



# Internship in Interior Design Program Detailed Supplemental Guidelines

The Alberta Association of Architects

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# Appendix B Equivalent Specific Requirements – The Alberta Association of Architects

*The purpose of this document is to supplement and clarify requirements to the Internship in Interior Design Program (IIDP) in becoming a Licensed Interior Designer (LID) 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 Interior Designer (IID) in becoming successful in the registration process.*

## 1. Definitions

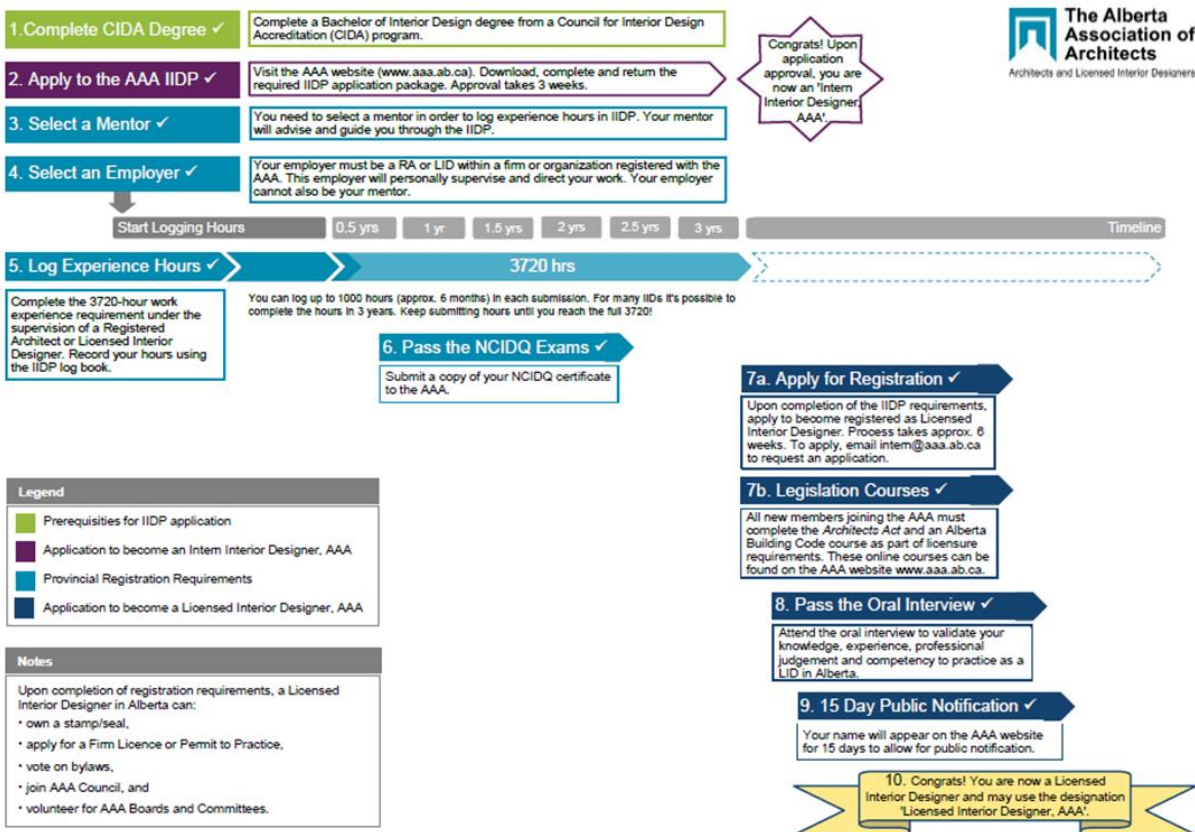
- a. *Architects Act* (the Act) – Legislation establishing the self-regulation of the professions of architecture and licensed interior design in the province of Alberta.
- b. *Architects Act Course* (the Act Course) – A course required of all intern architects and intern interior designers upon completion of their internship 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 Experience – The experience gained with non-architectural / licensed interior design entities such as government departments, institutions, builders, developers, and other AAA pre-approved places of employment, in which the intern is under the personal supervision and direction of an in-house registered architect or licensed interior designer.
- f. Currency of Experience – The requirement of 940 hours of local experience within a two-year period preceding the date of application to become a LID.
- g. Educational Requirements – A CIDA-accredited university degree in interior design.
- h. Intern Experience Hours (IEH) – The required hours to complete the IIDP. Total hours 3,720 with required hours in specific categories.
- i. Intern Interior Designer, AAA (intern or IID) – 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 Interior Designer, AAA.
  - ▶ Intern Interior Designer Five (IID5) – An intern with five or more years in the IIDP.
  - ▶ Intern Interior Designer Seven (IID7) – An intern with seven or more years in the IIDP.
  - ▶ Intern Interior Designer Ten (IID10) – An intern with 10 or more years in the IIDP.
- j. IIDP Logbook – AAA-recognized record book used by intern interior designers to track and submit experience. Interns are required to complete the logbook every six (6) months or 1,000 hours, whichever comes first, and is used to verify that the IID is provided with sufficient experience in each of the mandatory categories to meet the standards of practical skill and level of competence required to engage in practicing as a licensed interior designer.
- k. Internship in Interior Design Program (IIDP) – A program for entry into the profession of Interior Design in Alberta.
- l. Leave of Absence (LOA) – A period of leave from the IIDP due to lack of employment or personal reasons for which the IID applies to the AAA in writing through the AAA's leave form.
- m. Licensed Interior Designer (LID) – A Licensed Interior Designer registered with the AAA can practice the defined scope of interior design within the province of Alberta and is authorized to use the title of Licensed Interior Designer, AAA. Their title is protected under the *Architects Act*.
- n. Logbook Review Team – A group comprised of two to three people from the Registration Committee who review

logbook submissions for approval.

- o. Mentor – A registered architect, Licensed Interior Designer or retired member (must have active membership with AAA), who agrees to act as a counsellor for an IID while they are in the IIDP. Mentors are involved with the logbook process and, although rare, may change on occasion.
- p. National Council for Interior Design Qualification (NCIDQ) – NCIDQ certification is the industry's recognized indicator of proficiency in interior design principles and a designer's commitment to the profession.
- q. Project – Refers to an undertaking related to the field of licensed interior design.
- r. 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.
- s. 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 defer the registration until it is satisfied that the applicant has obtained requirement as directed by the Registration Committee.
- t. Submission Period – A period of unspecified length that includes a maximum of 1,000 hours or six (6) months (whichever comes first) of experience under a single mentor and single supervisor for a logbook submission. These submission periods begin at the time an individual becomes approved as an intern until such time that they have completed all requirements to become a LID.
- u. Supervisor – RA or LID who agrees to oversee an IID from an employer perspective during the IIDP. Supervisors are involved with the logbook process but may vary from project to project over the course of the IIDP. No more than one supervisor is permitted to sign off on a logbook.

## 2. Pathway to Registration

Roadmap to Registration: Becoming a Licensed Interior Designer, AAA, via the Internship in Interior Design Program.



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

It is recommended that interns enrolled in the IIDP strive to complete the requirements within five years.

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

All interns with 10 or more years in the IIDP 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](#) and Section 14.3 Logbook in the [Bylaws](#), both located on the on the AAA's website.

### 4. 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 the AAA. 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 logbook 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 logbook 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 IID to LID.
- ▶ 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 IID experience hours is not guaranteed upon submission and is subject to the approval by the Registration Committee.

Interns should continue logging hours until they become registered. Continuing to log all hours worked during the internship before registration can assist in maintaining experience hours for the currency of experience requirement for registration.

## 5. Experience Types and Employment Clarification

### **Government or Institutional Experience**

Experience gained through alternate eligible experience, such as government or institutions, may be valid if pre-approved by the Registration Committee, providing 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**

It is recommended that an intern's experience includes a variety of occupancies (minimum of two), project types and sizes. Building classifications are defined in the Alberta Building Code.

## 6. Registration Committee

The Registration Committee is established in accordance with 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.

### **Oral Interview**

The objective of the interview is to review the readiness of the applicant to assume the full privileges and responsibilities of a Licensed Interior Designer. The purpose of the interview is to review those skills that are not tested by the examination or the academic qualification.

Upon receipt of the application to become a LID, the AAA will schedule an oral interview with the Registration Committee. To qualify for an interview, the IID must complete all experience hours and fulfill the qualifications outlined in the Roadmap to Registration (see page 2).

## Deferrals

The interviewers have the discretion to defer a candidate who they consider as having deficiencies in one or more aspects preventing them from practicing as a licensed interior designer. 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 oral interviews. A deferral is not considered a failure, but simply an opportunity to gain additional experience in readiness for practice.

## 7. Mentors

A mentor is required as part of the IIDP and must be listed in the logbook. A mentor must be registered in the IID's recording jurisdiction. RAs, LIDs, and retired members may act as mentors.

The mentor and supervisor cannot be employed by the same entity, and one should be a LID. Interns are invited to contact the AAA office for more information about mentors and may also refer to the [IID Guidelines for Mentors and Supervisors](#) on the AAA website.

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

## 8. Supervisors

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

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

## 9. Intern Experience Outside of Alberta and Canada

Intern experience outside of Alberta and Canada is not accepted as there is no provincial reciprocity due to the unique standing of licensed interior designers in Alberta.

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

When an IID'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 of the leave start date. Should a leave of absence from the IIDP program be required, the IID is encouraged to contact the AAA for further details regarding the AAA's leave policy. Please refer to the AAA website for the complete [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.

## 11. Currency of Experience

All interns registered with the AAA must obtain local experience. This means that the intern in the IIDP 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 LID.

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 or LID licensed to practice in Alberta. Under the IIDP, the 940 hours must be documented under logbook categories.

The 940 hours of experience required to meet currency of knowledge documented in the logbook 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 LID in a pre-approved eligible employment situation.
- ▶ All work was carried out under the personal supervision and direction of a RA or LID licensed to practice in Alberta.

## 12. Mandatory Courses Prior to Registration

The online *Architects Act* Course and an acceptable Alberta Building Code course are required as part of the IIDP in Alberta and must be taken prior to the interview with the Registration Committee.

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

Parts 3 and 9 of the Alberta Building Code are particularly relevant in understanding the Alberta-specific provisions. A confirmation of completion is required. The AAA recommends that interns contact the Interior Designers of Alberta for information on Building Code courses. <https://www.idalberta.ca/>

The AAA also recommends that interns take **one** of the following courses:

- ▶ Safety Codes Council (Alberta) – [SCC Course Information](#)
  - 100120 – Building Structures and Materials, ABC 2014
  - 100121 – Residential Fire Protection, Occupant Health and Safety, ABC 2014
  - 100124 – Part 9 Fire Protection, Health and Safety Requirements, ABC 2014
  - 100127 – Building Classification, ABC 2014
  - 100128 – Fire Protection, Finishes, Plumbing and Health Services, ABC 2014
  - 100129 – Egress and Vertical Transportation, ABC 2014
- ▶ Muniak Enterprises – [Building Code Tutor](#)
  - V1 Course #3: Fire Resistance Ratings and Fire Separations
  - V1 Course #5: Flame spread Ratings and Interior Finish
  - V1 Course #8: Safety Within All Floor Areas
  - V2 Course #2: Exits

Other recommended code topics:

- Barrier-free regulations for public spaces
- Application / Use of building code schedules
- Doors and hardware (in relation to egress and exits)

### 13. Ability to Practice as a Licensed Interior Designer

Completion of the IIDP alone does not permit a person to practice as a licensed interior designer in Alberta. To practice, an intern must become a LID with the AAA and have a certificate to engage in the practice as a licensed interior designer (renewed annually) and establish a practice arrangement (firm, corporation, etc.) registered with the AAA. Alternatively, they may be employed by a practice arrangement registered with the AAA.