



The Alberta Association of Architects
Architects and Licensed Interior Designers

Roles and Responsibilities of Supervisors and Mentors

Intern Architects
Intern Interior Designers
Syllabus Students
Students

Giving Back to Your Profession

May 2023

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INTRODUCTION

Foreword

Thank you for your interest in playing a key role as a Supervisor or Mentor in helping Intern Architects (IAs) and Intern Interior Designers (IIDs) meet the requirements of their Internship.

Please read this document in conjunction with the [Architects Act, General Regulation and Bylaws](#) which ultimately take precedence. Contact the [Alberta Association of Architects](#) (AAA) if you have any inquiries regarding the respective programs or this document.

To ensure the future of your professions and encourage the next generation of Registered Architects (RAs) and Licensed Interior Designers (LIDs), you are asked to play a key role as interns navigate the path to becoming registered professionals. Your role is essential in their success. In providing support and guidance, and passing on your many years of valued experience, Interns will develop the skills necessary to carry on these important professions the most important of which is the protection of the public.

Definitions/Acronyms

AAA – The Alberta Association of Architects.

IID – Intern Interior Designer.

IA – Intern Architect.

Intern – Intern Interior Designer or Intern Architect.

SSL – Syllabus Student.

Student – Architecture Student or Syllabus Student.

IAP – Internship in Architecture Program (national).

IIDP – Intern Interior Design Program (Alberta).

Logbook – Experience Hours record book.

CERB – Canadian Experience Record Book (Logbook for Intern Architects).

IIDEL – Intern Interior Designer Experience Logbook.

RA – Registered Architect.

LID – Licensed Interior Designer

Employer – Intern's place of employment.

Supervisor – Individual within the Intern's place of employment specifically providing the direct supervision of the Intern's activities of employment.

Mentor – Individual who acts as a guide in assisting the Intern navigate the program.

ExAC – Examination for Architects in Canada (national requirement for licensure).

Appendix B – AAA specific requirements beyond the general requirements within the IAP.

Detailed Supplementary Guidelines – Equivalent to Appendix B for IIDs.

CIDA – Council for Interior Design Accreditation.

NCIDQ – National Council for Interior Design Qualifications.

Purpose of this Document

This document is intended to provide a brief overview of your responsibilities as a Supervisor or Mentor, and to let you know how much the AAA appreciates your contribution as a volunteering registrant.

Objectives

The objectives of the Programs are to:

- Identify and define areas of practice where the Intern must acquire basic knowledge and skills.
- Encourage additional experience in other broad spheres of practice.
- Provide information and advice about educational, internship and professional issues and

opportunities.

- Provide a uniform system for documentation and assessment.
- Provide greater access to, and recognition of, supplementary educational opportunities.
- Facilitate the transition between formal education and registration as a RA or LID.
- Involve members of the profession in the development and training of future registrants.

THE INTERNSHIP PROCESS

The Path Towards Licensure

Intern Architect (IA)

Through the Regulatory Organizations of Architecture in Canada (ROAC), the architectural profession in Canada is self-regulating and has a mandate to establish the criteria and process for granting licensure for Architects in Canada. The successful completion of three key elements; *education*, *experience*, and *examinations*, is 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 ROAC jurisdictions.

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

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

Intern Interior Designer (IID)

The title Intern Interior Designer is used in the province of Alberta for interns enrolled in the program leading to registration as a LID.

An IID is an individual who has **completed a degree program in interior design at a Council for Interior Design Accreditation (CIDA) accredited program and has registered with the AAA in the IID program.**

The Intern Interior Designer Program (IIDP) is **administered by the AAA and is unique to Alberta**. The IIDP contributes to the professional development of competent IIDs who will be able to provide exemplary interior design services with a protected title and specific scope of practice enshrined in Alberta legislation. A comprehensive internship program is necessary to acquire and reinforce the knowledge, integrity, judgment, skills, discipline, and quest for learning that must serve the LID for a lifetime.

Like IAs, recording work experience begins at the inception of the IID Program. The IID must first apply for registration in the IIDP with the AAA. The AAA has adopted common admission standards regarding education, experience, and examination. These standards include:

- Education – graduation with a degree from a CIDA accredited interior design program.
- Experience – completion of 3,720 hours outlined in the IIDEL.
- Examination – successful completion of the NCIDQ examination.

The IIDP identifies two types of experience: Mandatory and Optional (noted as “Additional Experience” in the IIDEL). The Mandatory Component requires the completion of specific activities under the supervision of a LID or RA. These activities must be recorded in the IIDEL which is part of the IIDP manual. LIDs and RAs (**within the recording jurisdiction**) may serve as Supervisors and/or Mentors. Retired LIDs or Retired RAs may serve as Mentors.

An IID may start writing the NCIDQ examination according to the requirements of that organization. After obtaining a NCIDQ certificate it **must** be presented to the AAA. Upon successful completion of the NCIDQ exam and fulfillment of the IIDP requirements, the IID may apply to become registered with the AAA.

The final step to complete internship is successful completion of the oral interview with members of the Registration Committee.

For Architecture Only

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.

Syllabus Students

Students

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. Similarly, Intern Architects may also transfer their internship to another province.

However, as the IID program is unique to Alberta, there is currently **no reciprocity.**

Experience Hours

During their internship, both IAs and IIDs must accumulate the required **minimum of 3,720** hours in specific categories as set out in the IAP Manual (for IA) and IIDEL (for IID). Hours are detailed in the respective intern logbooks.

The AAA establishes additional requirements to be met and are outlined in:

- **For Intern Architects**-Categories and information on CERB are outlined in the IAP Manual. The specific AAA requirements are listed in [Appendix B](#). It is important be familiar with both.
- **For Intern Interior Designers**-[Detailed Supplementary Guidelines](#) and the [IIDEL\(logbook\)](#).

The AAA requires the timely review of the experience recorded. When up to 1,000 hours of experience have been completed with the “Monthly Record Summary” (or six months have elapsed - whichever comes first), the Intern **must** submit their logbook which must be dated and signed by the Intern. Similarly, it must be signed, dated and initialled (on each page) by the Supervisor **and** Mentor. These documents must be submitted by the Intern to the AAA for review within **eight weeks** of the date of the last entry. **Penalty fees apply for late submission beyond eight weeks from the submission due date. Submissions beyond six (6) months from the date of last entry will not be accepted and the hours will be considered expired.** Interns are required to take additional mandatory AAA approved courses. IIDs must take additional

courses on the Alberta Building Code (ABC) and both IIDs and IAs must take the AAA administered Act and General Regulations Course. These courses should be taken before the oral interview.

Intern Annual Dues & Professional Development Policy

After five (5) years an Intern will be required to pay full AAA membership dues and after seven (7) years will be required to complete the full complement of continuing education. Please refer to [Intern Annual Dues and Professional Development Policy \(RB03-2013\)](#) for more information, or contact the AAA for full details of these requirements. Additionally, Interns who are approaching 10 years in their programs or have already reached 10 years in their program, **MUST** submit a completion plan. Please refer to the [Intern Time Limit Policy \(REG-18-002\)](#).

SUPERVISORS

Definition

A Supervisor is a RA or LID (for IID only) within the AAA registered firm or corporation who personally supervises and directs the Intern daily.

Eligibility

IAs can only accumulate eligible experience hours under the personal supervision, direction, and responsible control of a RA in the IA's jurisdiction, in either an architectural practice or *other eligible architectural employment situation as approved by AAA**.

IIDs can only accumulate eligible experience hours under the personal supervision and direction (or responsible control) of a RA or LID in the IID's jurisdiction, in an architectural practice, LID practice or other eligible architectural employment situation as approved by AAA*.

Syllabus Students (Architecture only) -same as above.

Students (Architecture only) - can only accumulate up to 760 hours in the last two years of the Master's in Architecture program.

***Please note that pre-approval by the AAA Registration Committee is required for all "other" eligible employment situations.**

Role and Responsibilities

The Supervisor should fulfill the following requirements to ensure a constructive and professionally supportive relationship with the Intern. The Supervisor:

1. Plays an important role in the Intern's career by facilitating the transition from education to practice.
2. Must be familiar with the IAP's or IIDP objectives and experience requirements, and its documentation processes.
3. Wherever possible, offers the Intern the full range of responsibilities and opportunities afforded by the practice of Architecture or Licensed Interior Design to fulfill the necessary experience requirements.
4. Guides and helps the Intern to develop an understanding of the profession and the practice of Architecture or Licensed Interior Design.
5. Provides detailed comments on the respective logbooks prior to its submission to the AAA. Since the Supervisor has first-hand knowledge about the Intern's work, they ensure the information submitted is accurate. Written comments from the Supervisor Architect also provide insight on the Intern's progress to the logbook Reviewers.
6. In a timely manner, **signs the logbook and initials each page** certifying that the Intern has done the described work and has completed the hours submitted.

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7. Reviews with the Intern, the Periodic Assessment Forms (PAF) that the AAA provides each Intern after the experience has been reviewed and **approved and reviewed logbook**.
 8. Assists the Intern in responding to questions from the logbook Reviewer or the AAA Registration Committee.
 9. Facilitates Mock Interviews.

MENTORS

Definition

A Mentor is an experienced RA or LID recognized by the AAA who offers the Intern confidential support and professional guidance independent of the Intern's employer/Supervisor.

Mentor Eligibility

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

IIDs must have a Mentor who is a RA or a LID, and who is not employed at the IID's place of work. A retired RA or LID can also act as a Mentor.

Mentor's Role

The Mentor's relationship with the Intern is less structured than that of the Supervisor. However, it is a relationship that may flourish and be life-long. The Mentor is a valuable resource and can assist the Intern in many ways including:

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

Mentor's Responsibilities

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

The Mentor:

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

Mentor Meetings

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

Mentors are eligible to 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 at education@aaa.ab.ca.

FREQUENTLY ASKED QUESTIONS

Q: What if the intern or I have questions about the Intern process or the IAP or IIDP?

A: Contact the AAA and speak with the Registration Administrator, Executive Officer of Regulatory Affairs or the Registrar. They will do their best to answer all of your questions.

Q: What does an Intern 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 a practice. Additionally, the Intern must:

- Record a minimum of 3,720 prescribed hours of experience in the areas set out in the IAP or IIDEAL.
- **For IAs** -Successfully complete the Examination for Architects in Canada (ExAC) after obtaining a minimum of 2,800 hours of approved experience.
- **For IIDs**- successfully complete the NCIDQ exam and present the certificate to AAA.
- Complete the currency of experience (940 hours on Alberta projects within the **two years** prior to registration).
- Successfully complete the interview for registration. Note this must be completed within **six** months of application to register otherwise currency hours will start to expire.
- Complete the necessary mandatory courses.

Q: Can IAs call themselves Architects? Can IIDs call themselves Licensed Interior Designers?

A: Interns **may not** call themselves “Architects” or “Licensed Interior Designers”, which through legislation, are protected titles and used by registered members only. Interns with the AAA are allowed to use the words “Intern Architect, AAA” or “Intern Interior Designer, AAA” after their name and only while working for a registered AAA entity.

Q: When should the logbook be submitted?

A: Submit the logbook to the AAA up to 1,000 hours, or every 6 months (whichever comes first), and when changing Employers/Supervisors or Mentors. The AAA requires Interns to pay a penalty fee when submitting late logbooks. Refer to Appendix B (IA) or Guidelines (IID) for details regarding the reporting timelines.

Q: What if the logbook is submitted late?

A: It depends on how late. If submitted after 8 weeks of the last date of entry, the intern will pay a late penalty fee. If submitted after 6 months of the last date of entry, the logbook is considered expired and will not be accepted. It is incumbent upon Supervisors and Mentors to review and sign off the logbook expeditiously so as not to jeopardize the intern’s submission.

Q: What if something changes?

A: Interns **are expected** to keep their contact information, place of employment, Supervisor and Mentor information current with the AAA. Simply contact the AAA to provide updated information. (Supervisor/Mentor Form)

Q: **For IA’s** - 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.

It is important to remind the intern to continue logging hours even after completion of 3,720 hours and until successful completion of the interview so that the intern maintains currency.

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

A: The AAA has policies related to several situations regarding Interns including Leave of Absence 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 Registration Committee.

Q: Are there other reference materials for IAs?

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

[Canadian Handbook of Practice](#) (CHOP)

[National Building Code of Canada-Alberta Edition 2019](#)

[National Building Code of Canada](#)

[Architects Act & General Regulation](#)

[Bylaws](#)

[AAA Practice Bulletins](#)

TEMPLATE AGENDAS

1. First Mentor/Intern Meeting
 - a. Intern to establish the long-term goal of the completion of the program. Identify a timeframe.
 - 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 logbook/program experience categories.
 - c. Goal for written examination as required.
 - d. Goal for other components of the respective programs
 - e. Consider together priority and logistics.
 - f. Discuss how Mentor may assist/support and encourage development of goals.
3. Intern and Mentor discussion
 - a. Intern's current work experience, professional practice, issues arising.
 - b. Mentor to provide feedback and guidance.
4. Subsequent Mentor/Intern Meetings
 - a. Review progress towards long-term goal; adjusting, as necessary.
 - b. Review progress to short term and intermediate goals.
 - c. Discussion of current work experience, issues arising, providing assistance/support and encouragement.

AAA CONTACT INFORMATION

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