



**The Alberta  
Association of  
Architects**

Architects and Licensed Interior Designers

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Application for Registration

# Intern Architect

For individuals that have a masters degree in architecture or equivalent and have received certification of their academic qualification from the Canadian Architecture Certification Board (CACB).

## FOR OFFICE USE ONLY

Applicant Name: \_\_\_\_\_ AAA ID#: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# Intern Architect Application

Legal Name of Applicant: \_\_\_\_\_  
(As it appears on the submitted Government Issued Photo Identification)

Application Date: \_\_\_\_\_

**NOTE: 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 (IA) 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 IA 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 (paper and/or electronic) published by the Alberta Association of Architects (AAA);
  - c. to receive such information as the Council may direct from time to time; and
  - d. to use the "**Intern Architect, AAA**" after his/her name to indicate that the person is an IA member of the Association.
3. An IA 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 copies);
- ☐ Declarations complete, sealed and stamped by a Notary Public or Commissioner of Oaths (where applicable);
- ☐ Identification photograph:
  1. Affixed, signed and dated
  2. Sealed and stamped by Notary Public or Commissioner of Oaths
- ☐ Completed Employer's Confirmation (If applicable – employment not a requirement to register as an Intern, but is a requirement to log experience hours);
- ☐ Completed Mentor's Confirmation (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.**

# Intern Architect Application

## Identification

Have you been previously registered/Are you currently registered with the AAA?

☐ Yes ☐ No

If yes, ID#: \_\_\_\_\_

Name: \_\_\_\_\_  
Surname First Middle

Date of Birth: \_\_\_\_\_ Salutation: ☐ Miss ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Other \_\_\_\_\_

Residence Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State/Province Zip/Postal Code  
\_\_\_\_\_  
Phone Email

Place of Business: \_\_\_\_\_  
Firm Name  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
City State/Province Zip/Postal Code  
\_\_\_\_\_  
Phone Email

**NOTE: All mail will be directed to the residence address.**

## Academic Qualifications

1. Provide particulars of professional education:

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

- Diplomas/Degrees (attach copies)
- Curriculum Vitae/Resume (attach your most recent copy)
- Canadian Architectural Certification Board (CACB) certificate (attach copy)

CACB Certificate Number: \_\_\_\_\_ Year Granted: \_\_\_\_\_

## Registration Examinations

**1. I PLAN TO ENROLL IN THE ExAC EXAMS**

☐ Yes ☐ No

Visit [www.cexac.ca](http://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: \_\_\_\_\_ Registration year: \_\_\_\_\_

## Consent to Disclosure Declaration – Professional Regulatory Bodies

I hereby provide consent to 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, details of practice review or discipline proceedings and contact information (address, 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appointment of Additional Administrator (optional)

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

I hereby appoint \_\_\_\_\_ (Email): \_\_\_\_\_, 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Consent Declaration (must be notarized)

In consideration of the services to be rendered by *The Alberta Association of Architects (the "AAA")*, 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 AAA*, 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 AAA*.

\_\_\_\_\_  
Signature

## For completion by Notary Public or Commissioner of Oaths:

Certified before me in the City/Township of \_\_\_\_\_

in the Province/State of \_\_\_\_\_

on \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.  
day month year

*Affix Seal Here*

\_\_\_\_\_  
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 AAA.**

## Identification Photograph (must be notarized)

*Affix  
Photograph  
Here*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Month / Year of Photograph

### **PHOTO REQUIREMENTS**

1. One passport-size photograph (2" x 3").
2. Taken within the past twelve (12) months.
3. Following data must be placed under the photograph where indicated:
  - a. your signature;
  - b. month and year photo was taken.

### **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/State of \_\_\_\_\_

on \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.  
day month year

*Affix Seal Here*

\_\_\_\_\_  
Notary/Commissioner Signature

### **Identification Information of Notary/Commissioner:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Name of Business: \_\_\_\_\_

Business Details: \_\_\_\_\_

Street

City

State/Province

Postal Code

Phone

Email

**NOTE: This page must be signed and sealed/stamped by a Notary Public or Commissioner of Oaths to be accepted by the AAA.**

# Intern Architect Application

## Employer's Confirmation

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.

Intern Architect's Full Legal Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Street

City

State/Province

Zip/Postal Code

Phone

Email

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 Architecture Program (IAP) guidelines.

Signature

Date

**It is advised that all three parties to the process of internship; the IA, Employer and Mentor become familiar with the IAP and the "Guidelines for Mentors and Employers" which provides information to assist Mentors and Employers in fulfilling their responsibilities under the IAP. This document is available upon request from the AAA.**

# Intern Architect Application

## 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.

Intern Architect's Full Legal Name: \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Street

City

State/Province

Zip/Postal Code

Phone

Email

Province in which Mentor is registered: \_\_\_\_\_

I am pleased to act as Mentor to the above-noted Intern for the period of pre-registration as required and shall endeavor 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 IAP guidelines.

Signature

Date

**It is advised that all three parties to the process of internship; the IA, Employer and Mentor become familiar with the IAP and the "Guidelines for Mentors and Employers" which provides information to assist Mentors and Employers in fulfilling their responsibilities under the IAP. This document is available upon request from the AAA.**



## Internship in Architecture Program

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 IAP or to obtain a copy of the IAP manual, contact the AAA or visit [www.aaa.ab.ca](http://www.aaa.ab.ca).

For further details on the Canadian Architectural Certification Board (CACB) visit [www.cacb.ca](http://www.cacb.ca).

For further details on the Intern Architect Program visit [www.raic.org](http://www.raic.org).

## Employer Responsibility

The Employer is the Registered Architect within the firm or organization to which the IA 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 IAP 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 architectural practice including the *Architects Act*, Bylaws and *General Regulations* governing the profession of architecture;
- certify the Intern's experience relating to employment within the practice.

## Mentor Responsibility

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 *General Regulations* governing the profession of architecture;
- review the IAP 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*, *General 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 and Dues

The Fees and Dues Schedule, including payment methods, can be found on the [AAA website](#).

**NOTE: Full payment of annual dues are payable at the time of registration.** Annual dues are payable on or before December 15 each year for the following calendar year.

Please direct your application via email to:

[Registration1@aaa.ab.ca](mailto:Registration1@aaa.ab.ca) (for last names beginning with A-L)

[Registration2@aaa.ab.ca](mailto:Registration2@aaa.ab.ca) (for last names beginning with M-Z)

Inquiries should be directed to the appropriate email above or to 780.432.0224.

Postal applications can be sent to the address listed on our [Contacts](#) page.