



The Alberta Association of Architects
Architects and Licensed Interior Designers

Guidelines for Mentors and Supervisors

Intern Architect Program

Giving Back to Your Profession

May 2016

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INTRODUCTION

Foreword

Thank you for your interest in playing a key role as a **Mentor** or a **Supervising Architect** in helping Intern Architects (IAs) meet the requirements of the Internship in Architecture Program (IAP). Please note that this document is a guideline only. In all cases, the provincial *Architects Act*, General Regulation and Bylaws take precedence. Contact the [Alberta Association of Architects](#) (AAA) if you have any inquiries regarding the IAP or this document.

The Path Towards Licensure

Through the Canadian Architectural Licensing Authorities (CALA), the Architectural profession in Canada has the self-regulating mandate to establish the criteria and process for granting licensure as an Architect in Canada. Successful completion of three key elements; *education*, *experience* and *examinations*, are required for the licensing and registration of an Architect. The path towards registration is as follows:

- Graduation from an accredited degree program (*education*)
- Certification from the Canadian Architectural Certification Board (CACB)
- Registration as an IA in one of the 11 CALA jurisdictions

The IAP is the process by which graduates complete the additional two elements – *experience* and *examinations*.

In order to ensure the future of your profession and encourage the next generation of Architects, you are asked to play a key role in the IA's successful completion of the IAP process as their **Mentor** or **Supervising Architect**. In providing support and guidance, and passing on your many years of valued architectural experience, IAs will develop to carry on this important profession.

Purpose

This document is intended to provide a brief overview of your essential role as **Mentor** or **Supervising Architect**, and to let you know how much the AAA appreciates your contribution as a volunteering member.

THE INTERNSHIP PROCESS

Application to the IAP

After graduating from an accredited degree program and having his/her education certified by the CACB, each graduate is eligible to apply for IA membership in a CALA jurisdiction (preferably the same jurisdiction of their residence). Once the application is approved, the new IA can begin fulfilling the requirements of the IAP.

Experience Hours

During their internship, IAs accumulate hours of experience towards the required minimum of 3720 hours in specific categories as set out in the IAP Manual. Hours are detailed in the Canadian Experience Record Book (CERB). The AAA provides additional requirements in our version of the CERB's Appendix B.

Alternate Registration Methods

Candidates interested in utilizing an alternate method to obtain registered membership such as the Royal Architectural Institute of Canada (RAIC) Syllabus Program or the Broadly Experienced Foreign Architect (BEFA) Program are encouraged to contact the RAIC or BEFA for requirements and additional details.

Intern Annual Dues & Professional Development Policy

After five years an IA will be required to pay full AAA membership dues and after seven years will be required to complete the full complement of continuing education. Please refer to Registration Bulletin ([RB03-2013](#)) for more information, or contact the AAA for full details of these requirements.

Canadian Architectural Reciprocity Agreement

In Canada, through the Canadian Architectural Reciprocity Agreement, successful completion of the IAP permits mobility and allows an Architect registered/licensed in one Canadian jurisdiction to be eligible for registration/licensure in every other Canadian jurisdiction. Information about licensure in foreign jurisdictions may be obtained from the AAA.

MENTORS

Definition

A Mentor is an experienced architect recognized by the AAA who offers the IA confidential support and professional guidance independent of the IA's employment.

Mentor Eligibility

IAs must have a Mentor who is a Registered Architect in the IA's recording jurisdiction, and who is not employed at the IA's place of work. A retired Architect can also act as a Mentor.

Mentor's Role

The Mentor's relationship with the IA is less structured than that of the Supervising Architect, however, it is a relationship that may flourish and be life-long. The Mentor is an important resource and can assist the IA in numerous ways including:

- Discussing workplace concerns, career choices and objectives
- Providing information and a perspective that is separate from the employer
- Acting as an independent guide and/or advocate
- Helping address other issues related to the profession

Mentor's Responsibilities

The Mentor should fulfill the following requirements to foster a healthy and professionally supportive relationship with the IA. The Mentor:

1. Meets with the IA at six month intervals to review and sign his/her CERB prior to each submission to the AAA.
2. Is encouraged to meet with the IA more frequently, if required, to review progress toward goals, current work experience and understanding of professional practice, conduct and ethics, as well as his/her responsibilities.
3. Ensures the IA is obtaining the required experience in the subject areas of the CERB. If there are concerns, the Mentor should contact the IA's employer and/or the AAA to discuss their observations. The observations could possibly result in the IA changing employment to achieve certain objectives.
4. Shares insights about the IA with the CERB.
5. Is sufficiently aware of the IA's responsibilities, experience and progress.

Mentor Meetings

In order to assist the Mentor in understanding the importance of their role and what is required when the Mentor meets with the IA, template agendas have been developed (Appendix 1) for initial and follow-up meetings between the Mentor and the IA.

Mentors are eligible to receive continuing education hours. As of July 2016, Mentors can receive up to 4.0 structured learning hours for a two year reporting period. Please contact the AAA's Professional Development department for more information.

SUPERVISING ARCHITECTS

Definition

A Supervising Architect is the individual within the architectural firm, organization or practice who personally supervises and directs the IA on a daily basis.

Supervising Architect Eligibility

IAs can only accumulate eligible experience hours under the personal supervision and direction (or responsible control) of a registered/licensed architect in the IA's jurisdiction, in either an architectural practice or other eligible architectural employment situation.

*Please note that pre-approval may be required for "other" eligible employment situations.

Supervising Architect's Responsibilities

The Supervising Architect should fulfill the following requirements to ensure a constructive and professionally supportive relationship with the IA. The Supervising Architect:

1. Plays an important role in the IA's career by facilitating the transition from architectural education to practice.
2. Must be familiar with the IAP's objectives and experience requirements, and its documentation processes.
3. Wherever possible, offers the IA the full range of responsibilities and opportunities afforded by the practice of architecture in order to fulfill the necessary experience requirements.
4. Guides and helps the IA to develop an understanding of the profession and the practice of architecture.
5. Provides detailed comments on the CERB prior to its submission to the AAA. Since the Supervising Architect has first-hand knowledge about the IA's work, they ensure the information submitted is accurate. Written comments from the Supervising Architect also provide insight on the IA's progress to the CERB Reviewers.
6. In a timely manner, signs the CERB and initials each page certifying that the IA has done the described work and has completed the hours submitted.
7. Reviews with the IA, the Periodic Assessment Forms (PAF) that the AAA provides each IA after the experience has been reviewed and approved.
8. Assists the IA in responding to questions from the CERB Reviewer or the AAA Registration Committee.

FREQUENTLY ASKED QUESTIONS

Q: What if I have questions about the IA process or the IAP?

A: Contact the AAA and speak with the Intern Administrator, or the Executive Director. They will do their best to answer any and all of your questions.

Q: What else does an IA have to accomplish during their internship?

A: The goal is for an Intern to learn the professional and ethical best practices as well as some practical aspects of working in or running an architectural practice. Additionally, the IA must:

- Record a minimum of 3720 prescribed hours of experience in the areas set out in the IAP.
- Successfully complete the Examination for Architects in Canada (ExAC) after obtaining a minimum of 2800 hours of approved experience.
- Successfully complete the interview for first registration.
- Complete the currency of experience (940 hours in Alberta within the two years prior to registration).

Q: Can IAs call themselves Architects?

A: IAs may not call themselves “Architects”, which through legislation, is a protected title and used by registered members only. Interns with the AAA are allowed to use the words “Intern Architect, AAA” after his/her name.

Q: When should the CERB be submitted?

A: Submit the CERB to the AAA every 900 – 1000 hours or when changing employers. The AAA requires IA to pay a penalty fee when submitting late CERBs. Refer to Appendix B for details regarding the reporting timelines.

Q: What if something changes?

A: IA should always keep their contact information, place of employment, Mentor and Supervising Architect information current with the AAA. Simply contact the AAA to provide updated information.

Q: Is the ExAC different depending on where it is written?

A: Administration of the ExAC is the same across the country. The exam is currently held once a year, concurrently in every jurisdiction, over the same two-day period typically in early November.

Q: Is there assistance if an IA encounters a difficult personal situation?

A: The AAA has policies related to a number of situations regarding IAs including parental leave and financial hardship. Please contact the AAA directly for more information.

Q: How are unusual circumstances resolved?

A: Unusual circumstances will be reviewed on a case-by-case basis by the Chair of the Registration Committee.

Q: Are there other reference materials for IAs?

A: Yes, there are numerous other resources available for your use including:

- [Canadian Handbook of Practice](#) (CHOP)
- [Alberta Building Code](#)
- [National Building Code of Canada](#)
- [Architects Act, General Regulation, Bylaws](#)
- [AAA Practice Bulletins](#)

TEMPLATE AGENDAS

First Mentor / Intern Architect Meeting

1. Intern to establish the long-term goal of the completion of IAP
 - a. Identify a time frame.
 - b. Discuss how Mentor may assist/support and encourage development of goal.

2. Intern to identify short term and intermediate goals, and develop a plan
 - a. Identify possible obstacles to completing plan to intended schedule
 - b. Include in the goals specific CERB experience categories.
 - c. Goal for written examination.
 - d. Goal for other components of IAP.
 - e. Consider together priority and logistics.
 - f. Discuss how Mentor may assist/support and encourage development of goals.

3. Intern and Mentor discussion
 - a. IA's current work experience, professional practice, issues arising.
 - b. Mentor to provide feedback and guidance.

Subsequent Mentor / Intern Meetings

1. Review progress towards long-term goal; adjusting as necessary.
2. Review progress to short term and intermediate goals.
3. Discussion of current work experience, issues arising, providing assistance/support and encouragement.

AAA CONTACT INFORMATION

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