



# The Intern Architect Program

Intern Program in Manitoba and Programme de stage in Québec

Architectural Institute of British Columbia

Alberta Association of Architects

Saskatchewan Association of Architects

Manitoba Association of Architects

Ontario Association of Architects

Ordre des architectes du Québec

Architects' Association of New Brunswick

Nova Scotia Association of Architects

Architects Association of Prince Edward Island

Newfoundland Association of Architects

1999

Historically, most architects were trained by Mentors, experienced practitioners who transferred their knowledge and skills to the apprentice or “Intern”. Now with the ever increasing pressure of architectural practice, the relationship between practitioner and apprentice has changed to one of employer and employee. The decline in the mentorship relationship is recognized as a critical deficiency at a time when Interns must meet expanding requirements of architectural practice. The Intern Architect Program was created to remedy this — it provides a structured transition between formal education and architectural registration/licensure.

The Intern Architect Program ( IAP) is a comprehensive program administered by the ten provincial associations of architects. The program was adopted by all provincial associations in October 1995 and the implementation process began January 1998.

This brochure is a brief overview of the IAP and is intended to provide prospective Interns, Employers and Mentors with a basic understanding of the program and their respective roles in the development and training of future Architects.

## Purpose of the IAP

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, judgement, skills, discipline and quest for learning that must serve the architect for a lifetime. The program objectives are to:

- define areas of architectural practice where Interns must acquire basic knowledge and skills;

- encourage additional experience in the broad aspects of practice;
- provide quality information and advice about educational, internship, and professional issues and opportunities;
- provide a uniform system for documentation and assessment;
- provide greater access to and recognition of supplementary educational opportunities;
- involve members of the profession in the development and training of future members.

## Registration/licensure and the IAP

All provincial architectural associations have adopted **Common Admission Standards** regarding Education, Experience and Examination to facilitate reciprocal registration/licensing from province to province. These standards include:

- Canadian Architectural Certification Board (CACB) certification (or recognized equivalent)
- Standard pre-registration experience requirements
- Standard architectural registration examination
- Supplementary education

Some provincial associations may have additional requirements before registration/licensing.

### Education Requirements

The review of education qualifications and academic certification is done by the **CACB** in accordance with the **Canadian Education Standard**.

Acceptable professional degree programs include:

- Bachelor of Architecture,
- Master of Architecture,
- RAIC Syllabus.

In the province of Québec, Bachelor of Architecture degrees obtained from Montréal, McGill, and Laval Universities are recognized by the Ordre des architectes du Québec even if the individual is not certified by the CACB.

# Experience Requirements

The objective of the **Canadian Experience Standard** is to ensure that the candidate has gained sufficient experience prior to licensure to meet generally accepted standards of skill and competence to engage in the practice of architecture.

A minimum of 5600 hours of varied experience in specified areas of architectural practice is required.

Experience may be gained in two components: *mandatory* and *discretionary*. The entire experience requirement may be satisfied within the mandatory component, or by a minimum 3720 hours mandatory experience and up to 1880 hours discretionary experience.

## **Experience in categories A, B and C is required.**

Category A: Design and Construction Documents  
Total of 2800 hours required

Category B: Construction Administration  
Total of 560 hours required

Category C: Management  
Total of 280 hours required

## **Experience in category D is optional.**

Category D: Related Activities  
Total of 80 hours permitted

## **Experience may also be gained in category E.**

Category E: Discretionary  
Total of 1880 hours permitted.

The required cumulative **total of 5600 hours** and experience must be documented in the **Canadian Experience Record Book (CERB)** and evaluated by the provincial association at the end of each 900-1000 hours of experience. Experience submissions must be received within eight weeks of the date of the last entry to avoid late submission charges. For a detailed description of the experience areas and related activities, refer to Appendix A of the IAP manual.

## Examination Requirements

Every provincial association (except l'Ordre des architectes du Québec) requires Interns to pass all nine divisions of the National Council of Architectural Registration Boards (NCARB) Architect Registration Examination (ARE) to satisfy its examination requirements. During the transition period, the Ordre des architectes du Québec will continue to administer its written examinations together with the computerized parts of the ARE.

# Eligibility

## The Intern

For enrollment as an Intern Architect, application must be made to the provincial association of architects, and the following information must be provided:

- CACB certificate (or recognized equivalent)
- names of Employer (if employed) and Mentor and confirmation from each on the application form
- payment of fees (which are established annually by the provincial association).

Although employment is not a condition of enrollment in the IAP, the Intern must be employed to achieve credit for employment experience. Interns may change Employers or transfer to other provincial associations.

All Interns must select a Mentor and are encouraged to maintain the same Mentor throughout the program; however, the need for change under certain circumstances is recognized. The Intern may select a Mentor by:

- Asking a personal acquaintance (e.g. previous Employer) for recommendations
- Asking an Employer or fellow Interns for recommendations
- Asking the provincial association for assistance.

## The Student

A Student may enroll in the Intern Architect Program as an **Undergraduate**. They may commence recording experience upon successful completion of not less than 50 percent of a professional degree program in architecture in a CACB-accredited architectural program, or satisfactory completion of Part 1 of the RAIC Syllabus.

The Student must apply to the provincial association of architects and provide the following:

- proof of acceptable level of education
- names of Employer (if employed) and Mentor and confirmation from each on the application form
- payment of fees.

*“The architectural profession has a responsibility to provide Interns with the best possible advice relating to day-to-day experience and long-range career plans.”*

## Key Individuals Who Share This Responsibility

### The Employer

The Employer is the individual 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.

Architects usually serve as Employers; however, when recording discretionary experience, the Intern may be supervised by other professionals, e.g. professional engineers, landscape architects, interior designers, planners or general contractors.

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:

- 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;
- certify the Intern's experience relating to employment within the practice.

Employers should review the Intern Architect Program Manual when meeting with the Intern and certifying the experience record.

### The Mentor

The Mentor is an architect selected by the Intern or Student. The Mentor should not be employed by the same firm as the Intern or Student. The Mentor meets with the Intern/Student 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/Student's professional growth. The Intern/Student-Mentor relationship personifies the architectural profession's historic mentoring system.

The Role of the Mentor is to:

- 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 regulations governing the profession of architecture;
- review the Intern Architect Program Manual with the Intern and sign the appropriate declaration forms.

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## For Further Information

For additional information regarding the Intern Architect Program or to receive a copy of the Intern Architect Program Manual please contact your provincial association of architects.

### **Architectural Institute of British Columbia**

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### **Alberta Association of Architects**

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Edmonton, AB T6E 4S1  
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Fax: (403) 439-1431  
Web Page: [www.aaa.ab.ca](http://www.aaa.ab.ca)

### **Saskatchewan Association of Architects**

Suite 200, 642 Broadway Ave.  
Saskatoon, SK S7N 1A9  
Tel: (306) 242-0733  
Fax: (306) 664-2598  
Web Page: [www.saa.sk.ca](http://www.saa.sk.ca)

### **Manitoba Association of Architects**

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Winnipeg, MB R3B 0R3  
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### **Ontario Association of Architects**

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Web Page: [www.oaa.on.ca](http://www.oaa.on.ca)

### **Ordre des architectes du Québec**

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Montréal, QC H3H 1R4  
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### **Architects Association of Prince Edward Island**

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