

Intern Architect			
Intern Architect ID			
Practice Area	Construction Phase - Office		
Key Competency: Administer appropriate forms and documents.			
Indicators: <ul style="list-style-type: none"> • Prepare certificates for payment; • Select and prepare contemplated/proposed changes, change directives and changes orders; • Prepare other relevant forms or reports (field review, final, review, etc.); • Evaluate claims of substantial performance/completion; • Appraise professional obligations relating to lien and other related legislation; • Assess professional obligations related to letters of assurance/schedules (if applicable). 			
Required Competency Level	5 (Evaluate)	<i>Evaluate refers to the ability to make judgments based on criteria and standards (e.g., detect inconsistencies or fallacies within a process or project). See Guidebook for more information.</i>	
Employer			
Supervising Architect			
Project			
Project Type			
Location			
Time Frame	Start Date	End Date	
Project Description - <i>Maximum length is 100 characters.</i>			
Experience Activities	<ul style="list-style-type: none"> • Describe the actions that you took in response to the situation. • Include architectural judgments made or solutions found. • Include details about the specific actions that you took that demonstrate completion of the key competency. • Be specific about your individual work and contributions. • This section is typically the longest portion of the example. Point form is encouraged. Maximum length is 1000 characters. <p><i>Note: Experience gained on projects outside of Ontario may be submitted for the key Ontario practice competencies on the condition that the information provided is sufficient to establish equivalency and validated by the Supervising Architect.</i></p>		
Outcome (<i>Describe the impact that your actions, solutions or judgments generated. Maximum length is 400 characters.</i>)			
Self-Assessment Declaration: With this submission, I confirm that I have demonstrated the minimum required competency level for this key competency.			Yes
Below to be Completed by Supervising Architect			
(1) Is the above description an accurate summary of the Intern Architect's activities and outcome(s)?			Yes
(2) Do you agree with the Intern Architect's self-assessment of this key competency?			Yes
Comments (optional) <i>Maximum length is 300 characters.</i>			
Signature			
Date			