

Legal Name of Applicant: _____
(As it appears on the submitted Government issued photo identification)

Application Date: _____

**NOTICE: APPLICATION MUST BE OF CURRENT YEAR.
NO PART OF THIS APPLICATION SHALL BE DATED MORE THAN 60 DAYS FROM THE APPLICATION DATE.
FAILURE TO COMPLETE OR INCLUDE ALL DOCUMENTATION WILL RESULT IN PROCESSING DELAYS.**

AAA MEMBERSHIP:

1. An individual may apply for membership in the Association as an Intern Architect if the applicant:
 - a. has been issued a CACB certificate - (for all architecture graduates);
 - b. submits completed Intern Architect Application; including all required appendices; and
 - c. submits required payments.

2. An Intern Architect is entitled:
 - a. to attend general meetings and special general meetings, unless the meeting votes to exclude Interns, but is not entitled to vote;
 - b. to receive newsletters and e-bulletins published by the Association;
 - c. to receive such information as the Council may direct from time to time; and
 - d. to use the words "**Intern Architect, AAA**" after his/her name to indicate that the person is an Intern Architect member of the Association.

3. An Intern Architect shall pay such annual dues as are specified by the Council.

APPLICATION CHECKLIST:

- Completed and signed application form
- Government Issued Photo Identification (attach a **current** copy)
- CACB Certification (copy of certificate)
- Degree(s)/Diploma(s) (attach copy)
- Declarations complete, signed and sealed (where applicable)
- Identification Photograph:
 1. Affixed, signed and dated
 2. Sealed and stamped by Notary Public or Commissioner of Oaths
- Employer's Confirmation Complete (If Applicable - Employment is not a requirement to register as an Intern, but is a requirement to log experience hours)
- Mentor's Confirmation Complete (If Applicable – A Mentor is not required to register as an Intern, but is a requirement to log experience hours)
- Payment in full attached

NOTE: Please send ONLY the requested documents.

FOR OFFICE USE ONLY

Application Approved: Yes No

Date of Approval: _____

AAA ID#: _____

Initial: _____

IDENTIFICATION:

Have you been previously registered with the AAA? Yes No If yes, ID#: _____

Salutation: Miss Ms. Mrs. Mr. Other _____

Name: _____
(Surname) (First) (Middle)

Date of Birth: _____ Country of Origin: _____
(mm/dd/yy)

Residence: Address: _____
(Street)

(City) (Province) (Postal Code)

Phone: _____ Fax: _____ Email: _____

Employer: Company Name: _____

Address: _____
(Street)

(City) (Province) (Postal Code)

Phone: _____ Fax: _____ Email: _____

Note: All mail will be directed to the residence address.

ACADEMIC QUALIFICATIONS:

EDUCATION HISTORY:

1. Provide particulars of professional education:

Institution:	Dates of Attendance:	Degree/Diploma Received:	Date Degree/Diploma Received:

2. **DIPLOMAS/DEGREES** *(attach copies)*

3. **CURRICULUM VITAE / RESUME** *(attach your most recent copy)*

4. **Canadian Architectural Certification Board (CACB) certification** *(attach copy of certificate)*

CACB Certification Number: _____

Year Granted: _____

REGISTRATION EXAMINATIONS:

1. **I PLAN TO ENROLL IN THE ExAC EXAMS** Yes No
Visit www.cexac.ca for information on the ExAC Examinations
2. **I PLAN TO REGISTER FOR THE NCARB EXAMS** Yes No
Interns wishing to register to write the NCARB AREs will be issued a candidate ID Number

JURISDICTIONS:

1. **Is this a transfer of your internship?** Yes No
2. **Have you in the past or do you currently belong to any other architectural association(s)?** Yes No
If yes, please provide the following details:
Name of Association: _____ Since Year: _____

DECLARATIONS: (1 of 2 pages)

CONSENT DECLARATION

In consideration of the services to be rendered by *The Alberta Association of Architects*, I hereby release, discharge and exonerate the AAA from any and all liability of every nature and kind arising out of the transmission of information concerning the application.

If my application is accepted, I DO SOLEMNLY DECLARE:

THAT, as a member of *The Alberta Association of Architects*, I will be governed and bound by the *Architects Act*, General Regulations and Bylaws made there under and will submit myself to every part thereof, and to any alterations thereof which may hereafter be made until I have ceased to be a member of the AAA;

THAT I will acquire detailed knowledge of other regulations and conditions pertaining to the practice of architecture in the Province of Alberta as may be required to perform my professional responsibilities.

THAT the facts set out in this application are true and correct in every particular;

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as is made under oath and by virtue of "The Canada Evidence Act";

I HEREBY MAKE APPLICATION for registration as an Intern member of *The Alberta Association of Architects*.

(Applicant Signature)

CERTIFIED BEFORE ME IN THE CITY/TOWNSHIP OF _____

_____ IN THE

PROVINCE OF _____

Affix Seal Here

ON _____ OF _____, 20____.
(DAY) (MONTH) (YEAR)

(Notary / Commissioner Signature)

NOTE: The declaration must be signed and sealed / stamped by a Notary Public or Commissioner of Oaths to be accepted by The Alberta Association of Architects.

DECLARATIONS: (2 of 2 pages)

**CONSENT TO DISCLOSURE –
PROFESSIONAL REGULATORY BODIES**

I hereby provide consent to the Alberta Association of Architects (the “AAA”) to disclose to the professional regulatory bodies governing architecture in each jurisdiction in Canada, any present and future information respecting my registration with the AAA. This includes, but is not limited to, particulars of my registration status, member dues/fees, corporate or firm status, continuing competence program activity/ status and details of practice review or discipline proceedings and contact information (address(es), telephone number and email address), provided always that such disclosure is conducted for purposes relative to national professional registration/licensure and in accordance with the AAA Privacy Policy.

Date Printed Name Signature

APPOINTMENT OF ADDITIONAL ADMINISTRATOR *Optional

In order to facilitate timely and efficient administration of my membership activity:

I, hereby appoint _____, to act as an additional administrator of my membership with the AAA. I authorize the AAA to provide the above named individual with information pertaining to my professional development, registration and reporting and to act on instruction from this individual as it pertains to my membership with the AAA until instructed otherwise by written request.

I understand that by notifying the AAA in writing, I may rescind this individual’s authorization or change the named authorized person at any time.

Date Printed Name Signature

IDENTIFICATION PHOTOGRAPH:

An identification photograph must be submitted with the application for registration and certified by a Notary Public or Commissioner of Oaths.

*Affix
Photograph
Here*

Signature

Month / Year of Photograph

PHOTO REQUIREMENTS

1. One passport-size photograph (2" x 3").
2. Taken within the past year.
3. Following data must be placed under the photograph where indicated:
 - a. your signature;
 - b. month and year photo was taken.

Identification Information of Notary/Commissioner:

Last Name: _____ First Name: _____

Occupation: _____ Name of Organization: _____

Business Address: _____
(Street) (City) (Province) (Postal Code)

Phone: _____ Fax: _____ Email: _____

For completion by Notary Public or Commissioner of Oaths:

I DECLARE the above photograph is a true likeness of: _____
Legal Name of Applicant

CERTIFIED BEFORE ME in the CITY/TOWNSHIP OF _____

_____ in THE

PROVINCE OF _____

Affix Seal Here

on _____ of _____, 20_____.
(day) (month) (year)

 Notary / Commissioner Signature

NOTE: The declaration must be signed and sealed / stamped by a Notary Public or Commissioner of Oaths to be accepted by The Alberta Association of Architects.

EMPLOYER'S CONFIRMATION:

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The Employer is a Registered Architect within the firm or organization who personally supervises and directs the Intern on a daily basis. The Employer regularly assesses the quality of work performed and certifies the Intern's documentation of work experience activity.

Date: _____

Dear Sir/Madam:

Intern Architect's Full Legal Name: _____

Firm Name: _____

Firm Address: _____
(Street)

(City) (Province) (Postal Code)

(Phone Number) (Fax Number) (Email)

Province in which Supervisor Registered: _____

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 Supervising Architect: _____

Signature of Supervising Architect: _____

Date: _____

It is advised that all three parties to the process of internship, the intern architect, Employer and Mentor become familiar with the "Internship in Architecture Program (IAP)" and the "Guidelines for Mentors and Employers" which provides information to assist Mentors and Employers in fulfilling their responsibilities under the Intern Architect Program. This document is available upon request from The Alberta Association of Architects.

MENTOR'S CONFIRMATION:

MENTOR'S CONFIRMATION

Interns are required to select a Mentor before they begin recording experience in the Canadian Experience Record Book (CERB). The Mentor must be a Registered Architect. The Mentor acts as a professional advisor through the internship period, meeting regularly with the Intern to review progress in obtaining the necessary experience and to offer constructive advice.

Date: _____

Dear Sir/Madam:

Intern Architect's Full Legal Name: _____

Firm Name: _____

Firm Address: _____

(Street)

(City)

(Province)

(Postal Code)

(Phone Number)

(Fax Number)

(Email)

Province in which Mentor Registered: _____

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: _____

Signature of Mentor: _____

Date: _____

It is advised that all three parties to the process of internship, the intern architect, Employer and Mentor become familiar with the "Internship in Architecture Program (IAP)" and the "Guidelines for Mentors and Employers" which provides information to assist Mentors and Employers in fulfilling their responsibilities under the Intern Architect Program. This document is available upon request from The Alberta Association of Architects.

INTERNSHIP IN ARCHITECTURE PROGRAM (IAP):

The **Internship in Architecture Program (IAP)** has been established by the Canadian Architectural Licensing Authorities (CALA) 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.

There is general agreement among CALA jurisdictions on the standards for admission to the architectural profession in Canada. CALA 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 CALA jurisdictions. These standards include:

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

The IAP contributes to the development of competent architects who can provide exemplary 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 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.**

For more information on the Internship in Architecture Program or to obtain a copy of the Internship in Architecture Program (IAP) manual, contact the Alberta Association of Architects or visit the website: www.aaa.ab.ca

For further details on the Canadian Architectural Certification Board (CACB) visit the website: www.cacb.ca

For further details on the Intern Architect Program visit the website: www.raic.org

EMPLOYER:

The Employer is the Registered Architect within the firm or organization to which the Intern Architect is employed who personally supervises and directs the Intern on a daily basis. The Employer regularly assesses the quality of work performed and certifies the Intern's documentation of work experience activity.

Employers must have a clear understanding of the Intern Architect Program's objectives and experience requirements, and although not responsible for documenting the Intern's activities, must be familiar with documentation procedures.

The Employer is expected to:

- review the *Guidelines for Mentors and Employers* for the Employer's responsibilities during the Internship Program;
- review the *Internship in Architecture Program Manual* with the Intern and sign the appropriate declaration forms.
- offer the Intern the full range of responsibilities and opportunities afforded by the practice of architecture, to the extent that the nature of the practice allows;
- review and evaluate the Intern's experience and performance on a regular basis with the Intern and at the discretion of the Intern, either with or independently from the Mentor, and forward comments and recommendations to the provincial association;
- advise the Intern on the requirements of interior design practice including the *Architects Act*, Bylaws and General Regulations governing the profession of interior design;
- certify the Intern's experience relating to employment within the practice.

MENTOR:

The Mentor is a Registered Architect selected by the Intern, who is not employed by the same firm as the Intern. The Mentor meets with the Intern for regular reviews of experience progress, discussion of career objectives and broader issues related to the profession and the registration/licensing process.

The Mentor should be willing to commit to a long term involvement in the Intern's professional growth. The Intern-Mentor relationship personifies the architectural profession's historic traditions.

The Role of the Mentor is to:

- review the *Guidelines for Mentors and Employers* for the Mentor's responsibilities during the Internship Program;
- act as the Intern's professional advisor for the period of experience, by conducting meetings regularly with the Intern to review experience and performance and offer constructive criticism. Close contact with the Employer is encouraged;
- advise the Intern with respect to professional conduct and philosophy;
- review and assess the Intern's practical experience and advise of any deficiencies, recommending changes in emphasis that could result in a change of employment to achieve objectives, if necessary;
- advise the Intern on the requirements of architectural practice including the *Architects Act*, bylaws and regulations governing the profession of architecture;
- review the *Internship in Architecture Program Manual* with the Intern and sign the appropriate declaration forms.

REGISTRATION INTERVIEW:

GENERAL

The purpose of the Registration Committee Interview is to review all aspects of the applicant's preparation to date. The object of the interview is to review the readiness of the applicant to assume full responsibilities of a Registered Architect.

The Registration Committee has prepared an outline shown below to assist applicants to better understand the interview process and allow them to prepare accordingly.

THE INTERVIEW

The Registration Committee will be interested in reviewing examples of your work which best describe your responsibilities in relation to all areas of professional practice. The portfolio should include a full range of work experience including working drawings, hard copies of contract administration correspondence, specifications, office reports, and other contract documentation in relation to recent projects that you have been involved in. Please ensure that you bring all of these items with you to the interview. Note: you must be familiar with The Alberta Architects Act, Regulation, Bylaws along with the Builders Lien Act, and Building and Fire Code as indicated in your signed declaration.

Applicants are expected to clearly demonstrate their involvement in any work or experience records presented at the interview and must be prepared to discuss their specific involvement of each phase of the projects presented. Preparation of an interview specific portfolio demonstrating your work experience should be considered.

Applicants will be invited to talk about their background as well as their career plans for the future. Applicants are expected to provide graphic documentation which demonstrates their professional (not scholastic) experience in the areas outlined below and can expect to be asked questions which provide the opportunity to display an understanding of the work presented. Applicants are encouraged to format this material in such a manner as to make it easily reviewed.

Presentation materials may include but not be limited to the following:

1.0 GRAPHIC

- 1.1 Conceptual Freehand or Software Sketching of Design Work in Progress - Current Or Past Projects.
- 1.2 Presentation Drawings
- 1.3 Models or Photographic Representations of Models
- 1.4 Working Drawings
- 1.5 Finish Sample and Color Boards

2.0 TECHNICAL

- 2.1 Building Code analysis for a specific project
- 2.2 Project Documentation
- 2.3 Specifications
- 2.4 Correspondence indicating involvement and knowledge of:
 1. Coordination of Engineering Consultants
 2. The Development and Building Permit Approval Process
 3. City Land-Use Bylaws
 4. Project Schedules

3.0 CONTRACT ADMINISTRATION

Ensure you bring hard copies of contract administration correspondence to the interview (you may be asked to produce these items)

- 3.1 Client - Architect Agreements + Architect – Engineering Consultant Agreements
- 3.2 Tendering Process Including Tendering Forms, Bid / Labour / Performance Bonds and Addenda
- 3.3 Construction Contracts – Various Types
- 3.4 Site Meetings and Inspection Reports
- 3.5 Change Orders
- 3.6 Progress Claims and Holdbacks
- 3.7 Statutory Declarations
- 3.8 Lien Legislation
- 3.9 Substantial Completions, Total Performance
- 3.10 Warranty Period, Year End Inspection and Documentation
- 3.11 Statute of Limitations

FEES & DUES:

FULL PAYMENT in Canadian funds must accompany this application.

Payment to include the following:

APPLICATION FOR REGISTRATION:

Registration Fee	\$ 60.00
Annual Dues (IA)	135.00
AAA Logbook (if not previously issued)	50.00
Logbook shipping & handling	<u>10.00</u>
Subtotal	\$255.00
GST (5%)	<u>12.75</u>
TOTAL	\$267.75

Payment may be made via Cheque, VISA or MasterCard payable to:

The Alberta Association of Architects
10515 Saskatchewan Drive
Edmonton, Alberta T6E 4S1

Method of Payment: Cheque VISA MasterCard

For Visa or MasterCard, please provide the following details:

Name of Cardholder: _____

Card Number: _____ Expiry Date: _____

Cardholder Signature: _____

NOTE:

The Registration fee is non refundable

Full payment of annual dues for are payable at the time of registration.

Yearly annual dues are payable on or before December 15 in each year for the following calendar year.

The Alberta Association of Architects GST Registration Number: 10669 2601

Applications and inquiries may be directed to intern@aaa.ab.ca or 780.432.0224, ex. 252