The Alberta Association of Architects
Architects and Licensed Interior Designers

Employer / Supervisor Confirmation

The employer / supervisor is a Registered Architect within the firm or organization who personally supervises and directs the intern, student or syllabus student, on a daily basis. The employer / supervisor regularly assesses the quality of work performed and certifies the individual's documentation of work experience activity.

Intern Interior Designers ONLY may be supervised by either a Registered Architect or a Licensed Interior Designer.

Full Legal Name of Intern or Student: _____

Please select your member category:

☐ Intern Architect ☐ Intern Interior Designer ☐ Student ☐ Syllabus Student

Supervisor Name: _____

Firm Name: _____

Firm Address: _____
Street

_____ City _____ Province _____ Postal Code

_____ Email Address _____ Phone Number _____ Fax Number

Province in which the employer / supervisor is registered: _____

I confirm that the above-noted intern or student is employed with our firm and that the firm shall endeavour to provide the required pre-registration experience in accordance with their respective internship program guidelines.

_____ Employer / Supervisor Signature _____ Date

It is advised that all parties to the process of internship become familiar with the intern or student's respective internship program and the "Guidelines for Mentors and Employers" which provides information to assist mentors and employers / supervisors in fulfilling their responsibilities. These documents are available on the Alberta Association of Architects' website under the Registration & Licensing tab: www.aaa.ab.ca