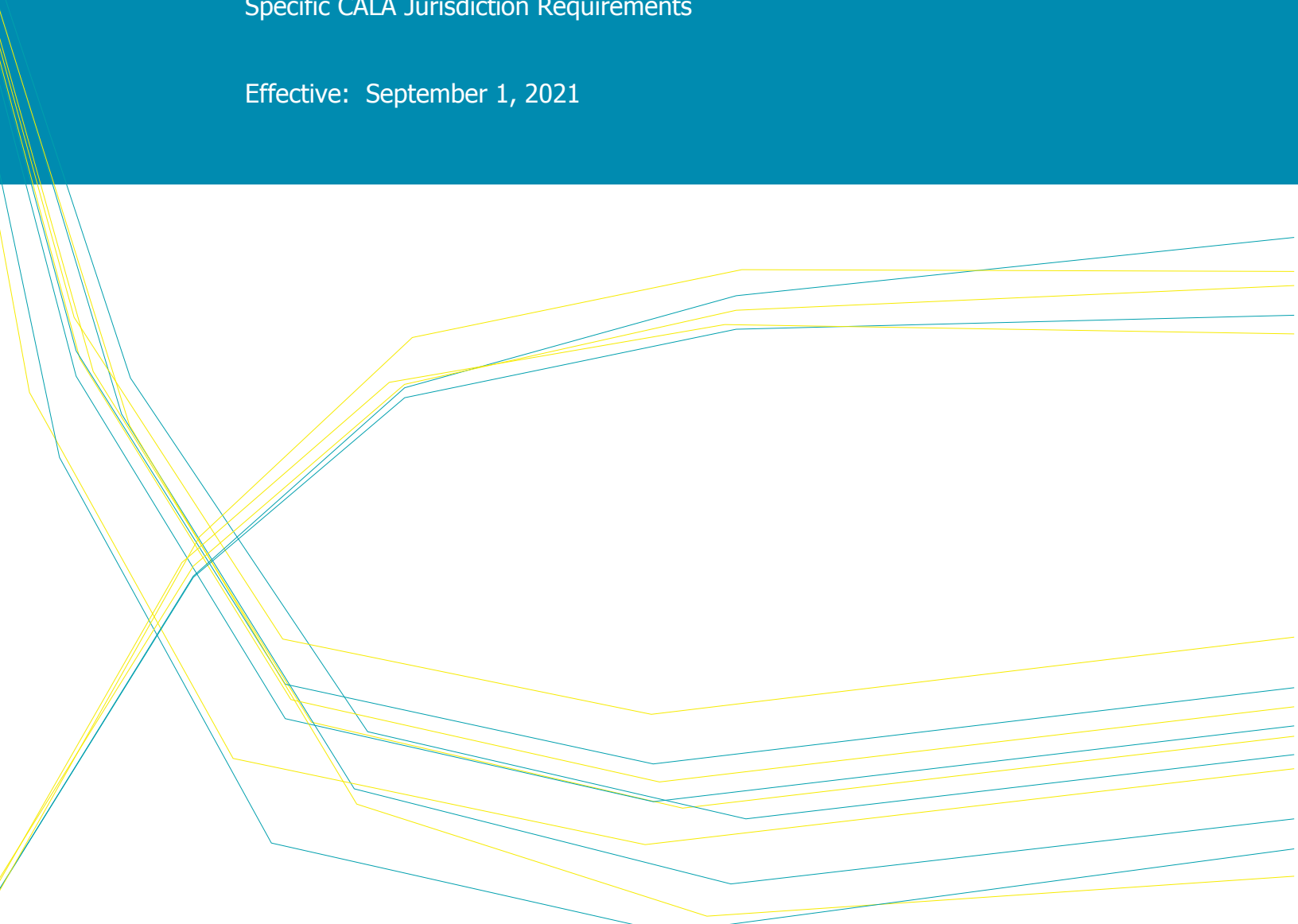



# Appendix B

Specific CALA Jurisdiction Requirements

Effective: September 1, 2021






## Appendix B

### Specific CALA Jurisdiction Requirements – The Alberta Association of Architects

*The purpose of this document is to supplement and clarify requirements that are province-specific to the Internship in Architecture Program (IAP) in becoming a Registered Architect (RA) in the province of Alberta. These requirements include program specifics such as timelines for the recording and submission of logbooks, and currency of knowledge to assist the Intern Architect (IA) in becoming successful in the registration process.*

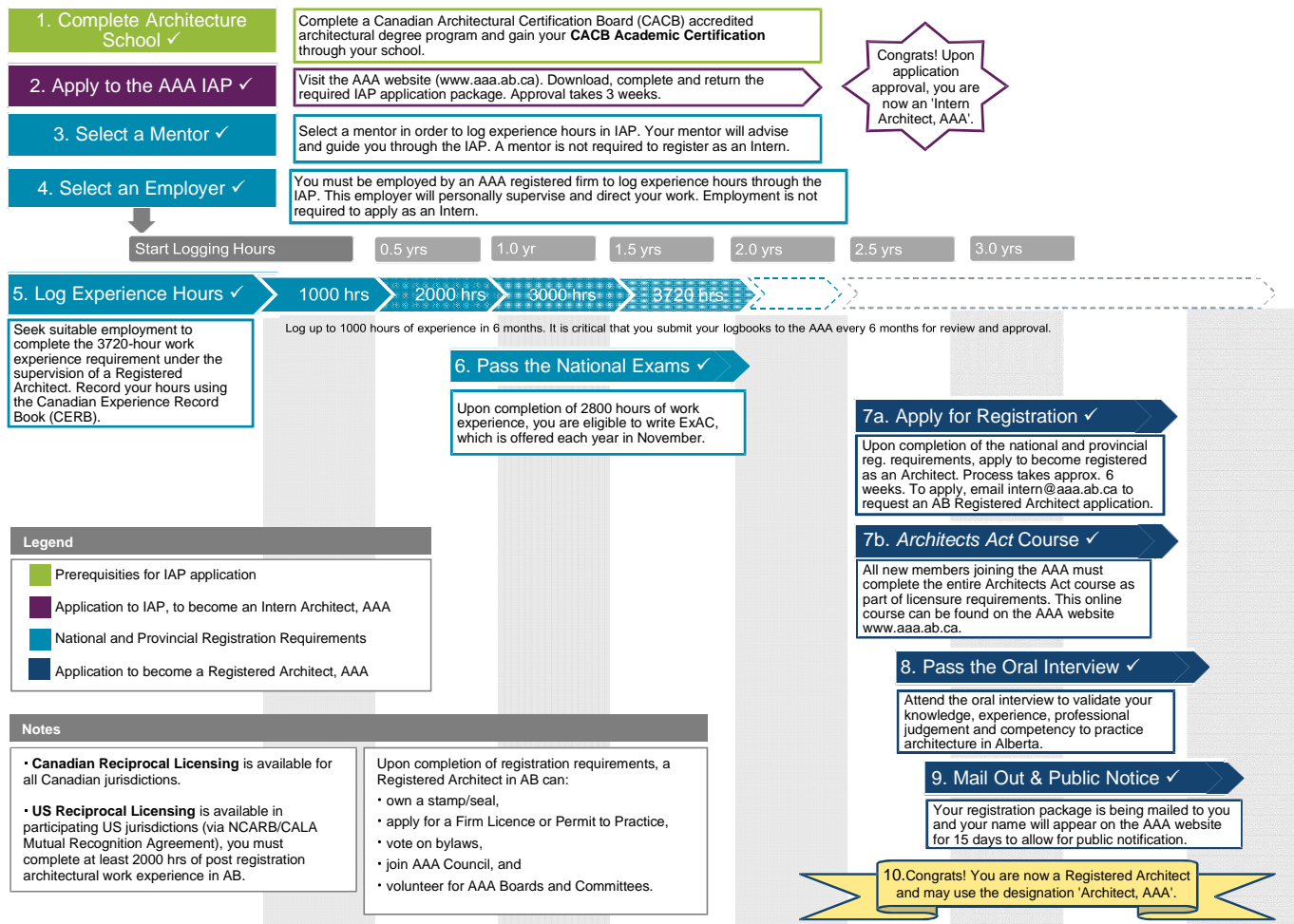
#### 1. Definitions

- a. *Architects Act* (the Act) – Legislation establishing the self-regulation of the profession of architecture in the province of Alberta.
- b. *Architects Act Course* (the Act Course) – A course required of all intern architects upon completion of the Internship in Architecture Program.
- c. *Architects Act General Regulation* (the Regulation) – Regulation established under the *Architects Act*.
- d. Alberta Association of Architects (AAA) – The organization entrusted to uphold the standard of practice for architecture and licensed interior design in Alberta.
- e. Alternate Eligible Architectural Experience (Alternate Experience) – The experience gained with non-architectural entities such as government departments, institutions, builders, developers, and other AAA pre-approved places of employment, in which the intern architect is under the personal supervision and direction of an in-house registered architect.
- f. Architectural Experience Hours (AEH) – The hours under Appendix A of the Internship in Architecture Program. Total hours 3,720 with required hours in specific categories.
- g. Architecture Registration Exam (ARE) – A United States-based exam developed by the National Council of Architectural Registration Boards. The ARE is accepted for registration in Alberta.
- h. Canadian Architectural Certification Board (CACB) – A recognized Canadian organization that acts as the first point of contacts for graduates from professional programs in architecture in Canada and abroad, who plan to become licensed architects in Canada.
- i. Canadian Architectural Licensing Authorities (CALA) – A federation of the Canadian territorial and provincial regulators of the profession of architecture.
- j. Canadian Experience Record Book (CERB or logbook) – A nationally recognized record book used by intern architects to track and submit experience.
- k. Currency of Experience – The requirement of 940 hours of local experience within a two-year period preceding the date of application to become a registered architect.
- l. Educational Requirements – A master's degree in architecture and certified by CACB.
- m. Examination for Architects in Canada (ExAC) – An exam adopted by CALA to test minimum standards competency. The Examination for Architects in Canada has been offered since 2008.
- n. Intern Architect, AAA (intern or IA) – An individual who has completed all educational requirements, completes registration with the AAA as an intern, and is authorized to use the title of Intern Architect, AAA.
  - Intern Architect Five (IA5) – An intern with five or more years in the Internship in Architecture Program.
  - Intern Architect Seven (IA7) – An intern with seven or more years in the Internship in Architecture Program.
  - Intern Architect Ten (IA10) – An intern with 10 or more years in the Internship in Architecture Program.

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- o. Internship in Architecture Program (IAP) – A program for entry into the profession of architecture.
  - p. Leave of Absence (LOA) – A period of leave from the IAP due to lack of employment or personal reasons for which the intern architect applies to the AAA in writing through the AAA’s leave form.
  - q. Logbook – A term that refers to the CERB.
  - r. Logbook Review Team – A group comprised of two to three people from the Registration Committee who review logbook submissions for approval.
  - s. Mentor – A registered architect who agrees to act as a counsellor for an intern architect while they are in the IAP. Mentors are involved with the logbook process and may, though rare, change on occasion.
  - t. Mutual Recognition Agreement (MRA) – An agreement between Canada and the United States that recognizes architects within Canada and certain parts of the United States.
  - u. National Council of Architectural Registration Boards (NCARB) – A council of licensing boards of states and territories in the United States. The NCARB is responsible for developing and maintaining the ARE.
  - v. Project – Refers to an undertaking related to the field of architecture that involves design, bid, and build processes within construction. Projects can also involve master planning and permits.
  - w. Registered Architect (RA) – An architect registered with the AAA who can practice architecture within the province of Alberta and is authorized to use the title of Architect, AAA.
  - x. Registration Committee – A committee enabled by the *Architects Act* that considers applications for the registration of applicants as registered architects or licensed interior designers and may approve or refuse to approve the registration or defer the approval of registration until it is satisfied that the applicant has obtained further experience as required by the Registration Committee.
  - y. Royal Architectural Institute of Canada (RAIC) – A national advocacy body that offers an alternative educational program that grants the RAIC Professional Diploma in Architecture through RAIC Syllabus which is accepted in Canada as equivalent to a professional university degree in architecture.
  - z. Submission Period – A period of unspecified length that includes a maximum of 1,000 hours of experience under a single mentor and a single supervisor for a logbook submission. These submission periods begin at the time an individual becomes approved as an intern architect until such time that they have completed all requirements to become a registered architect.
  - aa. Supervisor – A registered architect that agrees to oversee an intern architect from an employer perspective during the IAP. Supervisors are involved with the logbook process but may vary from project to project over the course of the IAP. No more than one supervisor is permitted to sign off on a logbook

## 2. Pathway to Registration

### Roadmap to Registration: Becoming an Architect, AAA, via the Internship in Architecture Program



## 3. Students Enrolled in the Architecture Canada / RAIC Syllabus Program

Students enrolled in the Syllabus program can only become a syllabus student member of the AAA once they are in Part II of the Syllabus program. Once the student has logged 6000 hours within the Syllabus program, the AAA will begin reviewing their syllabus student logbooks.

Once the student has successfully completed the Syllabus program and they have acquired their CACB certificate, the student can apply to the AAA to become an intern architect. Logged hours will be counted towards their internship at the discretion of the Registration Committee. The currency requirement of 940 hours in Alberta also applies to syllabus students at the time of registration.

More information can be obtained via the AAA website at [Syllabus Students](#).

## 4. Additional Requirements at Five, Seven & Ten Years of Internship

It is recommended that interns enrolled within the IAP strive to complete the requirements within five years. All interns that have completed five years or more in the IAP will be required to pay dues at the same rate as fully registered members.

All interns that have completed seven years or more in the IAP will be required to comply with the mandatory professional development program.

All interns with 10 or more years in the internship program are required to complete their internship. Interns who have not completed the program within 10 years are required to submit a plan to the Registration Committee outlining how and when they intend to complete their internship. The Registration Committee will review the plan and determine whether to accept the plan. Those who do not submit an approved plan will be removed from the intern register.

For further information on these requirements, see the [Registration Bulletins](#) on the AAA's website.

## 5. Experience Submission Requirements

Members of the Registration Committee perform logbook reviews through a logbook review team. An intern cannot submit hours of experience unless they are registered and in good standing with their provincial/territorial jurisdiction as an intern architect in the IAP. For this reason, interns must ensure the AAA always has their relevant and current contact information on file.

The submission period established by the AAA applies to all intern logbooks. The intern must submit the completed CERB to the AAA for review when **any** of the following occur:

- The period of six months has elapsed or the number of hours per logbook reaches 940 but does not exceed 1,000, whichever comes first.
- A maximum number of 15 projects within the six-month period.
- The intern changes supervisors regardless of number of hours.


When a logbook is submitted by an intern within eight weeks from the end of the six-month period, no penalty is applied. When a logbook is submitted after eight weeks and within six months, a late penalty of \$100.00 will be levied.

If the intern submits a logbook more than six months after the end of the submission period, the AAA will not accept any hours of experience within that submitted logbook.

If the intern changes supervisor or mentor, the intern must also submit the logbook within eight weeks from the last day worked to avoid any late fees. If the submission exceeds the six-month timeframe, the AAA will not accept any hours of experience within that submitted logbook.

The Periodic Assessment Form is completed by AAA administration to verify the hours submitted in your logbook. Once completed by the AAA, a copy is returned to you for your records for each submission to accurately reflect the accumulation of experience hours in each category.

The submission of logbooks within a set period allows reviewers to evaluate the experiences while they are still fresh in



the minds of the intern, the supervisor, and the mentor. It also allows logbook reviewers to provide timely feedback and advice to the intern throughout their internship, rather than correcting deficiencies late in the process. This approach is focused on supporting the intern on the road to success rather than simply ensuring compliance.

- The intern, together with their supervisor, ensures that records of experience are filled out appropriately in the CERB in a timely manner. It is the responsibility of the intern to submit the logbook within the appropriate submission periods to complete the transition from intern to RA.
- Late submission fees – The late fee is \$100.00 (plus tax) for every logbook or portion thereof.

Please note that interns working part time or performing casual work will submit logbooks with fewer hours and projects.

Approval of architectural experience hours is not guaranteed upon submission and is subject to the approval by the Registration Committee.

Interns should continue logging hours, even when they have met the minimum hours, until they become registered. Continuing to log all hours worked during the internship before registration can assist in:

- Accumulating the 2,800 hours required for the ExAC exam registration.
- Maintaining experience hours for the currency of experience requirement for registration.

## 6. Experience Types and Employment Clarification

### **Government or Institutional Experience**

Experience gained through alternate eligible architectural experience such as government or institutions may be valid if pre-approved by the Registration Committee if it satisfies all the following criteria:

- The reported experience was gained in-house and on buildings owned by the employer.
- The reported experience must not be a service for other employers.
- Projects and experience hours are submitted to the Registration Committee in writing for pre-approval.
- The project(s) must remain within the control of the pre-approved supervisor. (If the pre-approved supervisor does not maintain control, all future experiences will be deemed ineligible from the date on which control of the project(s) shift.)
- The total hours may not exceed 2,800 hours. (Note: regular logbook submission rules apply.)

### **Classification of Buildings**

The IAP states that “an intern’s experience must include a variety of occupancies (minimum of two), project types and sizes.” Building classifications are defined within the Alberta Building Code. In accordance with the IAP, non-compliance with the requirement for a variety of projects will be considered by the AAA Registration Committee only in exceptional circumstances. In all other circumstances, the AAA requires a minimum of 600 hours in each of the two occupancies.

*Note: In keeping with the IAP mandate to have meaningful depth of experience, the intern is to submit up to a maximum of 15 projects per reporting period.*



## Major Occupancy Classifications

The Registration Committee is prepared to assess experience where the intern has a good range of diversity within an occupancy type (e.g., under the assembly category, the intern works on schools, theatres, libraries, arenas, restaurants, etc.).

When the intern is involved in diversified projects that are comprised of components of different classifications, it is recommended that the intern restate the project on the logbook by occupancy. For an example of a project in the institutional category, see the table below:

Edmonton Clinic Building			
Project #	Project Name	Function	Occupancy Classification
1	Edmonton Clinic	Laboratories	F3
2	Edmonton Clinic	Lecture Halls	A2
3	Edmonton Clinic	Medical / Administrative Offices	D

This approach will only be considered for situations in which an intern has worked on one very large project over an extended period where there are significant multiple major occupancies. This approach is not appropriate for a project better classified as a single occupancy with minor sub-occupancy components.

## 7. Registration Committee

The Registration Committee is established pursuant to the *Architects Act General Regulation* and is the primary reviewer of all experience hours submitted by an intern. An intern may be referred to the Registration Committee at any time during internship for further clarification on submitted hours and/or an interview. The Registration Committee may also call upon the supervisor and/or mentor for further clarification.

### The Interview

The objective of the interview is to review the readiness of the applicant to assume the full privileges and responsibilities of a RA. The purpose of the interview is to review those skills that are not tested by the examination within the academic qualification. This could include knowledge surrounding applicable legislation, the Code of Ethics and critical thinking within the architectural processes. Upon receipt of the application to become a RA, the AAA will schedule an interview with the Registration Committee. To qualify for an interview, the intern must complete all experience hours and have written and passed the ExAC or the ARE exam and the required course(s).

### Deferrals

The interviewers have the discretion to defer a candidate who they consider as having deficiencies in one or more aspects of the practice of architecture. Typically, a deferral is six months, or sooner, for a follow-up interview to enable the intern to gain additional experience. There is no maximum allowable number of deferrals and subsequent interviews. A deferral is not considered a failure, but simply an opportunity to gain additional experience in readiness for practice.

## 8. Mentors

A mentor is required as part of the IAP and must be listed within the logbook. A mentor must be registered in the IA's recording jurisdiction. A retired architect can also act as a mentor.

The mentor and the supervisor cannot be employed by the same entity. Interns are encouraged to contact the AAA office for more information on mentors and may also refer to the [Guidelines for Mentors and Supervisors](#) on the AAA website.

Mentors are required to submit a signed [Mentor Confirmation](#) form available on the AAA website.

## 9. Supervisors

A supervisor is required as part of the IAP. Supervisors are subject to the qualification requirements as outlined within the [Guidelines for Supervisors and Mentors](#) document available on the AAA website.

Supervisors will be required to submit a signed [Employer's Confirmation](#) form available on the AAA website, accepting responsibility to provide the intern with adequate experience, supervision, and education during their employment with the supervisor.

## 10. Intern Experience Outside of Canada

Intern experience outside of Canada may be accepted with pre-approval from the Registration Committee provided that the intern's supervising architect is an AAA member in good standing.

## 11. Employment Change / Unemployment / Leave of Absence

When an intern's employment situation changes (full-time to part-time, maternity / parental leave, unemployment, etc.), the intern must inform the AAA of the change in writing within two weeks' time. Should a leave of absence from the IAP program be required, the intern is encouraged to contact the AAA for further details regarding the AAA's leave policy.

In these situations, the logbook must also be submitted at the time of a change in employment status. The information received by the AAA is kept within the intern's file. It is the responsibility of the intern to also maintain copies of these records.

Please refer to the AAA website for the complete [Leave Policy](#).



## 12. Experience Transfer from Another Province

When entering Alberta, a copy of the intern's logbook periodic assessment form and exam results is required to be sent from the exiting jurisdiction directly to the AAA.

Interns transferring from another jurisdiction must submit a request to:

- [Registration1@aaa.ab.ca](mailto:Registration1@aaa.ab.ca) (if first letter of last name falls within A-L)
- [Registration2@aaa.ab.ca](mailto:Registration2@aaa.ab.ca) (if first letter of last name falls within M-Z)

## 13. Currency of Experience

All interns registered with the AAA must obtain local experience. This means that the intern within the IAP program must demonstrate a currency of experience in Alberta as a requirement for registration within two years preceding the date of application for registration as a RA.

To meet this condition, the intern must complete a minimum of 940 hours of experience on an Alberta-based project under the personal supervision and direction of a RA licensed to practice in Alberta. Under the IAP, the 940 hours must be documented under Categories A, B or C of the CERB logbook.

The 940 hours of experience required to meet currency of knowledge documented in CERB must reflect that:

- The project was physically located in Alberta.
- The work performed by the intern was carried out in the office, located anywhere that accommodates an AAA RA in a pre-approved eligible architectural employment situation as outlined in the IAP manual.
- All work was carried out under the personal supervision and direction of a RA licensed to practice in Alberta.

## 14. AAA Architects Act Course

The online Act Course is required as part of the IAP in Alberta and must be taken prior to the interview with the Registration Committee.

The [Architects Act Course](#) is available on the AAA website.

## 15. Ability to Practice Architecture

Completion of the IAP alone does not permit a person to practice architecture in Alberta. To practice, an intern must become a RA with the AAA and have a certificate to engage in the practice of architecture (renewed annually) and an established practice arrangement (firm, corporation, etc.) registered with the AAA. Alternatively, they may be employed by a practice arrangement registered with the AAA.

If you intend to practice in countries outside of Canada, refer to current [Mutual Recognition Agreements](#) on the AAA website.