

Policy Name:	Internship Time Limit	Policy Number:	REG-18-002
Date Approved by Council:	November 21, 2019		
Effective Date:	January 1, 2021	Review Date:	Annually

PURPOSE

The internship program administered by the Alberta Association of Architects (AAA) is intended to develop professional judgement and skills for a successful career as a Registered Architect or Licensed Interior Designer. As with most professional designations, an internship is a transitional stage and not a permanent position. The purpose of the internship time limit policy is to define a standard time frame for all interns to meet licensure requirements.

POLICY

Interns must complete all practical experience and exam requirements in 10 years from their initial registration date. Interns that do not meet professional licensure requirements in a 10-year period will be cancelled by the AAA and will be unable to use the designated title Intern Architect, AAA or Intern Interior Designer, AAA.

This policy:

- a. Provides AAA interns enough time to gain practical experience and meet national examinations requirements of the applicable internship program
- b. Ensures the Registration Committee remains actively involved with interns and continues to promote professional licensure and registration requirements

SCOPE

This policy applies to intern architects and intern interior designers defined in Section 7.6 and 7.7 of the AAA Bylaws.

- ▶ The Chair of the Registration Committee administers this policy.
- ▶ Council oversees the implementation of this policy and has the legislative authority to terminate intern registration.

LEGISLATIVE AUTHORITY

Bylaws 14.5

(b) **within five (5) years** of the registration of the person as an intern architect or intern interior designer or such longer period as may be permitted by the Council, the intern architect or intern interior designer fails to qualify for registration as a registered architect or licensed interior designer the Practice Review Board or the Registration Committee may recommend to the Council that the individual's membership as an intern architect or intern interior designer be terminated and the Council may make its decision accordingly.

PROCEDURE

The effective date of this policy is January 2021. The 10-year time frame applies to all newly registered and active interns in the IAP and IIDP.

- ▶ The intern registration date is used to determine the 10-year time frame.
(leave periods approved by the Chair of the Registration Committee and Registrar and documented in the intern file are not calculated in the 10-year time frame)
- ▶ The time limit is effective in year 11 of active intern registration.
i.e. An intern registered in January 2010 will reach the 10-year time limit in January 2020. The cancellation date is effective on January 2021.
- ▶ If an intern voluntarily resigns their membership and returns later to active status, the initial registration date is counted in the 10-year time frame. Gaps in their active status will not be counted towards the 10-year time frame.
- ▶ Interns cancelled due to the 10-year time limit who wish to be reconsidered for reinstatement will be required to submit a registration plan and new intern application for review by the Registration Committee. Reinstatement will not be automatic and may be refused as per the discretion of the Committee.
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DEFINITIONS:

1. **Intern Architects:** Individual that holds a membership with the Association and is about to or has started practical training in the Intern Architect Program (IAP)
2. **Intern Interior Designer:** Individual that holds a membership with the Association and is about to or has started practical training in the Intern Interior Designer Program (IIDP)
3. **Intern Architect Program (IAP):** A national program established by the Canadian Architectural Licensing Authorities (CALA). Standardized education, experience and examination requirements for the licensing of Architects working in Canadian provincial jurisdiction.
4. **Intern Interior Designer Program (IIDP):** A comprehensive program administered by the AAA. The IIDP contributes to developing competencies required to provide services as a Licensed Interior Designer professional registered in Alberta.
5. **Registration Committee:** The Committee is appointed by Council and governed by the Architects Act and General Regulation. This Committee is responsible for ensuring licensure standards are applied equitably and fairly to all candidates seeking registration. The Committee coordinates the review and approval of the logbook and practical work experience. The Registration Committee acts on behalf of the Council in approving, refusing or deferring registration and ensuring training standards established by the Council are adhered to.
6. **Registration Committee Chair:** The Chair works directly with the administration in applying policy and legislative registration requirements applicable to interns
7. **Council:** The governing body of the AAA. The Council establishes academic qualifications and training requirements for applicants seeking registration and registered architects and licensed interior designers. They provide guidance for evaluation by the Registration Committee in the application of registration standards.

AUTHORITY

1. The Chair of the Registration Committee administers this policy and reports recommendations for changes or edits to the Council
2. Council oversees the implementation of this policy has the legislated authority to terminate intern registration

CROSS-REFERENCE

1. RB03-2013 Intern Annual dues & Professional Development Policy
2. Leave Policy – Intern and Registered Architect