

The Supervisor is a Licensed Interior Designer or a Registered Architect employed by the Intern's firm or organization who personally supervises and directs the Intern on a daily basis. The Supervisor regularly assesses the quality of work performed and certifies the Intern's documentation of work experience activity.

Intern Interior Designer's Full Legal Name: _____

Intern Interior Designer's Firm Name: _____

Intern Interior Designer's Firm Address: _____

Street

City

Province

Postal Code

Phone Number

Fax Number

Email

Supervisor's Name: _____
First Name Last Name

Province in which Supervisor is registered: _____

I confirm that the above-noted Intern is employed with our Firm and that the Firm shall endeavor to provide the required pre-registration experience in accordance with the Internship in Interior Designer Program guidelines.

Signature

Date

It is advised that all three parties to the process of internship; the intern interior designer, Employer and Mentor, become familiar with the "Internship in Interior Design Program (IIDP)" and the "Guidelines for Mentors and Employers" which provide information to assist Mentors and Employers in fulfilling their responsibilities under the IIDP. These documents are available upon request from the Alberta Association of Architects.