



Legal Name of Applicant: _____
(As it appears on the submitted Government issued photo identification)

Application Date: _____

NOTICE: APPLICATION MUST BE OF CURRENT YEAR.

**FAILURE TO COMPLETE OR INCLUDE ALL DOCUMENTATION WILL RESULT IN PROCESSING DELAYS.
EXPERIENCE HOURS CANNOT BE LOGGED UNTIL AFTER ACCEPTANCE AS AN INTERN.**

AAA MEMBERSHIP:

1. An individual may apply for membership in the Association as an Intern Interior Designer if the applicant:
 - a. has received a degree from a program accredited by the Council for Interior Design Accreditation (CIDA);
 - b. submits completed Intern Interior Designer Application, including all required appendices; and
 - c. submits required payments.
2. An Intern Interior Designer 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 and e-bulletins published by the Association;
 - c. to receive such information as the Council may direct from time to time; and
 - d. to use the words "**Intern Interior Designer, AAA**" after his/her name to indicate that the person is an Intern Interior Designer member of the Association.
3. An Intern Interior Designer shall pay such annual dues as are specified by the Council.

1 - APPLICATION CHECKLIST:

- ☐ Completed and signed application form
- ☐ Government Issued Photo Identification (attach a **current** copy)
- ☐ NCIDQ Certification (attach copy of certificate, if applicable)
- ☐ Graduated from a CIDA Degree Program of Interior Design – attach copy of Degree
- ☐ Declarations complete, signed and sealed (where applicable)
- ☐ Identification Photograph:
 1. Affixed, signed and dated
 2. Sealed and stamped by Notary Public or Commissioner of Oaths
- ☐ Employer's Confirmation Complete
(If Applicable - Employment is not a requirement to register as an Intern, but is a requirement to log experience hours)
- ☐ Mentor's Confirmation Complete
(If Applicable – A Mentor is not required to register as an Intern, but is a requirement to log experience hours)
- ☐ Payment in full attached

FOR OFFICE USE ONLY

Application Approved: ☐ Yes ☐ No

Date of Approval: _____

AAA ID#: _____

Initial: _____



Have you been previously registered with the AAA? ☐ Yes ☐ No If yes, ID#: _____

Salutation: ☐ Miss ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Other _____

Name: _____
(Surname) (First) (Middle)

Date of Birth: _____ Country of Origin: _____
(mm/dd/yy)

Residence: Address: _____
(Street)

(City) (Province) (Postal Code)

Phone: _____ Fax: _____ Email: _____

Employer: Company Name: _____

Address: _____
(Street)

(City) (Province) (Postal Code)

Phone: _____ Fax: _____ Email: _____

Note: All mail will be directed to the residence address.

☐ **Attach a copy of a Government Issued Photo Identification**

3 - ACADEMIC QUALIFICATIONS:

EDUCATION HISTORY:

1. Have you completed a CIDA degree from a school of interior design? ☐ Yes ☐ No

2. Provide particulars of professional education:

Institution:	Dates of Attendance:	Degree Received:	Date Degree Received:

3. ☐ **DEGREE** (attach copy)

4. ☐ **CURRICULUM VITAE / RESUME** (attach your most recent copy)



4 - NCIDQ:

The NCIDQ exam is the LID qualifying exam accepted by The Alberta Association of Architects. Please visit www.ncidq.org for details on the exam and registration. Please confirm the following:

- | | |
|---|--|
| 1. <input type="checkbox"/> I AM ENROLLED IN THE NCIDQ PROGRAM | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. <input type="checkbox"/> I PLAN TO ENROLL IN THE NCIDQ PROGRAM | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. <input type="checkbox"/> I HAVE COMPLETED THE NCIDQ PROGRAM <i>(certificate attached)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

NCIDQ Certification Number: _____ Year Granted: _____

5 - JURISDICTIONS:

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: _____ Since Year: _____

Name of Association: _____ Since Year: _____

6 - DECLARATIONS: (1 of 2 pages)

CONSENT DECLARATION

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

(Applicant Signature)

CERTIFIED BEFORE ME IN THE CITY/TOWNSHIP OF _____

_____ IN THE

PROVINCE OF _____

Affix Seal Here

ON _____ OF _____, 20____.

(DAY)

(MONTH)

(YEAR)

(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 Alberta Association of Architects.



7 - DECLARATIONS: (2 of 2 pages)

**CONSENT TO DISCLOSURE
PROFESSIONAL REGULATORY BODIES**

I hereby provide consent to the Alberta Association of Architects (the "AAA") to disclose to the professional regulatory bodies governing architecture and/or interior design 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 and details of practice review or discipline proceedings and contact information (address(es), 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.

Date

Printed Name

Signature

APPOINTMENT OF ADDITIONAL ADMINISTRATOR *Optional

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

I, hereby appoint _____, 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.

Date

Printed Name

Signature



8 - IDENTIFICATION PHOTOGRAPH:

An identification photograph must be submitted with the application for registration and certified by a Notary Public or Commissioner of Oaths.

*Affix
Photograph
Here*

PHOTO REQUIREMENTS

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

Signature

Month / Year of Photograph

Identification Information of Notary/Commissioner:

Last Name: _____ First Name: _____

Occupation: _____ Name of Organization: _____

Business Address: _____
(Street) (City) (Province) (Postal Code)

Phone: _____ Fax: _____ Email: _____

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 OF _____

Affix Seal Here

on _____ of _____, 20_____.
(day) (month) (year)

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 Alberta Association of Architects.



9 - EMPLOYER'S CONFIRMATION:

EMPLOYER'S CONFIRMATION

The Employer is a Licensed Interior Designer or 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.

Date: _____

Dear Sir/Madam:

Intern's Full Legal Name: _____

Firm Name: _____

Firm Address: _____
(Street)

(City) (Province) (Postal Code)

(Phone Number) (Fax Number) (Email)

Province in which Supervisor Registered: _____

I confirm that the above-noted Intern is employed with our Firm and that the Firm shall endeavour to provide the required pre-registration experience in accordance with the Internship with The Alberta Association of Architects guidelines.

Name of Supervising Architect/Licensed Interior Designer: _____

Signature of Supervising Architect/Licensed Interior Designer: _____



10 - MENTOR'S CONFIRMATION:

MENTOR'S CONFIRMATION

Interns are required to select a Mentor before they begin recording experience in the logbook. The Mentor must be a Registered Architect or Licensed Interior Designer. 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.

Date: _____

Dear Sir/Madam:

Intern's Full Legal Name: _____

Firm Name: _____

Firm Address: _____
(Street)

(City) (Province) (Postal Code)

(Phone Number) (Fax Number) (Email)

Province in which Mentor Registered: _____

I am pleased to act as Mentor to the above-noted Intern for the period of pre-registration as required and shall endeavour 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 Internship with The Alberta Association of Architects guidelines.

Name of Mentor: _____

Signature of Mentor: _____

11 - PURPOSE OF THE INTERN INTERIOR DESIGN PROGRAM:

Intern Interior Design Program (IIDP)

The Intern Interior Design Program is a comprehensive program administered by The Alberta Association of Architects (AAA). The IIDP consists of:

1. Graduation from an interior design program accredited by the *Council for Interior Design Accreditation* (CIDA). Details and a list of accredited programs is available from the CIDA website at www.accredit-id.org;
2. Submission and approval of the AAA *Intern Interior Designer Application for Registration*, including all required appendices and payments;
3. Completion of the mandatory experience hours through an AAA registered architectural or licensed interior design firm recorded in the *Intern Interior Designer Experience Logbook* (Logbook); the logbook will be issued upon approval of the intern application. The experience hours must:
 - a. be logged **after the date of registration** as an IID;
 - b. be logged under the supervision and mentorship of a Licensed Interior Designer or Registered Architect and reviewed and approved by the Registration Committee to be considered as logged hours;
 - c. consist of a **minimum of 3520** experience hours (approximately two (2) years of experience) to be recorded in the LogBook as required by the AAA. These hours must be accumulated over a **minimum of three (3) years** in the IIDP;
4. Completion of two mandatory courses in the final year of the program:
 - a. An approved Alberta Building Code Course; and
 - b. The *Architects Act* Course (available online at www.aaa.ab.ca);

Licensure as a Licensed Interior Designer (LID):

Upon completion of the IIDP, the Intern Interior Designer may be licensed as a Licensed Interior Designer. The steps to licensure are:

1. Submission and approval of the *Licensed Interior Designer Application for Registration*, including all required attachments and payments;
2. Successful completion of the NCIDQ exam (copy of NCIDQ certificate required). Please visit www.ncidq.org for details on the exam and registration;
3. Three (3) years of registration in the IIDP in good standing.
4. Successful interview with the Registration Committee.

Inquiries may be directed to: intern@aaa.ab.ca.

13 - EMPLOYER:

The Employer is the Registered Architect or Licensed Interior Designer within the firm or organization to which the Intern Interior Designer 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 Interior Design 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;
- offer the Intern the full range of responsibilities and opportunities afforded by the practice of licensed interior design, 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 interior design practice including the *Architects Act*, Bylaws and General Regulations governing the profession of interior design;
- certify the Intern's experience relating to employment within the practice.

14 - MENTOR:

The Mentor is a Registered Architect or a Licensed Interior Designer 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 interior design practice including the *Architects Act*, Bylaws and General Regulations governing the profession of interior design;

15 - 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 Licensed Interior Designer.

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, 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



16 - FEES & 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 (for last names beginning with A-L)

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.