is generally initiated by contacting the ROAC jurisdiction of residence to obtain information on registration/licensing. To apply, a candidate must, at minimum, submit the following:

- CACB certificate – for all architecture graduates
- Proof of acceptable level of education – for students
- Complete Application to become a Recognized Student or Intern
- Required fees

Upon receipt of the required application information, the applicant is notified of acceptance into the IAP and advised that the IAP Manual and other relevant information and documents are available electronically on the ROAC jurisdiction's website.

**Note:** *Employment is not required to be appointed/enrolled in the IAP.*

## **Supervising Architect, Mentor, ROAC Jurisdiction**

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 expected of the Supervising Architect and the Mentor.

Contact your ROAC jurisdiction for documentation you can share with your Supervising Architect and Mentor so they may familiarize themselves with their roles and responsibilities. Supervising Architects and Mentors who have questions about best practices should contact their ROAC jurisdiction.

### **Role of Supervising Architect**

The Supervising Architect plays a crucial role in the Intern's career, not only by providing encouragement, direction and constructive advice, but also by facilitating the transition between architectural education and practice and providing the practical architectural experience required for registration/licensure.

The Supervising Architect is the Architect **within the architectural practice or place of employment who personally supervises and directs the Intern daily**. The Architect must be registered/licensed in the jurisdiction in which the Intern is gaining the experience. They must be able to assess the quality of work performed and regularly certify the Intern's documented architectural experience prior to submission of each section of the **Canadian Experience Record Book (CERB)** to the ROAC jurisdiction.

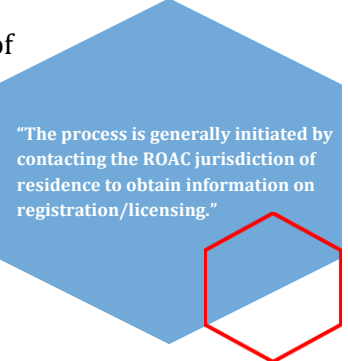
The Supervising Architect must be familiar with the IAP's objectives and experience requirements, and its documentation processes.

### **Role of Mentor**

**A mentor can contribute substantially to the intern experience and is required by your ROAC jurisdiction, with the exception of Québec.** (Refer to **Appendix B** for specific Recognized Student requirements)

The Mentor is an Architect or a retired Architect who is **not** employed at the Intern's place of employment and who acts as an independent guide/advocate for the Intern. (Refer to **Appendix B**) The Intern meets the Mentor for regular reviews of experience progress, discussion of career objectives and broader issues related to the profession.

At an absolute minimum, the Mentor **must** meet with the Intern prior to the submission of each section of the CERB when the Intern has accumulated 900 – 1000 hours (approximately 6 months) of architectural experience, or at each change of employment. This minimum is not ideal, however, 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 their development as an Architect.



"The process is generally initiated by contacting the ROAC jurisdiction of residence to obtain information on registration/licensing."

**Note:** *As some ROAC jurisdictions maintain a list of recognized Mentors, applicants should ensure, in advance of making their selection, that their proposed Mentor is recognized.*

## Selecting a Mentor

Interns should select a Mentor who is willing to commit to their professional growth. Mentors are expected to be knowledgeable about the IAP's objectives and experience requirements.

The Intern may select a Mentor by asking the following for a recommendation:

- A personal acquaintance
- An employer, previous employer, or fellow Intern
- The ROAC jurisdiction

## Changing a Mentor

A Mentor should be maintained throughout the Program; however, during the architectural experience period, there may be a need to change your Mentor and select a new Mentor. If there is a change, the following procedures apply:

- Identify the new Mentor to the ROAC jurisdiction
- Have the new Mentor provide a Letter of Confirmation to the ROAC jurisdiction.  
(Refer to **Appendix E – Sample Forms and Letters.**)

## Role of ROAC Jurisdictions

The ROAC jurisdictions play an important role in the internship process by ensuring that Interns are informed of all the requirements they need to fulfill, by guiding them through each step of the process and certifying work experience and other internship requirements. The ROAC jurisdictions:

- Admit qualified individuals to Intern status
- Provide advice to Interns on registration/licensing procedures
- Review the Canadian Experience Record Book (CERB) every 900 – 1000 hours, for acceptance and provide Interns with comments and constructive advice
- Process Interns' eligibility to take either examination, the ExAC or the ARE
- Transmit examination results to Interns
- Provide supplementary education or oral interview (where applicable)
- Issue a registration/licence

## 1.3 Changing Employment

During the architectural experience period, personal circumstances or external factors can result in changes in employment. As an Intern, you must notify your ROAC jurisdiction if there is a change of employment. The following procedures generally apply:

- Inform your jurisdiction of your new place of employment
- Identify your new Supervising Architect
- Have the new Supervising Architect provide a Letter of Confirmation to your jurisdiction (Refer to **Appendix E – Sample Forms and Letters**)
- Complete the section of the CERB to be certified by the previous Supervising Architect and submit to your jurisdiction
- Begin a new CERB section with the new place of employment.

## 1.4 Multiple, Concurrent or Part-time Employment

If engaged as an independent contractor or employed on a part-time basis by one or more employers during the same period, you will be considered an employee in each of these circumstances (for the purpose of the IAP only) and will be required to complete a separate CERB section for each employment situation.

**Note:** *It is the Intern's responsibility to verify with the ROAC jurisdiction whether experience gained as an independent contractor or on a part-time basis is acceptable. Pre-approval is generally required. (Refer to **Appendix B**)*

## 1.5 Architecture Canada Syllabus/RAIC Syllabus

It may be possible to enroll in the Internship in Architecture Program while enrolled in the Architecture Canada/RAIC Syllabus Program. To determine whether your ROAC jurisdiction allows for recording of work experience while enrolled as a syllabus student and the terms and conditions for recording such experience, please refer to **Appendix B**.

For most ROAC jurisdictions a maximum of 760 hours of work experience may be approved after admission to Part 2 of the Syllabus Program.

## 1.6 Pre-Graduation / Recognized Student

It may be possible for students who are enrolled in a CACB accredited architectural program to record work experience while enrolled and attending an accredited program and while completing the final two years of a CACB accredited Masters' Program, by applying to your ROAC jurisdiction and becoming a Recognized Student.

For most ROAC jurisdictions a maximum of 760 hours of work experience gained prior to CACB certification and admission as an Intern, may be approved and credited and; any experience gained prior to entering the final two years of a CACB accredited Masters' Program or while on leave from the Program, will not be eligible for consideration.

To determine the terms and conditions for recording work experience as a Recognized Student, including how much experience will be reflected after admission as an Intern, please refer to **Appendix B**.

## 1.7 Annual Fees and Charges

The fees and charges associated with the registration/licensing process are established annually by each ROAC jurisdiction. For information contact the ROAC jurisdiction. (Refer to **Appendix D** for relevant contact information.)

## 1.8 Transfer from/to Other ROAC Jurisdictions

### Documentation

Interns transferring from/to another ROAC jurisdiction must have all documentation signed off prior to leaving the (exiting) jurisdiction and must contact the new ROAC jurisdiction (receiving) for the relevant application forms and any additional requirements specific to that receiving jurisdiction  
(Refer to **Appendix D**)

### Architectural Experience

Recognized Students and Interns transferring from/to another ROAC jurisdiction will not lose any period of previously accepted architectural experience appropriately documented in the CERB, except as may be referenced in **Appendix B**.

### Examination

ROAC jurisdictions continue to accept ExAC results for applicants from other jurisdictions, but not all continue to recognize ARE. See **Appendix B**.

**Note:** Refer to **Section 1.1 Examination Requirement** and to **Appendix B**.

## 2. THE CANADIAN EXPERIENCE STANDARD: ARCHITECTURAL EXPERIENCE REQUIREMENTS

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

It is the responsibility of the Recognized Student/Intern, before accepting architectural employment, to ascertain that the employment will provide the required scope of architectural experience. (Refer to **Section 2.2**) There may be variations regarding the acceptability of experience in each ROAC jurisdiction. (Refer to **Appendix B**)

### 2.1 Documentation

Professional experience gained prior to graduation can be beneficial to an intern's academic experience and will also encourage an earlier and more meaningful integration of the intern into the profession.

Pre-graduation experience obtained while a registered student in a CACB accredited architectural degree program may be considered as IAP experience. Up to 760 hours may be eligible for acceptance for candidates who meet all other requirements of the IAP except for CACB certification of their academic credentials.

The Recognized Student/Intern must maintain a record of architectural experience while enrolled in the IAP. All experience must be recorded in the **Canadian Experience Record Book (CERB)**. (Refer to **Appendix F.**)

Experience will be reviewed and evaluated by the ROAC jurisdiction at the end of each 900-1000 hours of architectural experience or at the change of employment. Each Intern will be provided with a record of the review at the end of each review period. (Refer to **Section 3.3**)

**Note:** *Credit will be granted only for experience gained as a Recognized Student, or while enrolled as an Intern in the IAP with your ROAC jurisdiction.*

### 2.2 Architectural Experience

#### Minimum

The ROAC jurisdictions require that Interns gain a **minimum of 3720 hours** of architectural experience recorded in the CERB which is used to chart progress. This experience must be gained under the personal supervision and direction of a Registered/Licensed Architect, approved by your ROAC jurisdiction, in either an architectural practice or other eligible architectural employment situation. (Refer to **Section 2.3**)



## Required

### Category A-Design and Construction Documents

*(\*May occur during multiple phases of a project)*

1. Programming
2. Site and Environmental Analysis
3. Schematic Design
4. Engineering Systems Integration\*
5. Building Cost Analysis\*
6. Code Research\*
7. Envelope Detailing
8. Design Development
9. Construction Documents
10. Specifications and Materials Research\*
11. Document Checking and Coordination\*
12. Energy Literacy/Sustainability

### Category B-Construction Administration

13. Procurement and Contract Award
14. Construction Phase-Office
15. Construction Phase-Site

### Category C-Management

16. Management of the Project
17. Business/Practice Management

The experience area descriptions and required activities are described in detail in **Appendix A**.

**Note:** *An Intern enrolled in the Architectural Experience Program (AXP) in a state or territory of the United States of America (USA) where AXP is mandatory may apply to have that architectural experience credited presuming acceptable documentation can be provided as evidence of completion.*

## Fulfilment

**The Intern must demonstrate competence in each category, not merely document that certain amounts of time have been spent working in various areas.** Upon completion of **3720 hours** of documented and accepted architectural experience within the categories and experience areas, the Intern will be advised in writing whether the architectural experience requirement has been fulfilled.

Once the required architectural experience in an area of practise is accepted, it will not have to be repeated, subject to the individual ROAC jurisdiction requirements. (Refer to **Section 1.8** and to **Appendix B**)

## Variety

The Intern's architectural experience must satisfy the required hours stated under Categories A, B and C, which constitute the core areas of architectural practice. An Intern's experience **must** include different types of experience within multiple categories. An intern is not expected to know something about every building type, but to be exposed to enough variety to understand that there will be something to learn for each new project. Non-compliance with the requirement to gain experience for a "variety of projects" will be considered by the ROAC jurisdiction **only in exceptional circumstances**. (Refer to **Appendix B**).

## Local Knowledge/Currency

ROAC jurisdictions may require the Intern to demonstrate knowledge of local conditions of architectural practice as a requirement for registration/licensure. (Refer to **Appendix B**)

## International

Not all jurisdictions recognize international architectural experience.

All International architectural experience (outside Canada) gained by an individual while **NOT** in the IAP will be subject to interview or further review by the ROAC jurisdiction. (Refer to **Appendix B**)

Any International architectural employment must be pre-approved, and experience gained **must** be under the personal supervision and direction of an Architect. Proof of the Supervising Architect's registration/licensing status in the jurisdiction where the work experience is gained must be provided. Where registration/licensing of architects is not a requirement this may be reviewed on a case-by-case basis by the ROAC jurisdiction to which the Intern is reporting. The Supervising Architect in these instances must hold a valid architectural registration/licence in another jurisdiction. The Intern may be required to provide official documentation confirming the status of the Supervising Architect. (Refer to **Appendix B**)

## Overtime

To recognize overtime architectural experience, the **3720 hours** can be completed in a minimum of 1 ½ calendar years. However, an application for Registered membership cannot be submitted prior to two (2) years after admission as an Intern member. Some jurisdictions have established a maximum time limit for intern membership. (Refer to **Appendix B**)

## Observer or Parallel Documents

It is recognized that the Intern may not always be able to complete some areas of architectural experience directly, but may, for certain activities, 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 Supervising Architect. The Supervising Architect must indicate in their comments in the CERB to the ROAC jurisdiction where the use of **parallel documents** or participation as an **observer** has occurred.

Credit for experience as an observer or by completing parallel documents may be granted by the ROAC jurisdiction **only under exceptional circumstances**. **Contact the ROAC jurisdiction for clarification.**

**Note:** *It is the Intern's responsibility to verify with their ROAC jurisdiction whether architectural experience gained as an observer or by completing parallel documents will be accepted. (Refer to **Appendix B**)*

## 2.3 Eligible Architectural Employment Situations

Architectural employment may be acceptable if pre-approved by your ROAC jurisdiction, and gained in the employ of a government agency, crown corporation, institution, bank, engineering office, developer or corporation having a department or office that deals primarily with architectural design and construction as an 'owner' and is certified by an Architect who is employed in the same entity and who personally supervised and directed the architectural experience. (Refer to **Appendix B**).

## 3. CANADIAN EXPERIENCE RECORD BOOK (CERB)

*The purpose of the CERB is to provide the Recognized Student/Intern with a tool to record architectural experience, and to enable the ROAC jurisdiction to verify and to assess the nature and breadth of this experience. The Intern is responsible for maintaining a record of architectural experience in the CERB. This record has several functions. For the Intern, it identifies areas where architectural experience is being gained and areas where deficiencies exist. The Intern can also use the CERB as a tool in discussions with the employer to ensure they are getting suitable work experience in each of the required categories. For the Supervising Architect, it is an assessment and personnel management tool. **The emphasis in the IAP is to promote Intern/Supervising Architect/Mentor dialogue.***

**Note:** Credit will be granted only for experience gained as a Recognized Student (Refer to **Section 1.6**), or while enrolled as an Intern in the IAP with your ROAC jurisdiction.

### 3.1 Submission for Review

All architectural experience must be recorded in the CERB and signed by the Supervising Architect and Mentor. Interns are required to submit the CERB to the ROAC jurisdiction for review upon completion of 900-1000 hours of architectural experience and/or at change of employment. Late submission will be considered as described in **Section 3.2**.

### 3.2 Late Submission of Architectural Experience

All architectural experience submitted for late submission review and assessment must be recorded in the CERB and signed by the Supervising Architect and Mentor. Architectural experience gained as a Recognized Student or Intern in the IAP and submitted in excess of 12 months from the date of the last entry will be subject to special review and assessment by the ROAC jurisdiction and the Intern may be subject to additional fees and an interview. Late submission of architectural experience may not be accepted by some ROAC jurisdictions. (Refer to **Appendix B**)

### 3.3 Instructions for Completion of the CERB

(Refer to **Appendix C** for specific instructions.)

When 900-1000 hours of architectural experience have been completed or at each change of employment, you must submit your signed, dated, and certified CERB. Recognized Students should submit at the end of each work term.

Have the Supervising Architect:

- Complete the Comments and Declaration portion
- Sign and date the CERB

Have the Mentor (not applicable for all Recognized Students – see **Appendix B**)

- Complete the Mentor Declaration portion
- Sign and date

In summary, the Intern should do the following:

- Submit the CERB section of the ROAC jurisdiction **within 8 weeks** of the date of the last entry
- Interns must retain copies of their submission

The ROAC jurisdiction will provide a summary or approve a summary of the total hours approved to date on a **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 Supervising architect and Mentor. (Refer to **Appendix B**)

# Appendix A

## Architectural Experience Area Description and Required Activities

An Intern must acquire **3720 hours** to satisfy the IAP’s architectural experience requirements. The following chart lists the required architectural experience categories and activities and the required hours for each

<b>CATEGORY A: Design and Construction Documents</b>		<b>Min. Hours Required</b>
1	Programming	80
2	Site and Environmental Analysis	80
3	Schematic Design	240
4	Engineering Systems Integration	140
5	Building Cost Analysis*	80
6	Code Research*	120
7	Envelope Detailing	80
8	Design Development	320
9	Construction Documents	760
10	Specifications and Material Research*	120
11	Document Checking and Coordination*	100
12	Energy Literacy/Sustainability	80

*\*May occur in multiple phases of a project*

<b>CATEGORY B: Construction Administration</b>		
13	Procurement and Contract Award	120
14	Construction Phase – Office	200
15	Construction Phase – Site	200

<b>CATEGORY C: Management</b>		
16	Management of the Project	120
17	Business/Practice Management	120

<b>Total Hours required in Categories A, B, C:</b>	<b>2960</b>
--	-------------

<b>Remaining Additional Hours</b> (may be gained in experience areas 1-17):	<b>760</b>
--	------------

<b>TOTAL ARCHITECTURAL EXPERIENCE HOURS REQUIRED:</b>	<b>3720</b>
---	-------------

### 1. Programming

Programming is the process of understanding and setting forth in writing the client'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 needs. Client-Architect agreements presume that the client will furnish the program. Involvement of the Architect, in writing the program will be a service not covered in the traditional agreement for Design and Construction Administration. However, many clients 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 and productive design process.

*Typical required Intern Activities include the following:*

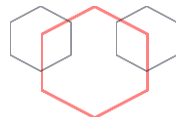
- *Participate in conferences with the clients regarding programming, periodic reviews and formal presentations and assist in preparing minutes or reports for future reference.*
- *Assist with presentations at zoning and variance hearings, and at meetings with the clients and consultants of these projects.*
- *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 aspects of 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 prepared by specialist consultants on the results that construction will have on the site and on the 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 client's program while conforming to legal requirements.

*Typical required Intern Activities include the following:*

- *Assist in analyzing several sites to assess the feasibility of their use for a proposed project.*
- *Help analyse 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 client-approved program and budget (mutually accepted), the Architect develops alternative solutions to satisfy the program, massing, site location and orientation, response to environmental factors regulatory, and aesthetic requirements. The preferred scheme(s) is presented to the client for approval.

*Typical 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 client's program.*
- *Participate in the development and coordination of program requirements with the consultants.*
- *Participate in development of a project fire and life safety strategy.*
- *Assist in the preparation of presentation drawings and models.*
- *Assist in the analysis and selection of building and engineering systems.*
- *Research and evaluate building envelope strategy.*
- *Participate in design review and approval meetings with the clients, user groups, authorities having jurisdiction, community.*

### 4. Engineering Systems Integration (may occur in multiple phases of a project)

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

Architects must know how engineering systems work, including system benefits and limitation, availability, cost and 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.

*Typical required Intern Activities include the following:*

- *Become familiar with construction methods and performance of different building and engineering systems.*
- *Understand safety requirements and the selection process for building and engineering systems.*
- *Assist in research, analysis and selection of building and engineering systems during the schematic design and development phases.*
- *Help coordinate engineering systems documents provided by the 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, duct work, plumbing lines, electrical fixtures, etc.*
- *Assist in reviewing shop drawings, evaluating samples and maintaining records.*
- *Visit job sites 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 client.*
- *Become familiar with relevant codes and regulatory standards applicable to various building and engineering systems.*
- *Check maintenance manuals and warranties submitted by contractors for conformance with contract documents.*

## 5. Building Cost Analysis *(may occur in multiple phases of a project)*

An important responsibility of the Architect is to evaluate the estimated construction cost. Reasonable estimates are crucial to the client. They influence decisions involving basic design, selection of building products and system 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 construction cost provided later in the design process are frequently made based on labour and material requirements (quantity surveys), a method that requires a more specialized knowledge of construction costs.

### *Typical required Intern Activities include the following:*

- Calculate the areas and volumes of a project and its characteristic components.
- Make a simplified quantity takeoff of selected materials and prepare comparative cost analysis.
- 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 or cubic metre of various types of projects, using local costs data.
- Analyze cost for compliance with various sustainability programs
- Assist in project life cycle costing exercises
- Assist/review costing of scope changes during construction
- Assist in presentation of cost analyses to clients
- Review and analyze cost consultant estimates
- Participate in project value engineering exercises

## 6. Code Research *(may occur in multiple phases of a project)*

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. Knowledge of the applicable project codes and regulations is an integral part of the design of every project and the overall practice of architecture.

### *Typical required Intern Activities include the following:*

- Assist in searching and documenting codes, regulations, etc. for two or more specific projects.
- Study procedures necessary to obtain relief or variances from requirements as they relate to a project.
- Calculate certain variables (i.e. numbers and size of exits, stair dimensions, 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. Envelope Detailing

The building envelope is the physical separator between the interior and the exterior environments of a building. It serves as the outer shell to help maintain the indoor environment and facilitate its thermal control. The performance and compatibility of materials, fabrication process and details, their connections and interactions are the main factors that determine the effectiveness, energy efficiency and durability of the building enclosure system. Building envelope design is a critical area of architectural practice that draws from all areas of building science. By understanding the importance of the building envelope and its detailing, architects play a key role in designing projects that are well built and operate well.

*Typical required Intern Activities include the following:*

- *Assist in the development of the project building envelope strategy.*
- *Work in the preparation of building envelope details and wall sections.*
- *Assist in the preparation of building specifications related to the building envelope.*

## 8. Design Development

Based on the client-approved schematic design and estimate of construction cost, the Architect fixes and details for the client's further approval, the size and character of the entire project, including selection of materials and building and engineering systems.

*Typical required Intern Activities include the following:*

- *Participate in the preparation of detailed design development drawings from schematic design documents.*
- *Participate in the preparation of detailed design development drawings for the building envelope. (should be recorded under Envelope Detailing).*
- *Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures and updates to project schedule.*
- *Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures and updating construction costs. (Record under Building Cost Analysis)*
- *Help coordinate building and engineering systems proposed for the project. (Record under Engineering Systems Coordination)*
- *Review fire and life safety strategy and select fire separation systems.*
- *Participate in design review and approval meetings with clients, user groups, authorities having jurisdiction, community, etc.*

## 9. Construction Documents (Not Including Specifications and Material Research)

Construction documents describe in graphic form, all 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 and interference in the construction of the Architect's designs.



**Typical required Intern Activities include the following:**

- *Work on the preparation of construction documents. Including but not limited to:*
  - *Site plan*
  - *Fire and life safety plan*
  - *Building plans*
  - *Building elevations*
  - *Building sections*
  - *Exterior wall sections*
  - *Envelope details*
  - *Schedules*
  - *Stair plans, sections and details*
  - *Interior elevations and details*
- *Develop technical skills in drafting drawings accuracy, completeness, clarity and understanding by others through work in the preparation of detail drawings.*
- *Assist in the coordination of all documents produced by the Architect and the consultants.*
- *Assist in the coordination of all documents produced by the engineering consultants. (Record Under Engineering Systems Coordination)*
- *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.*

**10. Specifications and Materials Research (may occur in multiple phases of a project)**

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 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 client and expose the Architect to liability.

**Typical required Intern Activities include the following:**

- *Review construction specifications' organization, purpose and format, and assist in writing specifications.*
- *Review and analyze bidding forms, lien provisions, supplementary and special conditions and obtain the client's insurance and bonding requirements.*
- *Research and evaluate data for products to be specified, including information regarding availability, cost, code acceptability and manufacturers' reliability. Attend manufacturers' and suppliers' 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' products being considered for acceptability on a project.*
- *Research construction techniques and systems and understand workmanship standards such as poured-in-place concrete, masonry construction.*
- *Evaluate the potential for using master specifications in a project specification, including procedures needed to adapt individual sections for this use.*

## 11. Document Checking and Coordination *(occurs in multiple phases of a project)*

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. The role of the architect as a coordinating professional is a key responsibility. Thorough project document coordination is crucial and has far-reaching significance during construction.

### *Typical 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 drawings.*
- *Check drawings prepared by others for relevance and 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.*
- *Assist in the final project review for compliance with applicable codes, regulations, etc.*

## 12. Energy Literacy/Sustainability

Energy literacy refers to understanding the nature and role of energy in the world, the economic environment and environmental factors that affect decisions about energy use, and an ability to apply this understanding to solve problems and address related requirements.

### *Typical required Intern Activities include the following:*

- *Review principles, terminology and strategies for energy efficiency and environmental impacts.*
- *Assist in calculation of credits in various sustainability programs*
- *Research and apply building code requirements for energy utilization*

## Category B: Construction Administration

### 13. Procurement and Contract Award

There are different routes by which the design and construction of a building can be procured. The selected route should follow a strategy which aligns with the long-term objectives of the client's needs. Depending on the project type, procurement can occur in several different phases of the work. There are a variety of methods for procuring the construction service for a building project. Once the procurement type is established, the associated 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 services to be provided in its construction, as well as the consideration to be paid for the product and services under terms and conditions.

### *Typical required Intern Activities include the following:*

- *Assist in the pre-qualification of bidders.*
- *Assist in the receipt, analysis and evaluation of bids, including any alternative, discounted or unit prices.*
- *Learn what information and submittals are required prior to issuance of notice to proceed.*
- *Assist in evaluating product considerations in preparing addenda.*
- *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 rolls of the Architect, contractor, owner, bonding company and insurer in the administration of the construction phase.*

## 14. 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, reviewing shop drawings, and evaluating 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, and Architect maintain an even flow of funds and avoid delays and charges. Items such a 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 of orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

*Typical required Intern Activities include the following:*

- *Assist in processing applications for payment and preparing certificates for payment.*
- *Assist in reviewing shop drawings, evaluating samples submitted and maintaining records.*
- *Assist in interpreting documents and preparing supplemental instructions and requests for information.*
- *Assist in evaluating requests for changes and preparing change orders.*
- *Participate in resolution of disputes and interpretation of conflicts relating to the contract documents.*
- *Become familiar with the legal responsibilities of the Client, Contractor and Architect.*
- *Participate in the review of record documents at project completion.*

## 15. Construction Phase – Site

In administrating 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 the provisions of the construction contract. 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 review 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.

*Typical 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 reviews. Review and analyze construction time schedules. Understand the various network methods (e.g. critical path method) potentially available to the contractor.*
- *Develop an awareness of the contractual obligations related to the observation of construction by reviewing contract documents and participating in professional development programs.*
- *Attend job-site construction meetings and assist in recording and documenting all actions taken and agreed to at such meetings.*
- *Participate in the substantial completion review and assist in the deficiency list verification*
- *Participate in the final acceptance review with the client and other involved parties.*

### 16. Management of the Project

The economic and professional health of an architectural practice depends on an orderly, trackable method of project execution. A clearly defined project work plan and 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 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 of the project's life and a useful resource for future endeavours and against claims. 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, assess discrepancies and take the corrective actions 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 architectural practice'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.

*Typical required Intern Activities include the following: (for a specific project following award of the project to the Architect)*

- *Review the architectural practice'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 workplan including identifying goals, client requirements, responsibilities, a first-cut schedule and the project record.*
- *Review 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.*

## 17. Business/Practice Management

Although architecture is a creative profession, current techniques of practice and the need for professional sustainability require that the architectural practice also operate as a successful business 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 the 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. 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 play an essential role in the creation of the Architect's image. This is important in retaining existing clients, bringing new clients and work into the architectural practice 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) may be subject to certain professional constraints. The Architect must learn marketing techniques that are effective while practising within the rules of professional conduct in their jurisdiction.

### *Typical required Intern Activities include the following:*

- *Review the process of internal accounting and cost control systems for operation of the architectural practice. 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 architectural practice.*
- *Exposure to defining the project parameters and scope of services for consultants.*
- *Exposure to the preparation and evaluation of Requests for Qualifications and Requests for Proposals for consultants.*
- *Exposure to the review of fee submissions, negotiations and award of contract to consultants.*
- *Research legal obligations, limitations, and liabilities of professional service contracts.*
- *Review the architectural practice'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 architectural practice's professional services and its expertise.*
- *Participate in the architectural practice's program for securing commissions for professional services through assisting in market research, prospect list preparation and information-gathering activities.*
- *Assist in developing the architectural practice's brochures and advertising as elements of promotions.*
- *Assist or accompany principals or marketing staff carrying out business development.*
- *Participate in client request for proposals (RFPs) and presentation to prospective clients and formal selection interviews.*
- *Participate in the architectural practice's internal budgeting (profit planning) process.*

---

## **Appendix B**

### Specific ROAC Jurisdictional Requirements

---

---

# Appendix C

## Instructions for Completing 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 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 ROAC jurisdiction in which they are enrolled/registered as an Intern. Recognized Students should submit at the end of each work term.

The ROAC jurisdiction will review the Recognized Student / 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 their 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 regarding 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. Interns are to:

- a) Provide all requested information on the cover page of the CERB. In most jurisdictions an online version of this document is available; and some jurisdictions now also provide for an electronic means of submission. Please check with your jurisdiction.
- 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 the 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 the projects and change the numbers to 11, 12, 13...to more accurately describe your experience.
- f) **Project type** includes new construction, additions, renovations, etc.
- g) **Building Occupancy** includes assembly, care and detention, residential, business and personal services, mercantile and industrial.

---

# Appendix D

## ROAC Jurisdictions and National Architectural Organizations

---

**Alberta Association of Architects (AAA)**

**Tel:** (780) 432-0224  
**Email:** [intern@aaa.ab.ca](mailto:intern@aaa.ab.ca)  
[www.aaa.ab.ca](http://www.aaa.ab.ca)

**Northwest Territories Association of Architects (NWTAA)**

**Tel:** (867) 766-4216  
**Email:** [nwtaa@yk.com](mailto:nwtaa@yk.com)  
[www.nwtaa.ca](http://www.nwtaa.ca)

**Architects' Association of New Brunswick (AANB)**

**Association des architectes du  
Nouveau-Brunswick**  
**Tel:** (506) 433-5811  
**Email:** [info@aanb.org](mailto:info@aanb.org)  
[www.aanb.org](http://www.aanb.org)

**Nova Scotia Association of Architects (NSAA)**

**Tel:** (902) 423-7607  
**Email:** [mdauphinee@nsaa.ns.ca](mailto:mdauphinee@nsaa.ns.ca)  
[www.nsaa.ns.ca](http://www.nsaa.ns.ca)

**Architects Association of Prince Edward Island (AAPEI)**

**Tel:** (902) 566-3699  
**Email:** [director@aapei.com](mailto:director@aapei.com)  
[www.aapei.com](http://www.aapei.com)

**Ontario Association of Architects (OAA)**

**Tel:** (416) 449-6898  
**Email:** [oaamail@oaa.on.ca](mailto:oaamail@oaa.on.ca)  
[www.oaa.on.ca](http://www.oaa.on.ca)

**Architects Licensing Board of Newfoundland and Labrador (ALBNL)**

**Tel:** (709) 726-8550  
**Email:** [albnl@albnl.com](mailto:albnl@albnl.com)  
[www.albnl.com](http://www.albnl.com)

**Ordre des architectes du Québec (OAQ)**

**Tel:** (514) 937-6168  
**Email:** [info@oaq.com](mailto:info@oaq.com)  
[www.oaq.com](http://www.oaq.com)

**Architectural Institute of British Columbia (AIBC)**

**Tel:** (604) 683-8588  
**Email:** [jap@aibc.ca](mailto:jap@aibc.ca)  
[www.aibc.ca](http://www.aibc.ca)

**Saskatchewan Association of Architects (SAA)**

**Tel:** (306) 242-0733  
**Email:** [info@saskarchitects.com](mailto:info@saskarchitects.com)  
[www.saskarchitects.com](http://www.saskarchitects.com)

**Manitoba Association of Architects (MAA)**

**Tel:** (204) 925-4620  
**Email:** [info@mbarchitects.org](mailto:info@mbarchitects.org)  
[www.mbarchitects.org](http://www.mbarchitects.org)

### National Architectural Organizations

<p><b>Canadian Architectural Certification Board (CACB)</b> <b>Tel:</b> (613) 241-8399 <b>Email:</b> <a href="mailto:info@cacb.ca">info@cacb.ca</a> <b>Website:</b> <a href="http://www.cacb.ca">www.cacb.ca</a></p>	<p><b>Architecture Canada   Royal Architectural Institute of Canada (RAIC)</b> <b>Tel:</b> (613) 241-3600 <b>Email:</b> <a href="mailto:info@raic.org">info@raic.org</a> <b>Website:</b> <a href="http://www.raic.org">www.raic.org</a></p>	<p><b>Regulatory Organization of Architecture in Canada (ROAC)</b> <i>An assembly of all provincial/territorial architectural regulators in Canada</i></p>
--	---	--



---

## **Appendix E**

### Sample Forms and Letters

---



# Confirmation of Employment

Intern's Name: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Practice Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Practice Mailing Address (if different than above) \_\_\_\_\_ City: \_\_\_\_\_

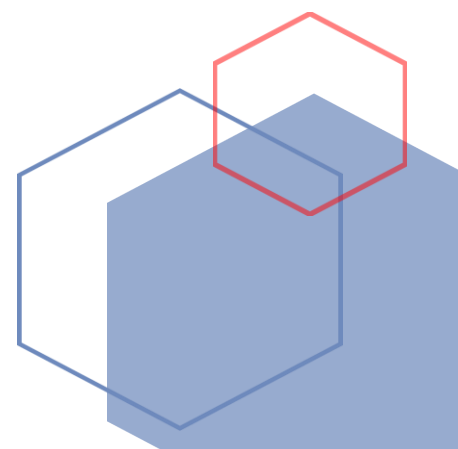
Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

***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

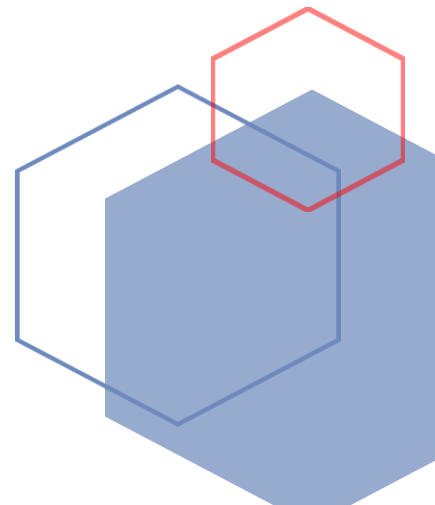
Intern's Name in Full: \_\_\_\_\_

*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



---

## **Appendix F**

### CERB All Forms

---

**INTERN IDENTIFICATION**

\_\_\_\_\_  
 Surname First Name Middle Name(s)

Address: \_\_\_\_\_ Suite No. \_\_\_\_\_ City: \_\_\_\_\_

Province/State/Territory \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**EMPLOYER IDENTIFICATION**

Practice Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite No. \_\_\_\_\_ City: \_\_\_\_\_

Country: \_\_\_\_\_ Province/State/Territory \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Employer’s Activities: \_\_\_\_\_

Experience Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_

**MENTOR IDENTIFICATION**

\_\_\_\_\_  
 Surname First Name Res. Telephone

\_\_\_\_\_  
 Name of Practice Bus. Telephone

**EXPERIENCE PERIOD:**

	Day	Month	Year	
From				Full-time Experience <input type="checkbox"/> Part-time Experience <input type="checkbox"/>
To				

*Provincial/Territorial Association Use only:*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**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 employment. Complete this form either by printing neatly in ink or electronically.

Ensure that **all pages** of the form are initialled by your Supervising Architect.

Ensure all **changes** or **whiteouts** are initialled by your Supervising Architect.

Ensure that all **additional pages annexed** to this form are also signed by your Supervising Architect.

Ensure that all Declarations are signed and dated.

Submit a **hard copy** of the form bearing original signatures to your ROAC jurisdiction for review

Retain a copy of this form for your records.

---

**Role of Intern:** The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)

---

Project(s):

**Summary of Projects** (Add additional sheets if more than 10 projects in this period)

*Project Type: New Construction, Additions, Renovations, etc. Occupancy: Assembly, Institutional, Industrial, Residential, Commercial.*

---

---

1. Project Name \_\_\_\_\_ Location: \_\_\_\_\_  
Project Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Gross Floor Area: \_\_\_\_\_ Budget: \_\_\_\_\_ No. of Storys: \_\_\_\_\_

---

---

2. Project Name \_\_\_\_\_ Location: \_\_\_\_\_  
Project Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Gross Floor Area: \_\_\_\_\_ Budget: \_\_\_\_\_ No. of Storys: \_\_\_\_\_

---

---

3. Project Name \_\_\_\_\_ Location: \_\_\_\_\_  
Project Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Gross Floor Area: \_\_\_\_\_ Budget: \_\_\_\_\_ No. of Storys: \_\_\_\_\_

---

---

4. Project Name \_\_\_\_\_ Location: \_\_\_\_\_  
Project Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Gross Floor Area: \_\_\_\_\_ Budget: \_\_\_\_\_ No. of Storys: \_\_\_\_\_

---

---

5. Project Name \_\_\_\_\_ Location: \_\_\_\_\_  
Project Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Gross Floor Area: \_\_\_\_\_ Budget: \_\_\_\_\_ No. of Storys: \_\_\_\_\_

---

---

6. Project Name \_\_\_\_\_ Location: \_\_\_\_\_  
Project Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Gross Floor Area: \_\_\_\_\_ Budget: \_\_\_\_\_ No. of Storys: \_\_\_\_\_

---

---

7. Project Name \_\_\_\_\_ Location: \_\_\_\_\_  
Project Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Gross Floor Area: \_\_\_\_\_ Budget: \_\_\_\_\_ No. of Storys: \_\_\_\_\_

---

---

8. Project Name \_\_\_\_\_ Location: \_\_\_\_\_  
Project Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Gross Floor Area: \_\_\_\_\_ Budget: \_\_\_\_\_ No. of Storys: \_\_\_\_\_

---

---

9. Project Name \_\_\_\_\_ Location: \_\_\_\_\_  
Project Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Gross Floor Area: \_\_\_\_\_ Budget: \_\_\_\_\_ No. of Storys: \_\_\_\_\_

---

---

10. Project Name \_\_\_\_\_ Location: \_\_\_\_\_  
Project Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Gross Floor Area: \_\_\_\_\_ Budget: \_\_\_\_\_ No. of Storys: \_\_\_\_\_



**Summary of Experience**

Record the total hours carried out on projects described on Page 3.

**A Design and Construction Documents**

	1	2	3	4	5	6	7	8	9	10	TOTALS
1. Programming											
2. Site and Environmental Analysis											
3. Schematic Design											
4. Engineering Systems Integration											
5. Building Cost Analysis*											
6. Code Research*											
7. Envelope Detailing											
8. Design Development											
9. Construction Documents											
10. Specifications and Material Research *											
11. Document Checking and Coordination *											
12. Energy Literacy/Sustainability											
<b>Subtotal</b>											

\* may occur in multiple phases of a project

**B Construction Administration**

	1	2	3	4	5	6	7	8	9	10	TOTALS
13. Procurement and Contract Award											
14. Construction Phase - Office											
15. Construction Phase - Site											
<b>Subtotal</b>											

**C Management**

	1	2	3	4	5	6	7	8	9	10	TOTALS
16. Management of the Project											
17. Business/Practice Management											
<b>Subtotal</b>											

<b>Total Hours of Each Project</b>											
------------------------------------	--	--	--	--	--	--	--	--	--	--	--

**Intern Declaration**

*I declare that the enclosed information is an accurate record of my architectural experience.*

Name (please print)

Signature

Date

## 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.

<b>Supervising Architect Declaration</b>	<i>I declare that the preceding information is an accurate summary of the Intern's architectural experience.</i>	
Name <i>(please print)</i>	Signature	Date
<b>Mentor Declaration</b>	<i>I declare that I have met with the Intern in accordance with IAP.</i>	
Name <i>(please print)</i>	Signature	Date