

**State of California  
Office of Administrative Law**

**In re:**  
**California Architects Board**

**Regulatory Action:**

**Title 16, California Code of Regulations**

**Amend section: 109**

**NOTICE OF APPROVAL OF REGULATORY  
ACTION**

**Government Code Section 11349.3**

**OAL Matter Number: 2024-0906-01**

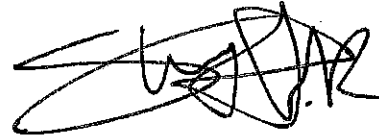
**OAL Matter Type: Regular (S)**

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In this regular rulemaking, the California Architects Board is amending regulations pertaining to requirements for licensure, including filing applications for eligibility and licensure.

OAL approves this regulatory action pursuant to section 11349.3 of the Government Code. This regulatory action becomes effective on 1/1/2025.

**Date:** October 17, 2024



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**Steven J. Escobar  
Senior Attorney**

**Original:** Laura Zuniga, Executive Officer  
**Copy:** Timothy Rodda

**For:** Kenneth J. Pogue  
Director

**NOTICE PUBLICATION/REGULATIONS SUBMISSION**

STD. 400 (REV. 10/2019)

# REGULAR

For use by Secretary of State only

**ENDORSED - FILED**  
in the office of the Secretary of State  
of the State of California

OCT 17 2024

2:18 pm  
*[Signature]*

OAL FILE NUMBERS	NOTICE FILE NUMBER <b>Z-2023-1222-01</b>	REGULATORY ACTION NUMBER <b>2024-0906-015</b>	EMERGENCY NUMBER
For use by Office of Administrative Law (OAL) only			
NOTICE		REGULATIONS	

OFFICE OF ADMIN. LAW  
2024 SEP 8 PM 2:58

AGENCY WITH RULEMAKING AUTHORITY  
California Architects Board

AGENCY FILE NUMBER (If any)

**A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)**

1. SUBJECT OF NOTICE	TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE <input type="checkbox"/> Notice re Proposed Regulatory Action <input type="checkbox"/> Other	4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
<b>OAL USE ONLY</b> <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved/Withdrawn	NOTICE REGISTER NUMBER <b>2024, 01-Z</b>	PUBLICATION DATE <b>1/5/2024</b>	

**B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)**

1a. SUBJECT OF REGULATION(S) Filing of Applications	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)
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2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related) <b>SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)</b>	ADOPT
	AMEND 109
	REPEAL
TITLE(S) 16	

3. TYPE OF FILING

<input checked="" type="checkbox"/> Regular Rulemaking (Gov. Code §11346)	<input type="checkbox"/> Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	<input type="checkbox"/> Emergency Readopt (Gov. Code, §11346.1(h))	<input type="checkbox"/> Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
<input type="checkbox"/> Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)	<input type="checkbox"/> Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	<input type="checkbox"/> File & Print	<input type="checkbox"/> Print Only
<input type="checkbox"/> Emergency (Gov. Code, §11346.1(b))	<input type="checkbox"/> Other (Specify) _____		

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)  
June 11 - 26, 2024

5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)

<input checked="" type="checkbox"/> Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a))	<input type="checkbox"/> Effective on filing with Secretary of State	<input type="checkbox"/> §100 Changes Without Regulatory Effect	<input type="checkbox"/> Effective other (Specify) _____
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6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY

<input type="checkbox"/> Department of Finance (Form STD. 399) (SAM §6660)	<input type="checkbox"/> Fair Political Practices Commission	<input type="checkbox"/> State Fire Marshal
<input checked="" type="checkbox"/> Other (Specify) <b>Kimberly Kirchmeyer, Director, Department of Consumer Affairs</b>		

7. CONTACT PERSON Timothy Rodda	TELEPHONE NUMBER (279) 895-1246	FAX NUMBER (Optional)	E-MAIL ADDRESS (Optional) timothy.rodde@dca.ca.gov
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8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE <i>Laura Zuniga</i>	DATE 8/27/2024
TYPED NAME AND TITLE OF SIGNATORY Laura Zuniga, Executive Officer	

For use by Office of Administrative Law (OAL) only

**ENDORSED APPROVED**

OCT 17 2024

Office of Administrative Law

DEPARTMENT OF CONSUMER AFFAIRS  
TITLE 16. PROFESSIONAL AND VOCATIONAL REGULATIONS  
DIVISION 2. CALIFORNIA ARCHITECTS BOARD

Filing of Applications

**Order of Adoption**

Amend Section 109 of Article 2 of Division 2 of Title 16 of the California Code of Regulations as follows:

**§ 109. Requirements for Licensure and Filing of Applications.**

(a) Definitions:

- (1) A "new candidate" shall mean a candidate who is submitting ~~his or her~~ their first application to the Board for eligibility evaluation for the Architect Registration Examination (ARE) or one who had previously submitted an application but had been determined by the Board to be ineligible.
- (2) An "inactive candidate" shall mean a candidate who:
  - (A) has not taken an examination as a candidate of the Board for five or more years, or
  - (B) has been determined by the Board to be eligible but who has not taken any examination since the Board's determination and five or more years have passed.
- (3) "Active in the examination process" shall mean that there has not been a period of five or more years since
  - (A) the candidate last took an examination as a candidate of the Board, or
  - (B) the candidate has been determined by the Board to be eligible.
- ~~(4) A "re-examinee" shall mean a candidate who has previously been determined by the Board to be eligible for the ARE and who is active in the examination process as a candidate of the Board.~~

(b) Examination Application Process:

- (1) ~~Effective July 1, 2008, a~~ A new or inactive candidate applying to the Board for eligibility for the ARE shall, prior to eligibility, ~~for the examination enroll in the Intern Development Program (IDP) by establishing a~~ National Council of Architectural Registration Boards (NCARB) Record with the National Council of Architectural Registration Boards (NCARB). Candidates shall pay all required

fees and comply with all NCARB procedures required to establish a NCARB Record.

~~The requirement to establish an NCARB Council Record does not apply to a candidate who was determined by the Board to be eligible on or before June 30, 2008 and who is active in the examination process.~~

- (2) ~~A new or inactive candidate applying to the Board for eligibility evaluation for the ARE shall, prior to licensure, complete the IDP of the NCARB-administered Architectural Experience Program (AXP), as defined in the most recent edition of NCARB's *Intern Development Program Guidelines* (currently the July 2015 edition); or the Internship in Architecture Program (IAP) of Canada (currently the January 2012 edition). Both documents referred to in the preceding sentence are hereby incorporated by reference.~~

~~The IDP/IAP requirement does not apply to a candidate who (A) was determined by the Board to be eligible on or before December 31, 2004, and who is active in the examination process; or (B) has completed all of the necessary education equivalents prior to January 1, 2005, who has submitted a completed application for eligibility evaluation to the Board that is postmarked on or before December 31, 2004, and who has been determined by the Board to be eligible.~~

- (3) A new or inactive candidate shall submit:

(A) the non-refundable fee specified in subsection (a) or (b) of Section 144, as applicable unless waived per paragraph (6).

(B) an Application for Eligibility Evaluation, 19C-1 (rev. 3/2015), as provided by the Board and certified under penalty of perjury, which shall be accepted on a continuous basis and contain:

- (i) the candidate's NCARB record number,
- (ii) the legal name of the candidate and any other known names,
- (iii) the candidate's address and email address,
- (iv) the candidate's home and work telephone numbers, and
- (v) the candidate's date of birth and social security number or individual taxpayer identification number, and accompanied by such

(C) supporting documents required herein. Such supporting documents which shall may include, if applicable:

- (i) proof of completion of the AXP, which shall include the candidate's current and valid IDP file NCARB Record transmitted by from NCARB, or current and valid verification of completion of the requirements of Canada's IAP,

- (ii) certified original transcripts sent directly to the Board by the college or university, or included as part of an NCARB Record,
- (iii) Employment Verification Form(s), 19C-12 (9-NEW 6/20062024), which is hereby incorporated by reference, and,
- (iv) if appropriate, proper foreign education evaluations and self-employment documentation.

(4) A candidate who has served as an active-duty member of the Armed Forces of the United States, was honorably discharged, and who provides a copy of their DD-214 (Certificate of Release or Discharge from Active Duty), shall have the review of their application expedited pursuant to Section 115.4 of the Code.

(5) A candidate shall receive expedited review of their application for a candidate qualifying pursuant to Section 115.4, subdivision (b) of the Code, if the candidate is an active-duty member of a regular component of the United States Armed Forces enrolled in the United States Department of Defense's SkillBridge program as authorized under Section 1143(e) of Title 10 of the United States Code, and who provides the following documentation with the application: written authorization documenting the candidate's current enrollment in the SkillBridge program including an official approval document or letter from their respective United States Armed Forces Service branch (Army, Navy, Air Force, Marine Corps, Space Force or Coast Guard) signed by the candidate's first field grade commanding officer that specifies the candidate's name, the approved SkillBridge opportunity, and the specified duration of participation (i.e., start and end dates).

(6) Candidates who meet the requirements of Section 115.5 of the Code shall have the review of their application expedited and applicable fee waived if they submit the following satisfactory evidence with their application:

(A) Certificate of marriage or certified declaration/registration of domestic partnership filed with the California Secretary of State or other documentary evidence of legal union with an active-duty member of the Armed Forces.

(B) A copy of the military orders establishing their spouse's or partner's duty station in California and,

(C) Written verification from the candidate's issuing agency/licensing jurisdiction that the candidate's license in another state, district or territory of the United States is current in that jurisdiction. The verification shall include all of the following: (1) the full legal name of the candidate and any other name(s) the candidate has used or has been known by, (2) the license type and number issued to the candidate by the original licensing agency/entity, (3) the name and location of the licensing agency/entity, and, (4) the issuance and expiration dates of the license.

(7) A candidate who was admitted to the United States as a refugee pursuant to Section 1157 of Title 8 of the United States Code, or was granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to Section 1158 of Title 8 of the United States Code, or has a special immigrant visa and was granted a status pursuant to Section 1244 of Public Law 110-181, Public Law 109-163, or Section 602(b) of Title VI of Division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government, and provides evidence of that status shall have the review of their application expedited pursuant to Section 135.4 of the Code. For the purposes of this paragraph, "evidence" shall include the following:

(A) Form I-94, arrival/departure record, with an admission class code such as "re" (refugee) or "ay" (asylee) or other information designating the person as a refugee or asylee.

(B) Special Immigrant Visa that includes the "si" or "sq".

(C) Permanent resident card (Form I-551), commonly known as a "green card", with a category designation indicating that the person was admitted as a refugee or asylee.

(D) An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurances to the Board that the candidate qualifies for expedited licensure per Business and Professions Code section 135.4.

~~Applications for Eligibility Evaluation shall be accepted on a continuous basis throughout the year. For a candidate applying for eligibility for the ARE, the eligibility review fee specified in Section 144(a) shall be required.~~

~~(48) A new or inactive candidate receiving notification that he or she is they are ineligible for examination for failure to meet the requirements in Section 116 shall submit supporting documentation as identified in subsection (b)(3) to meet eligibility requirements, based on insufficient education and/or employment verification as evaluated by the Board and/or failure to enroll in IDP by establishing an NCARB Council Record shall submit such additional education and/or employment verification and/or verification of enrollment in IDP.~~

~~(59) Upon the Board's determination of a candidate's eligibility for the ARE based upon the Board's education requirements and evidence of the candidate's enrollment in IDP requirements set forth in Section 116, the Board shall transmit the candidate's eligibility information to NCARB or its authorized representative for entry into the candidate to test through NCARB's database. For a candidate whose application is submitted on or after July 1, 1999 and who has been~~

determined to be eligible, such eligibility shall be retained while the candidate is active in the examination process.

(610) As a candidate acquires additional work experience, it is the candidate's responsibility to ensure that the employer(s) complete Employment Verification Forms covering the work experience gained with that employer and that the forms are submitted to the Board.

(711) A new or inactive candidate who is a licensed architect in a qualifying foreign country, as defined in Section 117(c)(2), shall prior to licensure:

(A) complete IDP, or IAP, the requirements as referenced in subdivision (b)(2) or follow the requirements set forth in Section 121; or

(B) submit to the Board:

- (i) ~~1-~~ proof of licensure in the qualifying foreign country,
- (ii) ~~2-~~ an Employment Verification Form on his or her their own behalf documenting five years of practice of architecture as a licensed architect in the qualifying foreign country,
- (iii) ~~3-~~ an Employment Verification Form documenting at least one year of experience under the direct supervision of an architect(s) licensed in a United States jurisdiction ~~granted at 100% credit~~ or at least two years of experience under the direct supervision of an architect(s) registered in a Canadian province ~~granted at 50% credit~~, and
- (iv) ~~4-~~ documentation of five years of education equivalents as defined in Section 117. ~~Both documents referred to in subdivision (b)(7)(A) are hereby incorporated by reference.~~

(812) ~~Effective January 1, 2005, a~~ A new or inactive candidate who is a licensed architect in a non-qualifying foreign country and one who is a licensed architect in a qualifying foreign country but who does not submit all of the items prescribed in subdivision (b)(711) shall apply as a new candidate and meet the requirements prescribed in subdivisions (b)(1) and (b)(2) of this section, or follow the requirements set forth in Section 121.

(e) ~~Effective July 1, 1999, a re-examinee applying for eligibility for the ARE shall submit a Test Application Form, 19C-11 (3/2006), and accompanied by the eligibility review fee specified in Section 144(a). Upon determination that the candidate is eligible, the Board shall transmit the candidate's eligibility information to NCARB or its authorized representative for entry into NCARB's database. For a candidate whose application is submitted on or after July 1, 1999 and who has been determined to be eligible, such eligibility shall be retained while the candidate is active in the examination process. Test Application Forms shall be accepted on a continuous basis throughout the year.~~

~~(d) A candidate who had a valid eligibility on file with the Board on or before June 30, 2008 may schedule with NCARB or its authorized representative to take one or more division(s) of the ARE without first enrolling in IDP.~~

~~(e) A candidate who did not have a valid eligibility on file with the Board on or before June 30, 2008 may only schedule with NCARB or its authorized representative to take one more division(s) of the ARE after first enrolling in IDP by establishing an NCARB Council Record.~~

~~(f) The Board shall retain the file of a candidate who is active in the examination process as a candidate of the Board. The Board may purge the candidate file of an inactive candidate. An inactive candidate who wishes to reapply to the Board shall be required to apply in accordance with this section by submitting the required documents to allow the Board to determine the candidate's current eligibility. For a candidate applying for the ARE, the eligibility review fee specified in Section 144(a) shall be required follow the requirements set forth in subsection (b)(3).~~

~~(d) The Board shall retain for a ~~two~~seven-year period, transcripts, Employment Verification Forms, and other supporting documents received from individuals who have not submitted an ~~A~~Eligibility ~~E~~Evaluation. Thereafter, the Board may purge these documents.~~

~~(e) Candidates who are licensed as an architect in another United States jurisdiction shall submit an application for eligibility evaluation as set forth in subsection (b)(3) and follow the requirements set forth in Section 121.~~

~~(f) Candidates must complete the California Supplemental Examination (CSE) prior to licensure and follow the requirements as set forth in Section 124.~~

~~(g) Upon completion of the CSE, each person desiring licensure as an architect shall furnish a full set of fingerprints as prescribed by Section 5552.1 of the Code and file a completed application for licensure with the Board which shall contain the following:~~

~~(1) Fee specified in Section 144 for an original license unless waived per subsection (b), paragraph (6);~~

~~(2) Candidates who had applications expedited pursuant to subsection (b) paragraph (4), (5), (6) or (7) shall have the application for licensure expedited;~~

~~(3) Social Security Number or Individual Tax Identification Number;~~

~~(4) First, middle, last name and suffix (if applicable) as they want it printed on their license. Only the candidate's legal name or initials are permitted and nicknames are not permitted;~~

~~(5) Contact information including candidate's address of record, daytime and evening telephone numbers, and email address (if any);~~



(6) A disclosure regarding whether the candidate has, within the preceding seven years from the date of the application, had a license, permit, registration, or certification ("license") that was formally disciplined by a licensing board in or outside of California;

(A) For the purposes of paragraph (6), "disciplined" shall mean suspended, revoked, placed on probation, public reproof, reprimand or any other form of restriction placed upon any other license, registration, certification or permit that the candidate held or currently holds. A candidate shall not be required to disclose any discipline that was based upon a conviction that has been dismissed pursuant to Section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code or a comparable dismissal or expungement.

(B) If the candidate answers in the affirmative to the disclosure question in paragraph (6), the candidate shall provide all of the following as part of the application:

- (i) the type of disciplinary action taken (e.g., revocation, suspension, probation),
- (ii) the effective date of the disciplinary action,
- (iii) the license type,
- (iv) the license number,
- (v) the name and location of the licensing board,
- (vi) an explanation of the violations found by the licensing board; and,
- (vii) any statement or documents showing the candidate's rehabilitation efforts or any mitigating information that the candidate would like the Board to consider; and,

(7) A statement signed under penalty of perjury of the laws of the State of California that the information provided on the application or any accompanying attachments provided with the application is true and correct.

Note: Authority cited: Sections 115.4, 5526 and 5552.5, Business and Professions Code. Reference: Sections 30, 115.4, 115.5, 115.6, 135.4, 144, 144.5, 480, 5550, 5550.5, 5551, 5552, 5552.1 and 5552.5, Business and Professions Code.

# INTERN DEVELOPMENT PROGRAM GUIDELINES

JULY 2015

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# INTRODUCTION

## What is IDP?

The **Intern Development Program (IDP)** is an essential step in the path to become an architect. Your journey typically begins in a school of architecture; however, it does not end there. Ultimately, through the IDP you will learn about the daily realities of architectural practice, acquire comprehensive experience in basic practice areas, explore specialized areas of practice, develop professional judgment, and refine your career goals. IDP is designed to help you realize those goals.

The IDP was created jointly in the 1970s by the National Council of Architectural Registration Boards (NCARB) and the American Institute of Architects (AIA). The IDP is developed and administered by NCARB.

In most jurisdictions, completion of the IDP is a requirement for initial registration. The IDP identifies the comprehensive experience that is essential for competent practice. The program is structured to prepare you to practice architecture independently upon initial registration.

## What is NCARB?

The National Council of Architectural Registration Boards, a non-profit organization, is a federation of the architectural licensing boards in each of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. These 54 boards constitute NCARB's membership.

NCARB serves to protect the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects. NCARB is responsible for establishing, interpreting, and enforcing national standards for architectural licensure.

The U.S. Constitution establishes that individual states or jurisdictions maintain the actual power to regulate the practice of architecture, including the registration of architects. Each of NCARB's 54 member boards has instituted a set of registration requirements that, when satisfied, results in the granting of a license to practice architecture within their jurisdiction.

## What is an Intern?

In the architecture profession, an "intern" is any person who by means of their education or experience has qualified to enter the IDP.

In this document, the term intern refers to any individual in the process of satisfying a registration board's experience requirements. This includes anyone not registered to practice architecture in a U.S. or Canadian jurisdiction, graduates from NAAB-accredited programs, architecture students who acquire acceptable experience prior to graduation, and other qualified individuals identified by a registration board.

Only individuals who are licensed by a board of architecture may call themselves architects.

*The term "licensure" is used to denote the actual issuance and maintenance of an architectural license. Licensure is part of registration. This document refers to licensure and registration interchangeably.*

## NCARB Record

Throughout your career, your Record becomes a detailed, verified record of your education, experience, and examination used to establish qualification for licensure, and certification. Your NCARB Record is confidential and maintained on a secure server. The contents may only be discussed with the Record holder directly or provided to the registration board identified by the Record holder.

Establishing a Record is essential for documenting the IDP and accessing the ARE. Your NCARB Record gives you access to the online reporting system for the timely and accurate reporting of IDP experience. It is also the first step for those seeking eligibility to take the ARE, or for foreign educated applicants who are having their education evaluated through the Education Evaluation Services for Architects (EESA).

# INTRODUCTION: NCARB SERVICES

NCARB has a variety of roles in the licensure process, including the development and administration of the IDP, the Architect Registration Examination® (ARE®), and NCARB certification, which facilitates reciprocal licensure. With millions of digital images in its holdings—official transcripts, verified employment records, examination scores, and more—NCARB is also the official custodian of secure and confidential records for thousands of interns, architects, and registration boards. These records are housed, managed, and evaluated by NCARB and then, at various points in the licensure process, can be transmitted to the registration boards of an individual's choosing. NCARB services include:

## For Students

- Supports educators in providing accurate information on the licensure process.
- Supports the American Institute of Architecture Students (AIAS) in their mission to promote excellence in architecture education, training, and practice.
- Provides funding for new curriculum initiatives that integrate practice and education.
- Engages AIAS on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the National Architectural Accrediting Board (NAAB) in the development of standards for accredited architectural education.
- Visits schools, AIAS chapters, and NAAB schools across the country to promote the value of licensure and benefits of NCARB certification.
- Supports the [Architect Licensing Advisors Community](#).

## For Interns

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to assist their path to licensure.
- Develops and administers the IDP.
- Develops and administers the ARE.
- Creates tools to assist interns in completing the internship and examination process.
- Compiles, evaluates, and transmits an intern's Record in support of examination or initial registration.
- Visits AIA chapters and firms across the country to promote the values of licensure and the benefits of NCARB certification.
- Engages interns on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the [Architect Licensing Advisors Community](#).

## For Architects

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to support their career path.
- Develops and recommends national standards for registration to its Member Boards to facilitate reciprocity between jurisdictions.
- Grants an NCARB Certificate to architects who meet the national standards outlined in this guideline.
- Maintains an architect's Record in a condition suitable for transmittal to a jurisdiction.
- Transmits an architect's NCARB Record or Certificate to a jurisdiction in support of reciprocal registration.
- Visits AIA chapters and firms across the country to promote the values of licensure and the benefits of NCARB certification.
- Provides continuing education opportunities through the [Monograph Series](#).

## For Registration Boards

- Stores secure, confidential, and comprehensive Records on NCARB Certificate holders and NCARB Record holders.
- Develops and recommends Model Law and Model Regulations for registration boards to adopt to facilitate reciprocal licensure and help Member Boards protect the health, safety, and welfare of the public.
- Develops, administers, and maintains programs to satisfy education, experience, and examination requirements.
- Represents the interests of Member Boards before public and private agencies.
- Produces resources for interns and architects on the registration process.
- Partners with Member Boards across the country to promote the values of licensure and the benefits of NCARB certification.

# INTRODUCTION: LICENSURE/REGISTRATION

Architects are responsible for the health, safety, and welfare of the people who live or work in the buildings and environments they create. You are not an architect without a license. You must be licensed by a jurisdiction in order to practice architecture within that jurisdiction. While it is possible to work within the profession without having a license, you may not practice architecture or call yourself an architect without a license. Licensure signifies to the public that you have completed the education, experience, and examination necessary to practice architecture independently.

## Education

Most U.S. jurisdictions require a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or a professional degree in architecture from a Canadian program accredited by the Canadian Architectural Certification Board (CACB) to satisfy their education requirement.

For a list of NAAB-accredited programs, visit [www.naab.org](http://www.naab.org).

Some jurisdictions may accept education equivalencies. For a guide to equivalency requirements, refer to the NCARB *Education Standard* included in the [Education Guidelines](#) at [www.ncarb.org](http://www.ncarb.org).

## Experience

Most U.S. jurisdictions have adopted the IDP as their experience requirement for initial registration. All jurisdictions require a structured internship with direct supervision by a registered architect for some period of time. Compare the IDP with any additional experience requirement your registration board may require. Where differences exist, you must first complete your jurisdiction's requirement; however, completion of the IDP facilitates certification and future registration in other jurisdictions.

The requirements of the IDP are outlined in these guidelines.

## Examination

Every U.S. jurisdiction requires interns to pass the ARE to satisfy its examination requirement.

The ARE is a practice-based exam administered on a year-round basis that covers:

- Programming, Planning & Practice
- Site Planning & Design
- Building Design & Construction Systems
- Schematic Design
- Structural Systems
- Building Systems
- Construction Documents & Services

The content of the ARE is based on the knowledge and skills required of a recently licensed architect, practicing independently, to provide architectural services. The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety, and welfare.

For more information concerning the ARE, refer to the [ARE Guidelines](#) available at [www.ncarb.org](http://www.ncarb.org).

## Registration Requirements are set by Jurisdictions

The 54 architectural registration boards, which are members of NCARB, have the legal authority to establish licensure requirements, enforce licensure laws and regulations, and respond to complaints of unlicensed or unethical practice.

Each registration board determines its own education, experience, and examination requirements for initial and reciprocal registration in their jurisdiction. Most jurisdictions have adopted the standards specified in NCARB's [Legislative Guidelines and Model Law/Model Regulations](#).

For an overview of each jurisdiction's registration requirements go to the NCARB website at [www.ncarb.org/Reg-Board-Requirements](http://www.ncarb.org/Reg-Board-Requirements). Since each jurisdiction may change its rules, statutes, and regulations at any time, it is always advisable to check with the individual board to verify registration and practice requirements.

# INTRODUCTION: NCARB CERTIFICATION

Many architects choose to seek NCARB certification following initial licensure. The NCARB Certificate facilitates reciprocal registration among all 54 NCARB Member Boards, and 11 Canadian provincial associations. The NCARB Certificate signifies that you have met the national standards established by the registration boards.

To qualify for NCARB certification, you must satisfy all of the Requirements for certification outlined in [Certification Guidelines](#). Requirements include: good character; satisfaction of NCARB's education, experience, and examination requirements; and a current registration to practice architecture issued by an NCARB Member Board.

*While NCARB certification facilitates reciprocity, it does not provide you the privilege to practice architecture. You must be registered in each jurisdiction before you are permitted to seek work or are qualified to practice architecture. In some jurisdictions the NCARB Certificate allows the benefit of soliciting work or participating in a design competition prior to licensure. See the [licensing requirements page](#) on [ncarb.org](#).*

## Benefits of the NCARB Certificate

- **PRESTIGIOUS CREDENTIAL** – By obtaining and maintaining the NCARB Certificate, an individual has demonstrated that they have met the established standards for certification. An architect who has an active NCARB Certificate may use the letters “NCARB” after his/her name.
- **RECIPROCITY** – The NCARB Certificate makes it easier to obtain reciprocal registration in other jurisdictions. In fact, many registration boards require the NCARB Certificate for reciprocal registration. Most NCARB Member Boards accept the NCARB Certificate as a primary method to support reciprocal registration.
- **MOBILITY** – The NCARB Certificate gives you the mobility to seek work where you wish. If your work interests center solely on projects within the jurisdiction where you are licensed, with an NCARB Certificate you are prepared to meet your clients' needs as they move or expand across state lines.
- **COMPETITIVE EDGE** – Many architectural firms consider certification an important factor in hiring and promotion because they know that an architect with an NCARB Certificate provides the firm with greater flexibility when pursuing opportunities and expanding their practice. Additionally, some jurisdictions allow the benefit of soliciting work or participating in a design competition prior to licensure if you hold an NCARB Certificate.
- **SECURITY** – Your records are maintained on a secure server and are ready when you are, eliminating the need to worry about misplaced records or obtaining necessary verifications from a previous employer who may no longer be in business.
- **CONTINUING EDUCATION** – Both mini-monographs and monographs are available to NCARB Certificate holders for free!

## Save Money

Interns can save money just by keeping their NCARB Record active while they complete the steps for licensure. If you have a professional degree from a NAAB-accredited program and have completed the IDP, you'll meet the requirements for NCARB certification when you pass the ARE and receive your initial license.

The cost to keep your NCARB Record active while you pursue your initial license is just \$75 a year.

If you maintain an active Record in good standing, the application fee for NCARB certification (\$1,500) will be waived and you will receive a 50 percent discount on Certificate renewals for the first three years of service.



# IDP STEPS

## Step 1

### ESTABLISH YOUR NCARB RECORD

To start participating in the IDP, you must have an NCARB Record.

To create your NCARB Record, go to the "My NCARB" section on the NCARB homepage, and click on "establish record." Once you have established your account, add the NCARB Record service. If you are interrupted in process or need additional information to complete the application, you can save it and return later to complete it.

In order to establish an NCARB Record and receive your NCARB Record number, you must complete the application and submit payment. Once you click "Submit," you will receive two e-mails. The first will confirm receipt of your payment. The second will assign your NCARB Record number and provide further instructions.

Refer to the NCARB Fees for establishing and maintaining your NCARB Record. All fees are subject to change, and are non-refundable unless otherwise noted.

If you have applied for an NCARB Record in the past, please do not reapply. You should reactivate your existing Record by logging into your NCARB Record online and selecting the Annual Renewal option. All renewals and reactivations can be submitted online.

## Step 2

### IDENTIFY YOUR IDP SUPERVISOR

Your IDP supervisor is the individual who supervises you on a daily basis and has responsibility for and professional knowledge of your work. Your IDP supervisor is required to certify that the information you submit on your experience report is true and correct.

Refer to the supervision requirements when identifying your IDP supervisor.

## Step 3

### IDENTIFY YOUR MENTOR

A mentor is a loyal advisor, teacher, or coach. You have the option to select a mentor whom you feel will make a long-term commitment to your professional growth. You should choose a mentor outside of your office so that you can gain insight and perspective independent of your daily work experience.

Refer to the supervision requirements to identify who can serve as your mentor for IDP.

Refer to www.aia.org/mentorship for more information about the AIA mentorship program.

TO BE REPEALED

# IDP STEPS

## Step 4

### DOCUMENT YOUR EXPERIENCE

The online reporting system allows you to document your experience directly into your NCARB Record. Log into "[My NCARB](#)" to access your [Record](#) and to document your experience regularly.

Upon submission of your experience report through the online reporting system, your supervisor will receive notification that an experience report is ready for review. You and your supervisor should meet to go over your experience. Your supervisor must approve your experience report, thereby certifying the information furnished by you is true and correct, and that you performed the work competently.

There are no circumstances in the IDP that allow you to verify your own experience.

All experience is subject to review and evaluation by NCARB for compliance with the program.

[Learn more about NCARB's online reporting system here](#).

### Repeat Step 4 Often

You must submit your experience report to NCARB at specified intervals according to the [reporting requirements](#).

- All experience reports must be submitted electronically through the online reporting system.
- You will not be able to submit a report that is in the "saved" status if it contains experience more than five years in the past.
- To comply with the reporting requirements, your experience reports must be in the submitted or approved status within the online reporting system.
- In the submitted status, a supervisor can return a report to you for modifications or edits.
- Submitted experience hours can be lost if they are deemed invalid and rejected by a supervisor, or by NCARB if they are not earned in accordance with the requirements of the IDP.

### All Experience Must be Verified

In most settings, your experience must be verified by your IDP supervisor. There are opportunities within supplemental experience that may be verified by a mentor.

Make sure you review and understand the [supervision requirements](#).

### Changing Employers

During the course of IDP participation, personal circumstances or external factors can result in new employment opportunities. If you change employers, be sure to:

1. Document all experience prior to leaving your current employer. All experience earned at your current employer must be certified by your current IDP supervisor.
2. Identify your IDP supervisor at your new employer.
3. Document your experience at your new employer (after meeting the [employment requirements](#)). All experience earned at your new employer must be certified by your new IDP supervisor.

TO BE REPEATED





## ADDITIONAL STEPS

### Document Your Education

Upon graduation, you must provide a copy of your final transcript to NCARB.

- Download and mail the [transcript request forms](#) and any associated fee to your school(s).
- Each transcript must be returned directly to NCARB by the school. NCARB will only accept official transcripts submitted by the school.

### Transmit Your NCARB Record

Registration boards are required to examine and maintain a record of the qualifications of each applicant for registration. To satisfy this requirement, a complete copy of your [NCARB Record](#) may be transmitted to a jurisdiction to support your application for initial or reciprocal registration. All NCARB Member Boards accept the NCARB Record for initial registration.

Transmittal of your Record in support of initial registration is only available for active Record holders.

### Take the ARE

Does your jurisdiction allow you to take the ARE before completion of the IDP?

Each jurisdiction establishes its own application procedures for examination. As soon as you determine where you will seek initial registration you should request application materials from your jurisdiction. Review your [jurisdictional requirements](#) for licensure.

You must notify NCARB of your intent to apply for examination. You may make the request from ["My NCARB"](#).

For more on the ARE, visit the ["Getting Started with the ARE" webpage](#).

### Get Licensed

All jurisdictions require individuals to be licensed (registered) before they may call themselves architects and contract to provide architectural services. You must contact your registration board to find out their requirements and to complete the licensure process.

The registration board will determine if you have met the requirements for licensure. In addition to the education, experience, and examination requirements, there may be additional jurisdictional requirements. For more information, check the [Registration Board Licensing Requirement page](#) on [www.ncarb.org](#).

### Get NCARB Certified

The [NCARB Certificate](#) signifies that you have met the national standards established by the registration boards.

Upon receiving your initial license to practice, notify NCARB in writing at [customerservice@ncarb.org](mailto:customerservice@ncarb.org). NCARB will update your Record to reflect your new status and follow up with you if you are interested in seeking an NCARB Certificate. You can also notify us of your initial licensure and convert directly through ["My NCARB"](#).

If you maintain an active Record in good standing, the application fee for NCARB certification (\$1,500) will be waived and you will receive a 50 percent discount on Certificate renewals for the first three years of service.

Monitor your NCARB Record status through ["My NCARB"](#). This will allow you to make sure processes are taking place in a timely manner. For example, once you graduate, your transcript will need to be submitted to NCARB from your school(s). By monitoring your Record, you'll be able to determine if there are hold-ups.

#### Transmittal Requests

To authorize NCARB to transmit your Record, select ["Request Transmittal"](#) online at ["My NCARB"](#) to access instructions on transmitting your NCARB Record to the NCARB Member Board of your choice. If you cannot access this online service or need assistance with your request, please contact [customerservice@ncarb.org](mailto:customerservice@ncarb.org).

#### Jurisdictional Requirements

When you request transmittal of your NCARB Record to an NCARB Member Board, NCARB will try to apprise you of any additional requirements that exist for that jurisdiction. However, you should confirm specific requirements directly with the jurisdiction prior to seeking registration. Please review the [Registration Board Licensing Requirement page](#) on [www.ncarb.org](#) to determine the specific requirements for reciprocal registration in any jurisdiction.

# IDP REQUIREMENTS: ELIGIBILITY, REPORTING, AND EMPLOYMENT

## Eligibility Requirements

You can earn IDP experience once you have successfully graduated from high school or an established equivalent.

## Reporting Requirements

All experience must be submitted online through the online reporting system or My IDP mobile app—free for iPhone and Android.

To earn full credit for experience, interns must submit all experience including supplemental experience in reporting periods of no longer than six months and within two months of completion of each reporting period.

Experience reported beyond the two-month filing period and up to five years after the date of the experience will be accepted at a reduced value of fifty percent (50 percent) toward the IDP requirements.

Provisions have been made for reasonable extensions to the two-month filing period. For information on the reporting requirements and extensions, please refer to the NCARB website.

*Please note: Architects registered in a U.S. or Canadian jurisdiction documenting experience for the purpose of obtaining the NCARB Certificate are not subject to these reporting requirements when retroactively documenting their experience. However, they must document their experience through the online reporting system.*

## Employment Requirements

To earn experience in setting A, setting O, "Design or Construction Related Employment" within setting S, and some scenarios in "Construction Work" within Additional Opportunities, you must be employed.

Unpaid internships are not eligible to earn experience hours with the exception of the approved Community-Based Design Center/Collaborative as defined in experience setting S.

- No experience may be earned outside of the U.S. or Canada, except at an organization engaged in the practice of architecture, an approved Community-Based Design Center/Collaborative as defined in experience setting S, or through Leadership and Service defined in experience setting S.
- To earn experience in Teaching or Research as defined in Additional Opportunities, you must be employed by the institution.



# IDP REQUIREMENTS: EXPERIENCE SETTINGS

You earn experience hours in experience settings. Experience settings are defined by the type of organization, the work performed, and who verifies the experience. NCARB recognizes three experience settings:

## A: Practice of Architecture

1,860 HOURS MINIMUM

**Direct supervision** by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization engaged in the lawful practice of architecture.

- The definition of the “lawful” practice of architecture is determined by individual jurisdictions. For more information contact your [registration board](#).
- You must earn a minimum of 1,860 hours in experience setting A. There is no maximum number of hours you may earn in this experience setting.

## O: Other Work Settings

1,860 HOURS MAXIMUM

**Direct supervision** by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization not engaged in the practice of architecture.

**Direct supervision** by an architect not registered in the United States/Canada engaged in the practice of architecture outside of the United States or Canada.

**Direct supervision** by a landscape architect or registered engineer practicing as a structural, civil, mechanical, fire protection, or electrical engineer in the field of building construction).

## S: Supplemental Experience

Opportunities to earn experience hours outside of a traditional work setting. Many of the supplemental experience opportunities may be completed whether or not employed. To earn IDP credit, experience earned through supplemental experience may not earn academic credit.

### Academic Internships

Many schools have programs where interns work in firms as part of their degree curriculum. Any internship that is integrated into an academic program, whether as a requirement or as an elective, is considered an academic internship.

If an academic internship includes employment within Experience Setting A or O, it may earn credit for IDP while earning academic credit at the same time. The employment must meet all the stipulations of Experience Setting A or O in order to qualify, including the eligibility, reporting, and employment requirements.

### Reporting Academic Internships

- Experience as part of an academic internship is reported using the online reporting system and is submitted in the same fashion as any other Experience Setting A or O employment. Academic internship programs need not be pre-approved by NCARB, nor identified within the online reporting system.

### Tip

If you are interested in specific programs at your school, please contact your school’s architect licensing advisor. If you are not sure who your architect licensing advisor is, check the [Architect Licensing Advisor](#) section of [www.ncarb.org](#).

# IDP REQUIREMENTS: SUPERVISION

## Supervision Requirements

### IDP SUPERVISOR

Your IDP supervisor is the individual who supervises you on a daily basis and has responsibility for and professional knowledge of your work. Your IDP supervisor is required to certify that the information you submit on your experience report is true and correct and that you performed the work competently.

IDP supervisors are usually registered architects; however, in certain experience settings your IDP supervisor may be a professional from another discipline.

In experience settings A and opportunities within O your IDP supervisor must be licensed per the experience settings, but not necessarily in the jurisdiction where they are located.

*If you are earning experience in New York, you must contact the New York board to verify its supervisor requirements.*

### DIRECT SUPERVISION

“Direct supervision” of interns shall occur either through personal contact or through a mix of personal contact and remote communication (e.g. e-mail, online markups, webinars, internet) such that the IDP supervisor has control over the work of the intern and has sufficient professional knowledge of the supervised work so that the IDP supervisor can determine that the intern understands and is performing his or her work experience within the professional standard of care.

To earn experience hours in workplace settings described in this document, the intern must work under the direct supervision of an IDP supervisor. The supervisor shall verify the experience of the intern and foster a professional relationship that is grounded in a direct professional association between the intern and the supervisor.

### MENTOR

You may have many mentors throughout your career. A mentor is defined as a loyal advisor, teacher, or coach. In IDP, there are opportunities for your mentor to certify certain supplemental experience opportunities and provide guidance in your professional development.

To serve as your mentor for the IDP, the individual must hold a current license to practice architecture in a U.S. or Canadian jurisdiction; however, your mentor does not have to be registered in the jurisdiction where you are located.

TO BE REPEATED



# IDP REQUIREMENTS: EXPERIENCE CATEGORIES AND AREAS

## 3,740 Experience Hours

In order to satisfy the IDP experience requirement, you must document required hours in each of the 17 experience areas. IDP experience can only be gained in experience settings recognized by NCARB.

## Experience Areas

The four experience categories include 17 experience areas. To complete the 3,740 required hours, you must satisfy the minimum hours required in each experience area.

## Required Hours

Hours documented in each IDP experience area that reflect the competent performance of the tasks defined in that area.

## Reporting Hours

All hours must be submitted in accordance with the reporting requirement. It is important to note that some jurisdictions may require additional experience and/or have a minimum employment duration requirement. NCARB recommends that interns continue to report all hours. Doing so will help facilitate licensure and reciprocity in jurisdictions with different experience requirements.

Pre-Design		Required Hours
Programming		80
Site and Building Analysis		80
Project Cost and Feasibility		40
Planning and Zoning Regulations		60
<b>TOTAL</b>		<b>260</b>
Design		Required Hours
Schematic Design		320
Engineering Systems		360
Construction Cost		120
Codes and Regulations		120
Design Development		320
Construction Documents		1,200
Material Selection and Specification		160
<b>TOTAL</b>		<b>2,600</b>
Project Management		Required Hours
Bidding and Contract Negotiation		120
Construction Administration		240
Construction Phase: Observation		120
General Project Management		240
<b>TOTAL</b>		<b>720</b>
Practice Management		Required Hours
Business Operations		80
Leadership and Service		80
<b>TOTAL</b>		<b>160</b>
<b>TOTAL HOURS</b>		<b>3,740</b>

TO BE REPEATED



# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

## Supplemental Experience

There are several opportunities to earn hours through supplemental experience. However, each opportunity has specific limitations in terms of maximum allowable hours. Hours earned through supplemental experience are credited to the specific experience category or area in which they are earned.

OPPORTUNITY	WHETHER OR NOT EMPLOYED?	WHO APPROVES	WHERE THE HOURS GO	HOURS EARNED
<u>Design or Construction Related Employment</u>	See <u>employment requirements</u>	IDP Supervisor	Any IDP experience area	Up to 930 hours
<u>Leadership and Service</u>	Yes	See page 14	<u>Leadership and Service</u>	Up to 320 hours, 80 hours minimum
<u>Community-Based Design Center/Collaborative</u>	Yes	"Designated IDP Supervisor"	Any IDP experience area <b>except</b> Leadership and Service	Up to 40 hours per area
<u>CSI Certification: CCCA</u>	Yes	NCARB	<u>Construction Administration</u>	40 hours
<u>CSI Certification: CCS</u>	Yes	NCARB	<u>Material Selection and Specification</u>	40 hours
<u>Design Competitions</u>	Yes	Mentor	Any IDP experience area <b>except</b> Leadership and Service	Up to 40 hours per area
<u>Emerging Professionals Companion (EPC)</u>	Yes	IDP Supervisor or Mentor	Any IDP experience area	Up to 40 hours per area
<u>NCARB's Professional Conduct Monograph</u>	Yes	NCARB	<u>Business Operations</u>	16 hours
<u>Site Visit With Mentor</u>	Yes	Mentor	<u>Construction Phase: Observation</u>	Up to 40 hours

Maximum of 40 hours per IDP experience area in any combination of opportunities.  
Maximum of 600 total hours.

TO BE REPEATED



# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

## Design or Construction Related Employment

930 HOURS MAXIMUM

Design or construction related activities under the direct supervision of a person experienced in the activity (e.g. analysis of existing buildings; planning; programming; design of interior space; review of technical submissions; management of building construction activities).

### REPORTING DESIGN OR CONSTRUCTION RELATED EMPLOYMENT

- Experience must be submitted in compliance with the reporting requirements.

## Leadership and Service

80 HOURS MINIMUM  
320 HOURS MAXIMUM

Qualifying experience is pro bono, in support of an organized activity or in support of a specific organization. There must be an individual who can certify to NCARB that you have performed services in support of the organization.

### APPROVAL OF LEADERSHIP AND SERVICE

Whenever possible, the individual certifying your Leadership and Service experience should be the person in charge of the activity at the organization. However, your IDP Supervisor or mentor can also certify the Leadership and Service experience.

You may satisfy your leadership and service requirement in any combination of the following categories:

- Design Industry related (construction, arch services, planning & development)  
*ex: Habitat for Humanity, mediator at City Planning charrettes*
- Education related  
*ex: critic at design review, ESOL teacher, participation in high school career day*
- Strengthening of community  
*ex: volunteering for food drives or soup kitchens*
- Regulatory or professional organization  
*ex: volunteering for AIA or USGBC, Boy/Girl Scouts*

### REPORTING LEADERSHIP AND SERVICE

- Experience must be submitted in compliance with the reporting requirements.

## Additional Opportunities

40 HOURS MAXIMUM PER EXPERIENCE AREA  
600 HOURS MAXIMUM

You may earn a **maximum of 40 hours in each of the IDP experience areas** by completing **any combination of the following** NCARB-recognized supplemental experience opportunities:

- CSI Certification: CCS & CCCA
- Community-Based Design Center/Collaborative
- Design Competitions
- Emerging Professional's Companion (EPC)
- NCARB's *Professional Conduct* Monograph
- Site Visit With Mentor

You may not earn more than **600 hours** through any combination of these qualifying supplemental experience opportunities.

TO BE REPEATED

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

## Community-Based Design Center/Collaborative

Interns may earn up to 40 hours in each IDP experience area (except for Leadership and Service) for volunteer service in support of a pre-approved charitable organization outside of a recognized experience setting or academic requirement.

Community-Based Design Center/Collaborative organizations must apply to NCARB to be recognized for the purpose of IDP credit.

The organization must be pre-approved by NCARB before the experience occurs.

For the list of qualifying Community-Based Design Center/Collaborative organizations currently recognized by NCARB, please [check our website](#).

Organizations interested in applying to NCARB should contact [idp@ncarb.org](mailto:idp@ncarb.org).

To be considered as a recognized organization, the Community-Based Design Center/Collaborative must meet the following criteria:

- The organization must have 501(c)(3) status as a charitable organization.
- The work must be in support of “building” or “planning” projects.
- The organization must have an established ongoing relationship with an architect who can exercise direct supervision over the work of the intern. This individual will be considered the “designated IDP supervisor” for the organization.
- The work performed by the organization must be documented as related to the IDP experience areas and certified by the designated IDP supervisor” as directly related to the practice of architecture.

### REPORTING COMMUNITY-BASED DESIGN CENTER/ COLLABORATIVE EXPERIENCE:

- The IDP supervisor for the organization must approve your experience.
- Experience must be submitted in compliance with reporting requirements.

## CSI Certifications: CCS & CCCA

Interns, whether or not employed in a qualified experience setting, may earn hours for completing the following CSI certifications:

CSI Certified Construction Specifier (CCS): 40 hours in Material Selection and Specification for passing the CCS certification.

CSI Certified Construction Contract Administrator (CCCA): 40 hours in Construction Administration for passing the CCCA certification.

Information regarding the Construction Specifications Institute is available at [www.csinet.org](http://www.csinet.org).

### REPORTING CSI CERTIFICATION

- You must upload the CSI certificate documenting completion of the program
- Once reported, the CSI Certification is reviewed and approved by NCARB.
- Experience must be submitted in compliance with the reporting requirement.





# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

## Design Competitions

Interns may earn up to 40 hours in each IDP experience area (except Leadership and Service) for completion and submission of a design competition entry outside of a recognized experience setting or academic requirement. Competitions completed for a firm while employed count for IDP credit under the related experience setting.


The design competition must be completed under the supervision of a mentor and meet the following criteria:

- Align to at least one of the IDP experience areas
- Be for a “building” or “planning” project
- Be a formally structured competition with specified submission requirements
- Sponsored by a recognized business entity, governmental agency, or professional association
- The intern must be appropriately credited on the competition entry.

## WORK PRODUCT

It is required that interns retain copies of all documentation related to design competitions completed for IDP credit for a period of at least three years beyond the date the experience is approved by their mentor.

## REQUIRED DOCUMENTATION

- You must upload a complete Design Competition Verification Form 
- To qualify for IDP credit, the competition entry must be completed and submitted in compliance with the published design competition requirements.

## REPORTING DESIGN COMPETITIONS:

- You must upload your completed Design Competition Verification Form.
- Experience must be submitted in compliance with the reporting requirement.

## EXPECTATIONS

### Intern

- Research and identify possible design competitions
- Select appropriate competition with mentor approval
- Determine and document a schedule for the work
- Develop competition entry
- Review work with mentor on a regular basis
- Submit competition entry
- Complete the verification form
- Document experience through the online reporting system and upload the verification form


### Mentor

- Review possible competitions with intern
- Approve competition selection
- Review proposed schedule of work
- Review competition work with intern on a regular basis
- Review final competition entry prior to submission

## The Emerging Professionals Companion (EPC)

Interns whether or not employed in a qualified experience setting can earn up to 40 hours in each experience area by completing activities in the Emerging Professionals Companion (EPC).

Interns can complete EPC activities for IDP hours under the supervision of either their IDP supervisor or mentor.

- EPC, located at [www.epcompanion.org](http://www.epcompanion.org) , is an IDP enrichment resource. The EPC provides free web-based experience opportunities outside of the studio or work environment.
- The EPC chapters are aligned with the IDP experience areas.
- Each chapter includes activities that are identified as qualifying for either core or elective credit.
- Each activity is worth eight hours.
- **Only activities identified as qualifying for core credit can be applied to your required hours.**
- Interns can earn a maximum of 600 hours through EPC with no more than 40 hours earned in any one of the IDP experience areas.

If an intern has already completed the maximum allowable of 40 hours in a given experience area through any combination of supplemental experience, then EPC activities completed in that experience area will be applied to any additional experience requirements for your jurisdiction or for the purposes of reciprocity.

EPC activities completed for IDP credit may not receive academic credit.

(continued on next page)

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

## The Emerging Professionals Companion (EPC) *continued*

### WORK PRODUCT

It is required that interns retain copies of all documentation related to EPC activities completed for IDP credit for a period of at least three years beyond the date the experience is approved by their mentor or IDP supervisor.

### REPORTING EPC

- If you are not an AIAS or AIA associate member, you may obtain a temporary AIA customer number by completing the webform at [www.aia.org](http://www.aia.org). Contact the AIA at [emergingprofessionals@aia.org](mailto:emergingprofessionals@aia.org) with any additional questions.
- Associate members of the AIA may use their associate number to report continuing education.
- EPC activities must be reviewed and approved by your IDP supervisor or mentor.
- Experience must be submitted in compliance with the reporting requirement.

## NCARB's Professional Conduct Monograph

Interns, whether or not employed, may earn 16 hours in Business Operations by reading the NCARB *Professional Conduct Monograph* and passing the related quiz.

NCARB monographs are written by experts in their fields and explore topics relevant to architectural practice. NCARB monographs may be completed by architects to satisfy their continuing education requirements, or by interns for IDP credit. Interns completing NCARB monographs for IDP hours will not be eligible to repeat the monograph for continuing education credit.

### ACCESS TO NCARB'S PROFESSIONAL CONDUCT MONOGRAPH

Interns may download a PDF of the NCARB *Professional Conduct Monograph* at no charge through your NCARB Record.

### REPORTING NCARB'S PROFESSIONAL CONDUCT MONOGRAPH

- Take and pass the quiz. The quiz will be available to you in your NCARB Record.
- Interns who do not pass the quiz may repeat the quiz as necessary.
- You will automatically earn IDP hours upon passing the quiz.

## Site Visit With Mentor

Interns may earn up to 40 hours in Construction Phase: Observation for visiting construction sites with their mentor.

The site visit must be outside of a recognized experience setting.

### EXPECTATIONS

- Opportunities where an intern can see the progress of a job over time are ideal; however, single visits to a site are acceptable.
- It is beneficial to be able to review and discuss the project relative to the drawings.
- The experience should be interactive with opportunities to discuss how issues related to the specific project were resolved.
- The discussion should include why particular design decisions were made.
- Interaction with members of the design and construction industry involved in the project is encouraged.


The site visit should include a level of learning consistent with what an intern could expect to learn if their firm was working on the project.

### REPORTING SITE VISIT WITH MENTOR:

- Your mentor who lead the site visit must approve your experience.
- Experience must be submitted in compliance with the reporting requirement.



# IDP TASKS AND KNOWLEDGE/SKILLS

The requirements for IDP are based on the tasks and knowledge/skills necessary to practice architecture independently. Each experience area has tasks and knowledge/skills that have been derived from the Practice Analysis of Architecture . Upon completion of the IDP, you should be able to complete the tasks associated with each experience area.

## Category 1: Pre-Design

Programming  
Site and Building Analysis  
Project Cost and Feasibility  
Planning and Zoning Regulations

## Category 2: Design

Schematic Design  
Engineering Systems  
Construction Cost  
Codes and Regulations  
Design Development  
Construction Documents  
Material Selection and Specification

## Category 3: Project Management

Bidding and Contract Negotiation  
Construction Administration  
Construction Phase Observation  
General Project Management

## Category 4: Practice Management

Business Operations  
Leadership and Service

**TO BE REPEATED**

**Are you having trouble gaining experience in a specific experience area?**

Use these tasks as reference when discussing experience opportunities with your IDP supervisor or mentor.

# IDP TASKS AND KNOWLEDGE/SKILLS

## PRE-DESIGN

### PROGRAMMING

Minimum Programming Experience: 80 Hours

DEFINITION: The process of discovering the owner/client's requirements and desires for a project and setting them down in written, numerical, and graphic form.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Assess the client's needs, opportunities, and constraints
- Develop and/or review a program with the client
- Develop a vision and goals for the project
- Develop or review client's design standards and guidelines
- Establish sustainability goals for the project
- Define the scope of the pre-design services

#### KNOWLEDGE OF/SKILL IN

- Architectural programming including working with clients to define their needs
- Facilities planning (e.g., building use; building conditions; systems conditions, infrastructure; space allocation)
- Space planning
- Sustainable design
- Contract negotiation (e.g., fees, scope, schedules)
- Oral and written communications
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Team building, leadership, participation
- Creativity and vision

## PRE-DESIGN

### SITE AND BUILDING ANALYSIS

Minimum Site and Building Analysis Experience: 80 Hours

DEFINITION: Involves research and evaluation of a project's context and may include site and building evaluation, land planning or design, and urban planning.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Develop or review master plan
- Establish requirements of site survey(s)
- Review site survey(s)
- Review geotechnical and hydrological conditions
- Evaluate and compare alternative sites
- Perform site analysis
- Assess environmental, social, and economic conditions related to project
- Document and evaluate existing conditions

#### KNOWLEDGE OF/SKILL IN

- Interpreting existing site/environmental conditions and data (e.g., topography, drainage, soils, local ecology environmental impact issues)
- Site planning (e.g., site selection, master planning)
- Regional impact on project (e.g., seismic, climate, transportation, economy, labor)
- Government and regulatory requirements (e.g., zoning, planning, design review)
- Community-based awareness (e.g., values, traditions, sociology, future objectives)
- Hazardous conditions and materials
- Facilities planning (e.g., building use, building conditions, systems conditions, infrastructure, space allocation)
- Site design
- Building design



# IDP TASKS AND KNOWLEDGE/SKILLS

## PRE-DESIGN

### PROJECT COST AND FEASIBILITY

Minimum Project Cost and Feasibility Experience: 40 Hours

DEFINITION: Analyze and/or establish project costs relative to project conditions and owner's budget.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Perform or review a feasibility study to determine the cost and/or technical advisability of a proposed project
- Establish preliminary project scope, budget, and schedule

#### KNOWLEDGE OF/SKILL IN

- Project financing and funding
- Project delivery methods
- Construction sequencing
- Cost estimating
- Value engineering
- Life cycle analysis
- Project budget management
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)

## PRE-DESIGN

### PLANNING AND ZONING REGULATIONS

Minimum Planning and Zoning Regulations Experience: 60 Hours

DEFINITION: Evaluate, reconcile, and coordinate applicable regulatory requirements and professional design standards.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Identify requirements of regulatory agencies
- Prepare and present submittals for governmental approval

#### KNOWLEDGE OF/SKILL IN

- Government and regulatory requirements (e.g., zoning, planning, design review) permit and approval processes
- Building codes, zoning codes, and ordinances
- Accessibility laws, codes, and guidelines
- Specialty codes and regulations (e.g., seismic, life safety, fair housing, historic preservation, energy)
- Universal design (environments usable by everyone regardless of limitations)
- Designing and delivering presentations

TO BE REPEATED



# IDP TASKS AND KNOWLEDGE/SKILLS

## DESIGN

### SCHEMATIC DESIGN

Minimum Schematic Design Experience: 320 Hours

DEFINITION: Involves the development of graphic and written conceptual design solutions for owner/client's approval.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Develop design concepts, including site design
- Prepare schematic design documents
- Apply sustainable design principles
- Apply historic preservation principles
- Prepare presentation materials (e.g., models, renderings, drawings)
- Develop project phasing plans

#### KNOWLEDGE OF/SKILL IN

- 3-D modeling
- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Architectural history and theory
- Basic engineering principles
- Building design
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Computer Aided Design and Drafting (CADD)
- Conflict resolution
- Construction sequencing
- Creativity and vision
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Designing and delivering presentations
- Freehand drawing and design sketching
- Graphic communication
- Implications of design decisions (e.g., cost, engineering, schedule)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Manual drafting
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Site design
- Space planning
- Spatial visualization and modeling
- Sustainable design
- Team building, leadership, participation
- Universal design (environments usable by everyone regardless of limitations)
- Vertical circulation

## DESIGN

### ENGINEERING SYSTEMS

Minimum Engineering Systems Experience: 360 Hours

DEFINITION: Involves selecting and specifying structural, mechanical, electrical, and other systems, and integrating them into the building design. These systems are normally designed by consultants in accordance with the client's needs.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Analyze and design basic structural elements and systems
- Coordinate building systems (e.g., structural, mechanical, electrical, fire safety, security, telecommunications/data) and reconcile systems' conflicts
- Apply sustainable design principles

#### KNOWLEDGE OF/SKILL IN

- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Basic engineering principles
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Conflict resolution
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Engineering load calculations
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Life cycle analysis
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Sustainable design
- Team building, leadership, participation
- Technological advances and innovative building products
- Vertical circulation



# IDP TASKS AND KNOWLEDGE/SKILLS

## DESIGN

### CONSTRUCTION COST

Minimum Construction Cost Experience: 120 Hours

DEFINITION: Involves estimating the probable construction cost of a project.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare and/or evaluate estimates of probable construction costs
- Perform value engineering of selected building elements
- Perform life cycle cost analysis of selected building elements

#### KNOWLEDGE OF/SKILL IN

- Alternative energy systems and technologies
- Building Information Modeling (BIM) technology
- Construction sequencing
- Cost estimating
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Life cycle analysis
- Product evaluation, selection, and availability
- Value engineering

## DESIGN

### CODES AND REGULATIONS

Minimum Codes and Regulations Experience: 120 Hours

DEFINITION: Involves evaluating a specific project in the context of relevant local, state, and federal regulations that protect public health, safety, and welfare.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Perform code analysis (e.g., building, energy, accessibility)
- Review project with code officials
- Submit documents to approval agencies and obtain approvals

#### KNOWLEDGE OF/SKILL IN

- Accessibility laws, codes, and guidelines
- Building codes, zoning codes, and ordinances
- Conflict resolution
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Designing and delivering presentations
- Government and regulatory requirements (e.g., zoning, planning, design review)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Permit and approval processes
- Problem solving
- Specialty codes and regulations (e.g., seismic, life safety, fair housing, historic preservation, energy)

TO BE REPEATED



# IDP TASKS AND KNOWLEDGE/SKILLS

## DESIGN

### DESIGN DEVELOPMENT

Minimum Design Development Experience: 320 Hours

DEFINITION: During design development, a project's schematic design is refined, including designing details and selecting materials. This step occurs after the owner/client has approved the schematic design.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare design development documents
- Investigate and select building systems and materials
- Meet with client to refine design and obtain approvals
- Conduct or respond to a constructability review
- Apply sustainable design principles

#### KNOWLEDGE OF/SKILL IN

- 3-D modeling
- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Applied mathematics (e.g., algebra, geometry, trigonometry)
- Basic engineering principles
- Building design
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Computer Aided Design and Drafting (CADD)
- Conflict resolution
- Constructability
- Construction details
- Construction sequencing
- Creativity and vision
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Designing and delivering presentations

- Engineering load calculations
- Freehand drawing and design sketching
- Furnishings, fixtures, and equipment
- Graphic communication
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interior materials and finishes
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Managing quality through best practices
- Manual drafting
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Site design
- Space planning
- Spatial visualization and modeling
- Specifications
- Sustainable design
- Team building, leadership, participation
- Technological advances and innovative building products
- Universal design (environments usable by everyone regardless of limitations)
- Vertical circulation

TO BE REPEATED





# IDP TASKS AND KNOWLEDGE/SKILLS

## DESIGN

### CONSTRUCTION DOCUMENTS

Minimum Construction Documents Experience: 1,200 Hours

DEFINITION: Includes the written and graphic instructions used for construction of the project. These documents must be accurate, consistent, complete, and understandable.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare construction documents
- Coordinate construction documents (e.g., architectural, structural, mechanical, civil, electrical)
- Conduct quality control review of project documents
- Apply sustainable design principles

#### KNOWLEDGE OF/SKILL IN

- 3-D modeling
- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Basic engineering principles
- Building design
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Computer Aided Design and Drafting (CADD)
- Conflict resolution
- Constructability
- Construction details
- Construction sequencing
- Creativity and vision
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Designing and delivering presentations
- Engineering load calculations
- Freehand drawing and design sketching

- Furnishings, fixtures, and equipment
- Graphic communication
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interior materials and finishes
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life cycle
- Managing quality through best practices
- Mechanical drafting
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Site design
- Space planning
- Spatial visualization and modeling
- Specifications
- Sustainable design
- Team building, leadership, participation
- Technological advances and innovative building products
- Vertical circulation

TO BE REPEATED



# IDP TASKS AND KNOWLEDGE/SKILLS

## DESIGN

### MATERIAL SELECTION AND SPECIFICATION

Minimum Material Selection and Specification Experience: 160 Hours

**DEFINITION:** The analysis and selection of building materials and systems for a project. The materials specified for a particular project communicate the requirements and quality expected during construction. Specifications are included in a project manual that is used during bidding and construction.

#### TASKS

**AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:**

- Prepare specifications based on performance criteria
- Research, select, and specify materials

#### KNOWLEDGE OF/SKILL IN

- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Basic engineering principles
- Building design
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Constructability
- Construction details
- Construction sequencing
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design principles
- Furnishings, fixtures, and equipment
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interior materials and finishes
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Managing conflict through best practice
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Site design
- Specifications
- Sustainable design
- Technological advances and innovative building products
- Vertical circulation

## PROJECT MANAGEMENT

### BIDDING AND CONTRACT NEGOTIATION

Minimum Bidding and Contract Negotiation Experience: 120 Hours

**DEFINITION:** Involves the establishment and administration of the bidding process, issuance of addenda, evaluation of proposed substitutions, review of bidder qualifications, analysis of bids, and selection of the contractor(s).

#### TASKS

**AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:**

- Conduct or participate in bidding/negotiating phase
- Evaluate product and material substitutions
- Prepare bid documents including addenda

#### KNOWLEDGE OF/SKILL IN

- Conflict resolution
- Construction procurement (e.g., bidding, negotiating)
- Contracts (e.g., professional services and construction)
- Interpreting construction documents
- Oral and written communications
- Product and material substitutions
- Project delivery methods



# IDP TASKS AND KNOWLEDGE/SKILLS

## PROJECT MANAGEMENT

### CONSTRUCTION ADMINISTRATION

Minimum Construction Administration Experience: 240 Hours

DEFINITION: Tasks carried out in the architect's office include facilitating project communication, maintaining project records, reviewing and certifying amounts due contractors, and preparing change orders.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Respond to Requests for Information (RFI)
- Issue Architect's Supplemental Instructions (ASI)
- Process shop drawings and submittals
- Process Change Orders
- Review and certify contractor's application for payment
- Review material test reports
- Record changes to the contract documents
- Provide substantial and final completion services

#### KNOWLEDGE OF/SKILL IN

- Change order process
- Conflict resolution
- Construction conflict resolution
- Contractor application for payment
- Contracts (e.g., professional services and construction)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Interpreting construction documents
- Managing quality through best practices
- Problem solving
- Product and material substitutions
- Project budget management
- Project closeout procedures
- Project records management
- Shop drawing review
- Site observation
- Team building, leadership, participation

## PROJECT MANAGEMENT

### CONSTRUCTION PHASE: OBSERVATION

Minimum Construction Phase Observation Experience: 120 Hours

DEFINITION: Tasks carried out in the field include observing construction for conformance with drawings and specifications and reviewing and certifying amounts due to contractors.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Conduct on-site observations
- Document and communicate status to owner and constructor
- Resolve constructability issues

#### KNOWLEDGE OF/SKILL IN

- Constructability
- Construction procurement
- Contract negotiation
- Contracts (e.g., professional services and construction)
- Electronic communications (e.g., virtual offices, video-conferencing, web-based networking)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoicing for services
- Oral and written communications
- Permit and approval processes
- Project budget management
- Project delivery methods
- Project records management
- Risk management (e.g., professional and general liability)
- Team building, leadership, participation
- Attend, conduct, and record meetings
- Document project status and progress



# IDP TASKS AND KNOWLEDGE/SKILLS

## PROJECT MANAGEMENT

### GENERAL PROJECT MANAGEMENT

Minimum General Project Management Experience: 240 Hours

DEFINITION: Includes planning, organizing, and staffing; budgeting and scheduling; leading and managing the project team; documenting key project information; and monitoring quality assurance.

#### TASKS

##### AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare and manage design contracts (owner/architect)
- Prepare and execute professional services contracts (architect/consultant)
- Attend, conduct, and record meetings throughout all phases
- Select, manage, and coordinate consultants
- Partner with the owner's project delivery team
- Prepare and manage design team schedule and budget (consultant and staff costs)
- Obtain client authorization to proceed per contract phases
- Present at public hearings
- Document project status and progress
- Monitor project construction costs
- Prepare owner/contractor agreement
- Conduct post-occupancy evaluation
- Identify the project design team members and their required scope of services, roles, and responsibilities (e.g., architects, engineers, specialty consultants)
- Identify the project delivery team's roles and responsibilities (e.g., owner, architect, contractor, program manager)
- Identify project delivery method

#### KNOWLEDGE OF/SKILLS IN

- Construction procurement (e.g., bidding, negotiating)
- Contract negotiation (e.g., fees, scope, schedules)
- Contracts (e.g., professional services and construction)
- Designing and delivering presentations
- Electronic communications (e.g., virtual offices, video-conferencing, web-based networking)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoicing for services
- Oral and written communications
- Permit and approval processes
- Post-occupancy evaluations
- Project budget management
- Project delivery methods
- Project records management
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Risk management (e.g., professional and general liability)
- Team building, leadership, participation

TO BE REPEATED



# IDP TASKS AND KNOWLEDGE/SKILLS

## PRACTICE MANAGEMENT

### BUSINESS OPERATIONS

Minimum Business Operations Experience: 80 Hours

DEFINITION: Involves allocation and administration of office resources to support the goals of the firm.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Obtain and maintain professional and business licenses
- Manage project revenues and expenses
- Calculate hourly billing rates
- Negotiate and establish fees for basic and additional services and reimbursable expenses
- Invoice for services rendered and reimbursable expenses
- Develop and manage positive client relationships

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO ACTIVELY PARTICIPATE IN THE FOLLOWING TASKS: ("Actively participate" is the expectation that you will collaborate with your supervisor in learning how to perform the task.)

#### Business Operations

- Maintain record management systems
- Develop and manage firm's strategic and business plans
- Develop firm's financial plan
- Develop, implement, and manage marketing and communications plans
- Obtain and update computer technology, including security systems and licenses
- Investigate and use new digital technologies

#### Human Resources

- Develop and manage human resource policies and operations
- Conduct performance appraisal, career development, and compensation reviews
- Recruit, retain, and manage staff
- Develop training and professional development plans, including IDP and continuing education requirements

#### Legal & Insurance

- Establish firm's legal structure
- Consult legal counsel
- Secure liability and other insurance

## KNOWLEDGE OF/SKILL IN

### Business Operations

- Business planning
- Contract negotiation (e.g., fees, scope, schedules)
- Current software applications
- Designing and delivering presentation
- Electronic communications (e.g., virtual offices, video-conferencing, web-based networking)
- Entrepreneurship
- Ethics and integrity
- Financial management
- Information management (e.g., hardware and software maintenance, office standards)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoicing for services
- Legal and ethical issues pertaining to contracts
- Legal and ethical issues pertaining to practice (e.g., liens, taxation, licensure)
- Managing quality through best practices
- Marketing and communications
- Oral and written communications
- Project budget management
- Recognized ethical standards of the profession
- Requests for Qualifications (RFQ) and Requests for Proposal (RFP)
- Risk management (e.g., professional and general liability)
- Strategic planning
- Team building, leadership, participation

### Human Resources

- Human resources management
- IDP mentoring and supervising
- Oral and written communications
- Managing quality through best practices
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Team building, leadership, participation
- Mentoring and teaching others
- Personal time management
- Ethics and integrity
- Supervising

# IDP TASKS AND KNOWLEDGE/SKILLS

## PRACTICE MANAGEMENT

### LEADERSHIP AND SERVICE

Minimum Leadership and Service Experience: 80 Hours

(Maximum Allowed: 320 hours)

**DEFINITION:** These tasks will increase your understanding of the people and forces that shape society, as well as augment your professional knowledge and leadership skills. Interns will find that voluntary participation in professional and community activities enhances their professional development. Community service does not have to be limited to architecture-related activities for you to receive these benefits.

#### TASKS

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**AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:**

- Develop leadership skills to enable successful practice
- Identify and articulate leadership traits required to maintain a successful and healthy office environment in an architecture firm
- Contribute your talents in a community-based organization to improve the quality of life

#### KNOWLEDGE OF/SKILL IN

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- Community leadership/civic involvement
- Creativity and vision
- Entrepreneurship
- Ethics and integrity
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Managing quality through best practices
- Mentoring – teaching others
- Personal time management
- Service to the profession (e.g., AIA, NCARB)
- Supervising
- Team building, leadership, participation

**TO BE REPEALED**



# ADDITIONAL OPPORTUNITIES FOR JURISDICTIONAL EXPERIENCE REQUIREMENTS

	OPPORTUNITY	WHETHER OR NOT EMPLOYED?	WHO APPROVES	HOURS EARNED
<p>Some jurisdictions may require documentation of additional hours to meet their experience requirement. NCARB recommends that you submit all experience until you have satisfied your jurisdiction's requirement. You can review your jurisdiction's licensing requirements on our website.</p> <p>The opportunities listed here do not qualify for the IDP's required hours or any specific experience area. However, you can use these opportunities to meet additional experience requirements in your jurisdiction. Completion of these opportunities will be added to your total hours.</p>	<u>Advanced Degrees</u>	Yes	NCARB	930 hours
	<u>AIA Continuing Education</u>	Yes	NCARB	Up to 1,860 hours
	<u>Construction Work</u>	Yes	IDP Supervisor	Up to 930 hours
	<u>CSI Certificate Program: CDT</u>	Yes	NCARB	40 hours
	<u>Emerging Professional's Companion (EPC)</u>	Yes	IDP Supervisor or Mentor	Up to 1,800 hours (including EPC for core)
	<u>GBCI LEED AP Credential</u>	Yes	NCARB	40 hours
	<u>Teaching or Research</u>	See employment requirements	IDP Supervisor	Up to 1,860 hours

TO BE REPEALED

Maximum of 1,860 hours in any combination of these Additional Opportunities for Jurisdictional Requirements



# ADDITIONAL OPPORTUNITIES FOR JURISDICTIONAL EXPERIENCE REQUIREMENTS

## Advanced Degree

Interns may earn 930 additional hours for earning an advanced degree in architecture after earning a professional degree in architecture from a program accredited by the NAAB or CACB. This opportunity is available for one degree only.

Interns may earn IDP credit for advanced degrees in architecture that meet the following criteria:

- The advanced degree must be conferred after the first professional degree (dual degrees do not qualify)
- The conferring institution must have a college/school of architecture/design that has a NAAB/CACB-accredited program.
- The advanced degree must be conferred within the college/school of architecture/design.
- The advanced degree must be documented as related to the IDP experience areas and certified by the institution as directly related to the practice of architecture.

NCARB publishes a list of acceptable degrees on its website. Programs identified by NAAB as “post-professional” degrees are automatically included on the list. Qualifying advanced degrees are submitted directly to NCARB by the school in order to be on the list.

The advanced degree must be on the list at the time the degree is conferred. For a list of degrees currently recognized by NCARB as qualifying advanced degrees, please [check our website](#).

### REPORTING ADVANCED DEGREE

- Download and mail the transcript request forms and any fee to your school(s).
- Each transcript must be mailed directly to NCARB by the school. CACB will only accept official transcripts submitted by the school.
- In addition to requesting an official transcript, you are required to report your advanced degree through the online reporting system in your NCARB Record.
- You will be required to upload a copy of your transcript or diploma.
- NCARB will not be able to approve your advanced degree until after the official transcript from your school has been received.
- Experience must be submitted in compliance with the reporting requirement.

## AIA Continuing Education

Interns, whether or not employed in a qualified experience setting, may earn additional hours by completing AIA-approved continuing education resources and programs. Self-reported continuing education is not eligible for IDP credit.

One AIA learning unit earns one IDP hour.

Information regarding the American Institute of Architects (AIA) continuing education programs is available at [www.aia.org/education](http://www.aia.org/education).

### REPORTING AIA CONTINUING EDUCATION

- If you are not an AIAS or AIA Associate member, you may obtain a temporary AIA customer number by completing the webform at [www.aia.org](http://www.aia.org). Contact the AIA at [emergingprofessionals@aia.org](mailto:emergingprofessionals@aia.org) with any additional questions.
- Associate members of the AIA may use their associate number to report continuing education.
- You must have a copy of your AIA transcript documenting completion of AIA continuing education. Your AIA transcript is available at [www.aia.org/education](http://www.aia.org/education).
- Once reported, AIA continuing education is reviewed and approved by NCARB.
- Experience must be submitted in compliance with the reporting requirement.

### NCARB'S monographs and mini-monographs

NCARB monographs are written by experts in their fields and explore topics relevant to architectural practice. NCARB monographs may be completed by architects to satisfy their continuing education requirements or by interns for IDP credit. Interns completing NCARB mono-

graphs for IDP experience hours will not be eligible to repeat the monograph for continuing education credit. NCARB monographs are available at [www.ncarb.org](http://www.ncarb.org). Interns, whether or not employed, may earn additional hours by completing NCARB monographs and mini-mono-

graphs. Best of all, they're **FREE** for NCARB Certificate holders and active intern Record holders! *Completion of the monographs must be documented on an AIA transcript, and reported through the online reporting system as AIA continuing education.*



# ADDITIONAL OPPORTUNITIES FOR JURISDICTIONAL EXPERIENCE REQUIREMENTS

## Construction Work

Interns may earn up to 930 additional hours for construction work performed in either of two scenarios:

1. Paid position meeting the IDP employment requirement.
2. Volunteer service at a nonprofit organization.

### GENERAL EMPLOYMENT SCENARIOS

Qualifying construction activities include “hands-on” experience working for a variety of organizations including but not limited to:

- General contractor
- Subcontractor
- Fabrication shop
- Materials supplier
- Manufacturers (doors, windows, etc.)
- Developer/development corporation
- School district or higher education physical plan or facilities department
- Facilities department for a private corporation
- Military construction battalion (e.g. Navy Seabees)
- Disaster relief efforts
- Nonprofits (e.g. Habitat for Humanity, Community Development Corporation, Youth Corps, religious/multi-denominational development corporations, neighborhood housing services)

### TYPES OF CONSTRUCTION WORK

Qualifying construction activities include “hands-on” experience working in a variety of scenarios including but not limited to:

- Building layout
- Framing
- Roofing
- Concrete and masonry
- Painting and finishing
- Drywall and plastering
- Flooring
- Tile setting
- Wiring and equipment installation
- Ductwork mechanical equipment installation
- Plumbing and fixture installation
- Site clearing and preparation
- Backhoe operation, grading, etc.

### APPROVAL OF CONSTRUCTION WORK

The individual certifying Construction Work experience must be an IDP Supervisor who maintains direct supervision over the intern and is experienced in the activity being performed (e.g. foreman, project manager, etc.).

### REPORTING CONSTRUCTION WORK

- Experience must be submitted in compliance with the reporting requirement.

## CSI Certificate Program: CDT

Interns, whether or not employed in a qualified experience setting, may earn additional hours for completing the following CSI certificate program:

CSI Certified Construction Documents Technologist (CDT), 40 hours for passing the CDT certificate program.

Information regarding the Construction Specifications Institute is available at [www.csinet.org](http://www.csinet.org).

### REPORTING CSI CERTIFICATION

- You must upload the CSI certificate documenting completion of the program
- Once reported, the CSI Certification is reviewed and approved by NCARB.
- Experience must be submitted in compliance with the reporting requirement.

# ADDITIONAL OPPORTUNITIES FOR JURISDICTIONAL EXPERIENCE REQUIREMENTS

## The Emerging Professional's Companion (EPC)

Interns, whether or not employed in a qualified experience setting, can earn additional hours through completion of activities in the Emerging Professional's Companion (EPC).

Interns can complete EPC activities for IDP credit under the supervision of either their IDP supervisor or mentor.

The EPC, located at [www.epcompanion.org](http://www.epcompanion.org), is an IDP training enrichment resource. The EPC provides free web-based training opportunities outside of the studio environment.

- The EPC chapters are aligned with the IDP experience areas.
- Each chapter includes activities that are identified as qualifying for either core or elective credit.
- Each activity is worth eight hours.
- Additional activities are not applied to any specific experience area.

### WORK PRODUCT

It is required that interns retain copies of all documentation related to EPC activities completed for IDP credit for a period of at least three years beyond the date the experience is approved by their IDP supervisor or mentor.

### REPORTING EPC

- If you are not an AIA or AIA Associate member, you may obtain a temporary AIA customer number by completing the webform at [www.aia.org/FreeTranscriptsForInterns](http://www.aia.org/FreeTranscriptsForInterns). Contact the AIA at [emergingprofessionals@aia.org](mailto:emergingprofessionals@aia.org) with any additional questions.
- Associate members of the AIA may use their associate number to report continuing education.
- EPC activities must be reviewed and approved by your IDP supervisor or mentor.
- Experience must be submitted in compliance with the reporting requirement.

## GBCI LEED AP Credential

Interns, whether or not employed in a qualified experience setting, may earn 40 additional hours by obtaining the GBCI LEED AP credential.

- Obtaining the GBCI LEED AP credential with or without specialization qualifies for IDP credit.
- Obtaining the GBCI LEED Green Associate credential does not qualify for IDP credit.
- An intern may only receive IDP credit for one GBCI LEED AP credential.

Information regarding the Green Building Certification Institute (GBCI) LEED AP Credential is available at [www.gbci.org](http://www.gbci.org).

### REPORTING GBCI LEED AP CREDENTIAL

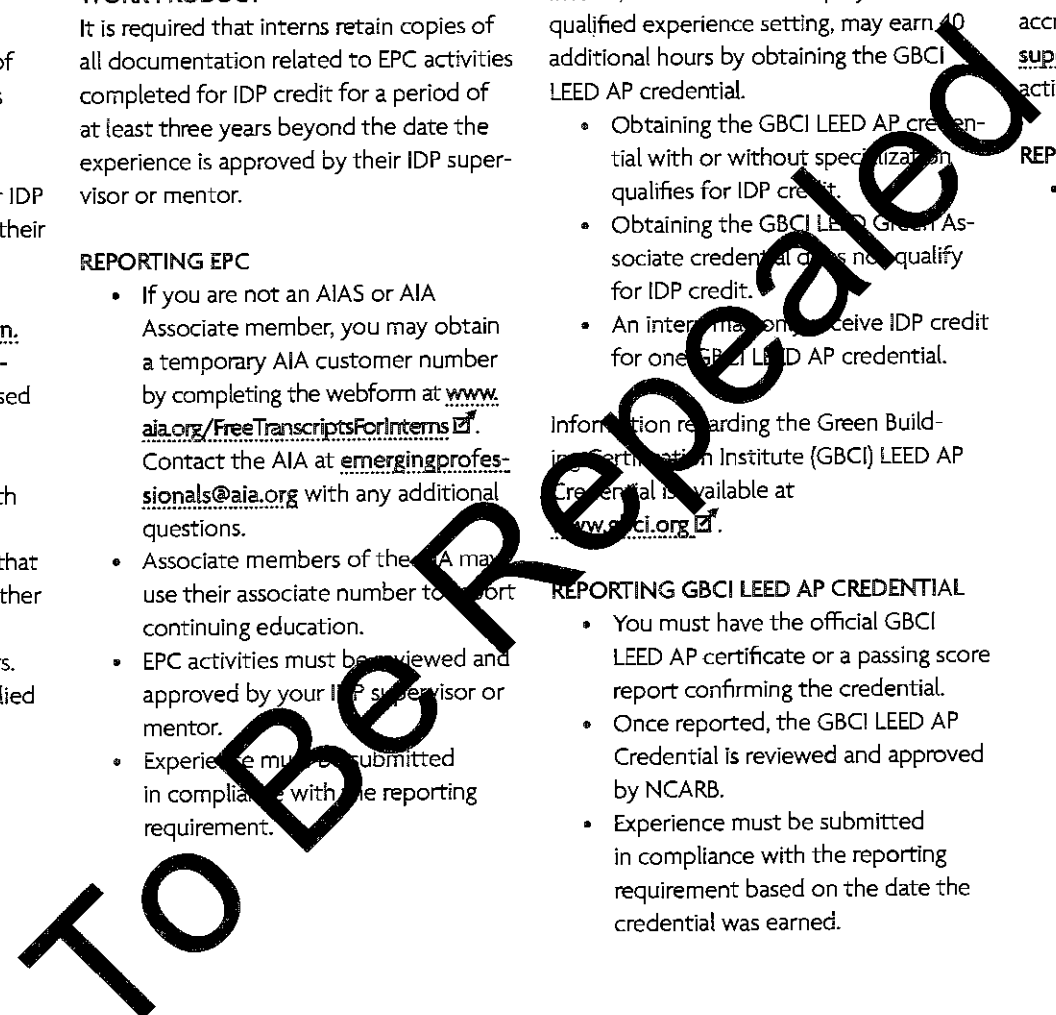
- You must have the official GBCI LEED AP certificate or a passing score report confirming the credential.
- Once reported, the GBCI LEED AP Credential is reviewed and approved by NCARB.
- Experience must be submitted in compliance with the reporting requirement based on the date the credential was earned.

## Teaching or Research

Teaching or research in a NAAB- or CACB-accredited program under the direct supervision of a person experienced in the activity.

### REPORTING TEACHING OR RESEARCH

- Experience must be submitted in compliance with the reporting requirements.



# IDP SUPERVISORS

## Contents for Supervisors

- [Experience Settings](#)
- [Supervision Requirements](#)
- [Employment Requirements](#)
- [Experience Categories and Areas](#)
- [Tasks](#)
- [Eligibility Requirements](#)
- [Reporting Requirements](#)

## Being an IDP Supervisor

IDP supervisors play a vital role in the profession. Completion of the IDP is an essential component of the licensure process. As interns earn the experience required to complete the IDP, all the experience must be verified.

As an IDP supervisor you will be required to have direct supervision over the work performed, foster a professional relationship that is grounded in a direct professional association, and verify your intern's experience.

### IDP Supervisors:

- Supervise the intern on a daily basis
- Have control over the work performed
- Provide reasonable opportunities for the intern to gain IDP experience
- Regularly assess the quality of the intern's work
- Periodically certify the intern's experience reports

## Being a Mentor

As a registered architect in a U.S. or Canadian jurisdiction, you may also serve as a mentor. There are opportunities for mentors to verify experience learned through supplemental experience.

## How Can Becoming an IDP Supervisor Benefit Your Firm?

- You will benefit the overall morale of the firm when interns understand their firm supports them becoming licensed.
- You will contribute to the future success of your firm. What interns learn from you now will establish your success as a team later.
- You continue the historic tradition in which the architect/apprentice relationship was an integral factor in the development of the profession.
- You will "pay it forward" for the training you once received as an intern.
- You will assist in staff retention.
- You will develop leaders who will drive the future of your practice and the profession.

## What Additional Resources are Available for IDP Supervisors?

- The NCARB website has information specific to IDP Supervisors [here](#).
- Join the [IDP Supervisors Group](#) on LinkedIn!
- Learn about the [Architect Licensing Advisors Community](#). Consider becoming an Architect Licensing Advisor at your firm.

# IDP SUPERVISORS

## Experience Settings

- Interns earn experience in experience settings.
- As an IDP supervisor, you must understand what experience setting you are in.
- Your experience setting is defined by: the type of organization, the work performed, and your professional credentials.
- NCARB recognizes three experience settings:
  - A: Practice of Architecture
  - O: Other Work Settings
  - S: Supplemental Experience
- For more information, refer to [experience settings](#).

## Supervision Requirements

- In most experience settings you must be a registered architect to be an IDP supervisor.
- In certain settings, a professional from another discipline may act as an IDP supervisor.
- As an IDP supervisor, you must understand the requirements of [direct supervision](#).
- For more information refer to [supervision requirements](#).

## Employment Requirements

- To earn experience in most settings, interns must be employed by the organization where the work is performed.
- For more information, refer to [employment requirements](#).

## Experience Areas

- Interns earn IDP experience by earning hours in the experience areas.
- Interns must earn 3,740 hours to complete the IDP.
- The hours are earned in the 17 experience categories.
- Some jurisdictions may have additional experience requirements. Therefore, interns should report all qualifying hours to help facilitate reciprocity.
- For more information, refer to [experience categories and areas](#).

## Tasks

- The requirements for the IDP are based on the tasks and knowledge/skills necessary to practice architecture independently.
- The tasks and knowledge/skills are derived from the [Practice Analysis of Architecture](#), and are aligned with current practice.
- Upon completion of the IDP, an intern should be able to complete the tasks associated with each experience area.
- For more information refer to [tasks](#).

## Eligibility Requirements

You can earn IDP experience once you have successfully graduated from high school or an established equivalent.

## Reporting Requirements

### ONLINE REPORTING

- Interns must report experience through the online reporting system or My IDP mobile app.
  - As an IDP supervisor, you will review and approve experience through the online system.
- For more information on how to use the online reporting system refer to the [NCARB website](#).

### TIMELY REPORTING

- To earn full credit for experience, interns must submit all experience within eight months. Experience reported beyond this period and up to five years after the date of the experience will be accepted at a reduced value of 50 percent.
- As an IDP supervisor, you are encouraged to review experience in a timely manner; however, it is the obligation of the intern to meet the reporting requirements.
- For more information refer to the [reporting requirements](#).

REPEAL

# Internship In Architecture Program

Canadian Architectural Licensing Authorities | Third Edition, January 2012

## Internship In Architecture Program (IAP) Manual

Canadian Architectural Licensing Authorities (CALA)  
CALA: Third Edition, January 2012

The Intern Architect Program in British Columbia  
The Intern Architect Program in Alberta  
The Intern Architect Program in Northwest Territories  
The Intern Architect Program in Saskatchewan  
The Intern Program in Manitoba  
The Intern Architect Program in Ontario  
The Programme de stage en architecture in Québec  
The Intern Architect Program in New Brunswick  
The Intern Architect Program in Nova Scotia  
The Intern Architect Program in Prince Edward Island  
The Intern Architect Program in Newfoundland & Labrador

*This document has been endorsed by the following regulators that form the Canadian Architectural Licensing Authorities (CALA):*

Architectural Institute of British Columbia (AIBC)  
Alberta Association of Architects (AAA)  
Northwest Territories Association of Architects (NWTAA)  
Saskatchewan Association of Architects (SAA)  
Manitoba Association of Architects (MAA)  
Ontario Association of Architects (OAA)  
Ordre des architectes du Québec (OAQ)  
Architects' Association of New Brunswick/Association des Architectes du Nouveau-Brunswick (AANB)  
Nova Scotia Association of Architects (NSAA)  
Architects Association of Prince Edward Island (AAPEI)  
Architects Licensing Board of Newfoundland & Labrador (ALBNL)

Inquiries should be directed to:  
CALA jurisdictions (Refer to Appendix D)

This manual is current as of January 1, 2012. The CALA jurisdictions have statutory obligations to set and maintain standards of education, experience, and examination for entry to the profession of architecture. These standards may change or require clarification or amendment over time. You must check with your jurisdiction (or intended jurisdiction) for any changes that may have affected the content of this Manual.

In the event of a conflict between this Manual and the legislation (*Architects Act*, Regulation, By-Laws and/or Rules) of a CALA jurisdiction, the CALA jurisdiction's legislation shall govern.

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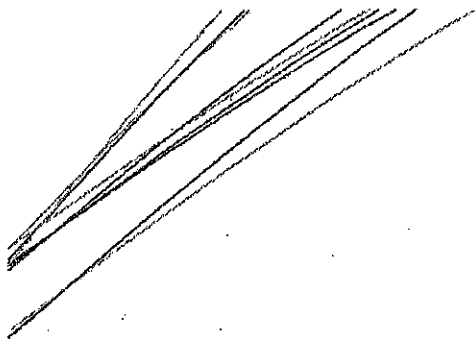
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1. The Process



## 1. The Process

*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.

**Note:** Credit will be granted only for experience gained while enrolled as an Intern in the IAP.

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.

**Note:** For the purposes of the IAP the term 'Intern' will be used to mean, Intern Architect, Intern in Manitoba or Stagiaire en architecture in Québec.

### 1.1 Architectural Registration/Licensure and the IAP

*Regulation of the profession of architecture, including setting standards for education, experience and examinations needed for the registration/licensing of Architects, is the responsibility of each CALA jurisdiction. In all ten provinces, and one territory, self-regulating associations have been established by provincial/territorial government legislation to govern the profession of architecture and to establish registration/licensing requirements.*

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.

#### Education Requirements

The CALA jurisdictions have established common education standards as detailed in the Canadian Architectural Certification Board (CACB) Conditions for Accreditation for professional degree programs in architecture and in the Conditions and Procedures for the Certification of Educational Qualifications (Canadian education standard). The accreditation of professional programs in architecture and the certification of education qualifications of architecture graduates are conducted under the auspices of the CACB in accordance with the standards set by the CALA jurisdictions. If you require further information, contact the CACB. (Refer to Appendix D)

#### Experience Requirements

Although there is general agreement on the Canadian Architectural Experience Standard by CALA, the specific requirements in each jurisdiction may vary slightly. (Refer to Appendix B for requirements unique to your CALA jurisdiction.) CALA requires a minimum of 3720 hours (2

years) of recorded architectural experience which must be gained in the specified areas of architectural practice while under the personal supervision and direction of an Architect licensed by a CALA or reciprocal jurisdiction. For International experience refer to Section 2.2.

### Examination Requirements

CALA requires Interns to pass either the Examination for Architects in Canada (ExAC) or the United States' National Council of Architectural Registration Boards (NCARB) Architect Registration Examination (ARE) to satisfy its examination requirement.

For information on the contents of the ExAC, eligibility and scheduling procedures, visit [www.exac.ca](http://www.exac.ca).

For information on the contents of the ARE, eligibility and scheduling procedures, visit [www.ncarb.org](http://www.ncarb.org) and click on the ARE tab.

*Note: Interns should refer to Appendix B to ensure they are familiar with rules in each CALA jurisdiction in relation to acceptance of the EXAC and or ARE.*

### Additional Requirements

Some CALA jurisdictions may have additional requirements before registration/licensing, such as courses, oral examination, interviews, etc. Refer to Appendix B for those requirements unique to your jurisdiction or contact the CALA jurisdiction directly. (Refer to Appendix D)

## 1.2 Getting Started

### Application Procedures

Each jurisdiction has its own application process and documents. Prospective Interns are encouraged to contact their CALA jurisdiction for specific application details. The process is generally initiated by contacting the CALA jurisdiction of residence to obtain information on registration/licensing. To apply, a candidate must, at minimum, submit the following:

- CACB certificate for all architecture graduates
- Completed Application to become an Intern
- Required fees.

Upon receipt of the jurisdictional required application information, the applicant is notified of acceptance into the IAP and advised that the IAP Manual and other relevant information and documents are available electronically on the CALA jurisdiction's Website.

*Note: Employment is not required to be appointed/enrolled in the IAP.*

### Supervising Architect, Mentor, CALA Jurisdiction

The architectural profession has a responsibility to help Interns prepare themselves for architectural practice. One of the ways this is fulfilled is through the roles expected of the Supervising Architect and the Mentor.

Both the Supervising Architect and the Mentor are expected to fulfill certain responsibilities to the Intern within their respective roles. Contact your CALA jurisdiction for documentation you can share with your Supervising Architect and Mentor so they may familiarize themselves with their role and responsibility.

### Role of Supervising Architect

The Supervising Architect plays a crucial role in the Intern's career, not only by providing encouragement, direction and constructive advice, but also by facilitating the transition between architectural education and practice and providing the practical architectural experience required for registration/licensure.

The Supervising Architect is the Architect within the architectural practice or place of employment who personally supervises and directs the Intern on a daily basis. This Architect must be registered/licensed in the jurisdiction in which the Intern is gaining the experience. He/she must be able to assess the quality of work performed and regularly certify the Intern's documented architectural experience prior to submission of each section of the Canadian Experience Record Book (CERB) to the CALA jurisdiction.

The Supervising Architect must be familiar with the IAP's objectives and experience requirements, and its documentation processes.

### Role of Mentor

The retention of a Mentor is integral to the process, and is required by your CALA jurisdiction, with the exception of the OAQ. (Refer to Appendix B)

The Mentor is an Architect or a retired Architect who is not employed at the Intern's place of employment and who acts as an independent guide/advocate for the Intern. (Refer to Appendix B) The Intern meets the Mentor for regular reviews of experience progress, discussion of career objectives and broader issues related to the profession.

At an absolute minimum, the Mentor must meet with the Intern prior to the submission of each section of the CERB, when the Intern has accumulated 900 - 1000 hours (approximately 6 months) of architectural experience, or at each change of employment. This minimum is not ideal, however, and will not help the Intern to obtain the most benefit from the internship process. Regular contact between submissions will offer the greatest opportunity for the Mentor to assist the Intern and exert a positive influence on his/her development as an Architect.

### Selecting a Mentor

Interns should select a Mentor who is willing to commit to their professional growth. The Intern-Mentor relationship personifies the architectural profession's historic mentoring system. Mentors are expected to be knowledgeable about the IAP's objectives and experience requirements.

The Intern may select a Mentor by asking the following for a recommendation:

- A personal acquaintance
- An employer, previous employer, or fellow Intern
- The CALA jurisdiction.

### Changing a Mentor

A Mentor should be maintained throughout the Program; however, during the course of the architectural experience period, there may be a need to change your Mentor and select a new Mentor. If there is a change the following procedures apply:

- Identify the new Mentor to the CALA jurisdiction
- Have the new Mentor provide a Letter of Confirmation to the CALA jurisdiction. (Refer to Appendix E - Sample Forms and Letters.)

### Role of CALA Jurisdictions

The CALA jurisdictions play an important role in the internship process by ensuring that Interns are informed of all the requirements they need to fulfill, by guiding them through each step of the process and certifying work experience and other internship requirements. The CALA jurisdictions:

- Admit qualified individuals to Intern status
- Provide advice to Interns on registration/licensing procedures
- Review the Canadian Experience Record Book (CERB) every 900-1000 hours, for acceptance and provide Interns with comments and constructive advice
- Process Interns' eligibility to take either examination, the ExAC or the ARE
- Transmit examination results to Interns
- Provide supplementary education or oral interview (where applicable)
- Issue a registration/licence.

## 1.3 Changing Employment

During the architectural experience period, personal circumstances or external factors can result in changes in employment. As an Intern, you must notify your CALA jurisdiction if there is a change of employment. The following procedures generally apply:

- Inform your jurisdiction of your new place of employment
- Identify your new Supervising Architect
- Have the new Supervising Architect provide a Letter of Confirmation to your jurisdiction (Refer to Appendix E - Sample Forms and Letters)
- Complete the section of the CERB to be certified by the previous Supervising Architect and submit to your jurisdiction
- Begin a new CERB section with the new place of employment.

#### 1.4 Multiple, Concurrent or Part-time Employment

If engaged as an independent contractor, or employed on a part-time basis by one or more than one employer during the same period, you will be considered an employee in each of these circumstances (for the purpose of the IAP only) and will be required to complete a separate CBRB section for each employment situation.

**Note:** *It is the Intern's responsibility to verify with the CALA jurisdiction whether experience gained as an independent contractor or on a part-time basis is acceptable. Pre-approval is generally required. (Refer to Appendix B)*

#### 1.5 Architecture Canada Syllabus/RAIC Syllabus

It may be possible to enroll in the Internship in Architecture Program while enrolled in the Architecture Canada/RAIC Syllabus Program.

To determine whether your CALA jurisdiction allows for recording of work experience while enrolled as a syllabus student and the terms and conditions for recording such experience, please refer to Appendix B.

For most CALA jurisdictions a maximum of 940 hours of work experience may be approved while in Part 2 of the Syllabus Program.

#### 1.6 Annual Fees and Charges

The fees and charges associated with the registration/licensing process are established annually by each CALA jurisdiction. For information contact the CALA jurisdiction. (Refer to Appendix D for relevant contact information.)

#### 1.7 Transfers from/to Other CALA Jurisdictions

##### Documentation

Interns transferring from/to another CALA jurisdiction must have all documentation signed off prior to leaving the (exiting) jurisdiction and must contact the new CALA jurisdiction (receiving) for the relevant application forms and any additional requirements specific to that receiving jurisdiction (Refer to Appendix D)

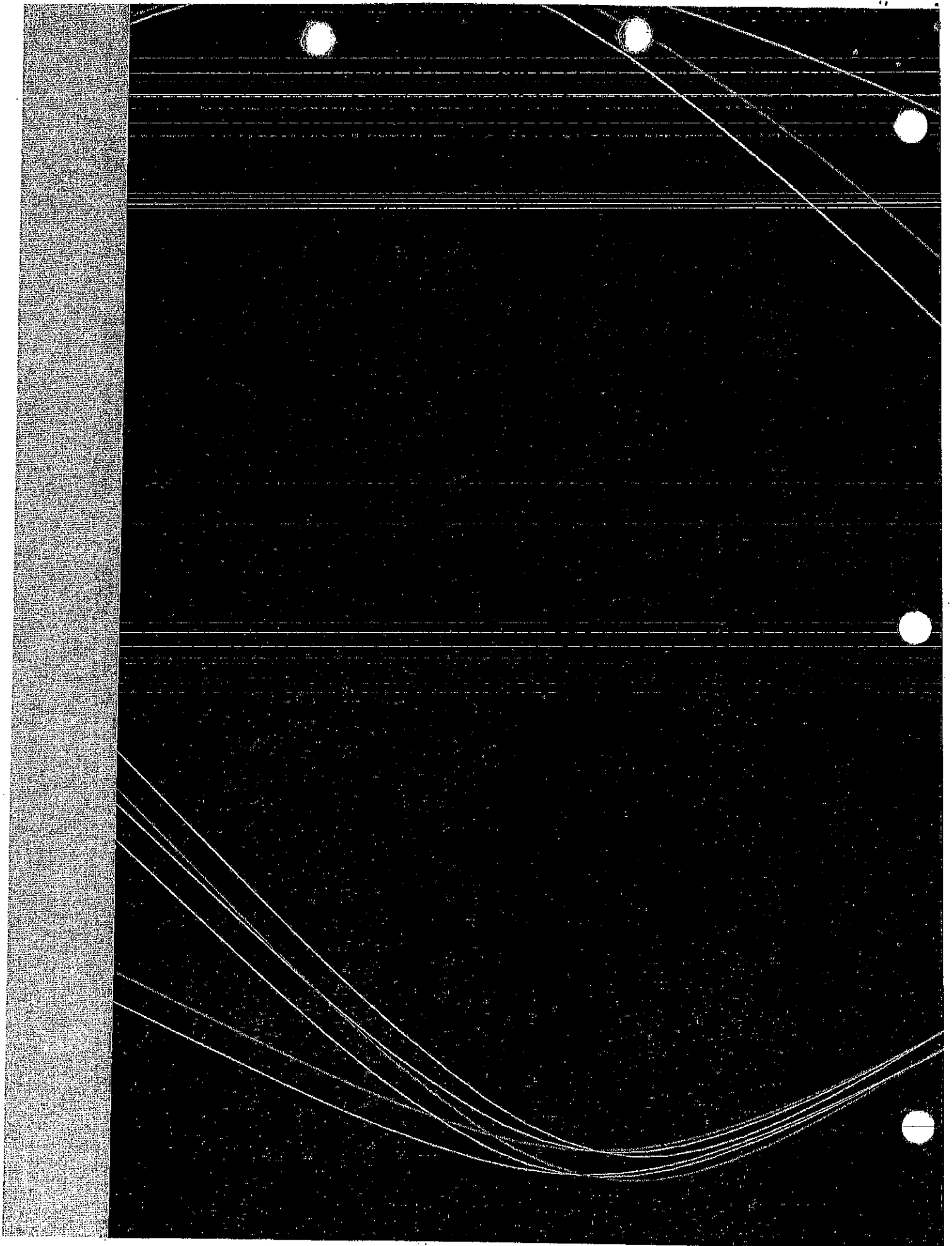
##### Architectural Experience

Interns transferring from/to another CALA jurisdiction will not lose any period of previously accepted architectural experience appropriately documented in the CBRB, except as may be referenced in Appendix B.

##### Examination\*

CALA jurisdictions continue to accept ExAC results or ARE results for applicants from other jurisdictions.

**Note:** \* Refer to Section 1.1 Examination Requirements and to Appendix B.



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2 The Canadian Experience Standard:  
Architectural Experience Requirements

## 2. The Canadian Experience Standard: Architectural Experience Requirements

*The fundamental purpose of the pre-registration/licensing employment period is to ensure that the Intern is provided with sufficient 'hands-on' architectural experience to meet the standards of practical skill and level of competence required to engage in the practice of architecture in Canada.*

It is the responsibility of the Intern, before accepting architectural employment, to ascertain that the employment will provide the required scope of architectural experience. (Refer to Section 2.2) There may be variations regarding the acceptability of experience in each CALA jurisdiction. (Refer to Appendix B)

### 2.1 Documentation

The Intern must maintain a record of architectural experience while enrolled in the IAP. All experience must be recorded in the Canadian Experience Record Book (CERB). (Refer to Appendix F) Experience will be reviewed and evaluated by the CALA jurisdiction at the end of each 900 - 1000 hours of architectural experience or at change of employment. Each Intern will be provided with a record of the review at the end of each review period. (Refer to Section 3.3)

**Note:** Credit will be granted only for experience gained while enrolled as an Intern in the IAP.

### 2.2 Architectural Experience

#### Minimum

The CALA jurisdictions require that Interns gain a minimum of 3720 hours of architectural experience recorded in the CERB which is used to chart progress. This experience must be gained under the personal supervision and direction of a Registered/Licensed Architect, approved by your CALA jurisdiction, in either an architectural practice or other eligible architectural employment situation. (Refer to Section 2.3)

#### Required

##### Category A - Design and Construction Documents

(\*May occur during multiple phases of a project)

1. Programming
2. Site Analysis
3. Schematic Design
4. Engineering Systems Coordination\*
5. Building Cost Analysis\*
6. Code Research\*
7. Design Development
8. Construction Documents
9. Specifications and Materials Research\*
10. Document Checking and Coordination\*

##### Category B - Construction Administration

11. Bidding and Contract Negotiation
12. Construction Phase - Office
13. Construction Phase - Site

##### Category C - Management

14. Project Management
15. Office Management

The experience area descriptions and required activities are described in detail in Appendix A.

**Note:** An Intern enrolled in the Intern Development Program (IDP) in a state or territory of the United States of America (USA) where IDP is mandatory may apply to have that architectural experience credited.

#### Fulfillment

The Intern must demonstrate competence in each category, not merely document that certain amounts of time have been spent working in various areas. Upon completion of 3720 hours of documented and accepted architectural experience within the required categories and experience areas, the Intern will be advised in writing whether the architectural experience requirement has been fulfilled.

Once the required architectural experience in an area of practice is accepted, it will not have to be repeated, subject to the individual CALA jurisdiction requirements. (Refer to Section 1.7 Transfers and to Appendix B)

#### Variety

The Intern's architectural experience must satisfy the required hours stated under categories A, B and C, which constitute



the core areas of architectural practice. An Intern's experience must include a variety of occupancies (minimum of 2), project types, complexities and sizes. (Refer to Appendix B) Non-compliance with the requirement to gain experience for a 'variety of projects' will be considered by the CALA jurisdiction only in exceptional circumstances.

#### Local Knowledge/Currency

CALA jurisdictions may require the Intern to demonstrate knowledge of local conditions of architectural practice as a requirement for registration/licensure. (Refer to Appendix B)

#### International

Any International architectural experience (outside Canada and the USA) gained by an individual while NOT in the IAP or IDP will be subject to interview or further review by the CALA jurisdiction. (Refer to Appendix B)

All International architectural experience gained must be under the personal supervision and direction of an Architect. Proof of the Supervising Architect's registration/licensing status in the jurisdiction where the work experience is gained. Where registration/licensing of architects is not a requirement this may be reviewed on a case-by-case basis by the CALA jurisdiction to which the Intern is reporting. The Supervising Architect in these instances must hold a valid architectural registration/licence in another jurisdiction. The Intern may be required to provide official documentation confirming the status of the Supervising Architect. (Refer to Appendix B)

#### Overtime

To recognize overtime architectural experience, the 3720 hours can be completed in a minimum of 1½ calendar years. However, the IAP is a minimum two (2) year program. No maximum time has been established within which all the architectural experience must be completed. (Refer to Appendix B)

#### Observer or Parallel Documents

It is recognized that the Intern may not always be able to complete some areas of architectural experience directly, but may, for certain activities, participate as an observer. For example, it may be impractical in some instances for the Intern to represent the office at a site meeting and subsequently write the follow-up report.

However, it may be practical for the Intern to accompany the qualified person often enough to know what would be expected and prepare a follow-up report for review by the Supervising Architect. The Supervising Architect must indicate in his/her comments in the CERB to the CALA jurisdiction where the use of parallel documents or participation as an observer has occurred.

Credit for experience as an observer or by completing parallel documents may be granted by the CALA jurisdiction only under exceptional circumstances. Contact the CALA jurisdiction for clarification.

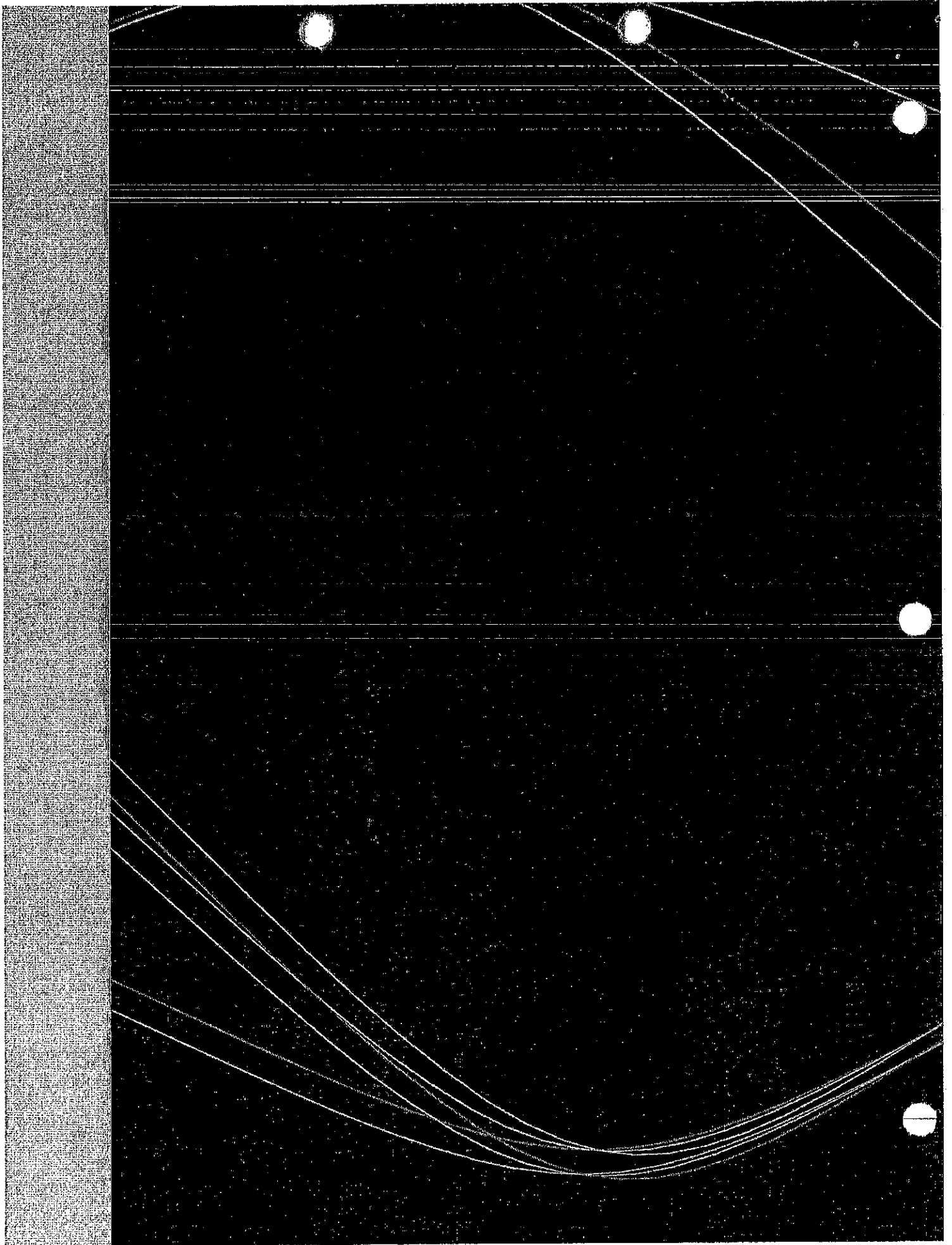
*Note: It is recommended and is the Intern's responsibility to verify with his/her CALA jurisdiction whether architectural experience gained as an observer or by completing parallel documents will be accepted. (Refer to Appendix B)*

### 2.3 Eligible Architectural Employment Situations

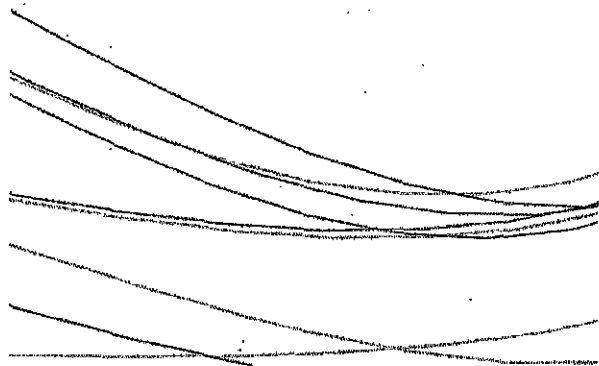
Architectural employment may be acceptable if it is gained and pre-approved by your CALA jurisdiction:

- a) In the employ of an architectural practice in Canada, USA or in an international location, and certified by a Registered/Licensed Architect in the jurisdiction where the experience is being gained and is approved by your CALA jurisdiction, and who is employed by the same entity and who personally supervised and directed the architectural experience. (Refer to Appendix B)
- b) In the employ of a government agency, crown corporation, institution, bank, engineering office, developer or corporation having a department or office that deals primarily with architectural design and construction as an 'owner' and is certified by an Architect who is employed in the same entity and who personally supervised and directed the architectural experience. (Refer to Appendix B)

*Note: Architectural experience gained outside Canada or the USA while under the personal supervision and direction of an Architect may be subject to pre-approval, interview or further review by the CALA jurisdiction. (Refer to Appendix B)*



3. Canadian Experience Record Book (CERB)



### 3. Canadian Experience Record Book (CERB)

*The purpose of the CERB is to provide the Intern with a tool to record the architectural experience, and to enable the CALA jurisdiction to verify and to assess the nature and breadth of this experience. The Intern is responsible for maintaining a record of architectural experience in the CERB. This record has several functions. For the Intern, it identifies areas where architectural experience is being gained and areas where deficiencies exist. The Intern can also use the CERB as a tool in discussions with the employer to ensure he/she is getting suitable work experience in each of the required categories. For the Supervising Architect, it is an assessment and personnel management tool. The emphasis in the IAP is to promote Intern/Supervising Architect/Mentor dialogue.*

**Note:** Credit will be granted only for experience gained while enrolled as an Intern in the IAP or with a reciprocal jurisdiction.

#### 3.1 Submission for Review

All architectural experience must be recorded in the CERB and signed by the Supervising Architect and Mentor. Interns are required to submit the CERB to the CALA jurisdiction for review upon completion of 900 - 1000 hours of architectural experience and/or at change of employment. Late submission will be considered as described in Section 3.2.

#### 3.2 Late Submission of Architectural Experience

All architectural experience submitted for late submission review and assessment must be recorded in the CERB and signed by the Supervising Architect and Mentor. Architectural experience gained as an Intern in the IAP and submitted in excess of 12 months from the date of the last entry will be subject to special review and assessment by the CALA jurisdiction and the Intern may be subject to additional fees and an interview. Late submission of architectural experience may not be accepted by some CALA jurisdictions. (Refer to Appendix B)

#### 3.3 Instructions for Completion of the CERB

(Refer to Appendix C for specific instructions.)

When 900—1000 hours of architectural experience have been completed or at each change of employment, you must submit your signed dated and certified CERB.

Have the Supervising Architect:

- Complete the Comments and Declaration portion
- Sign and date the CERB

Have the Mentor:

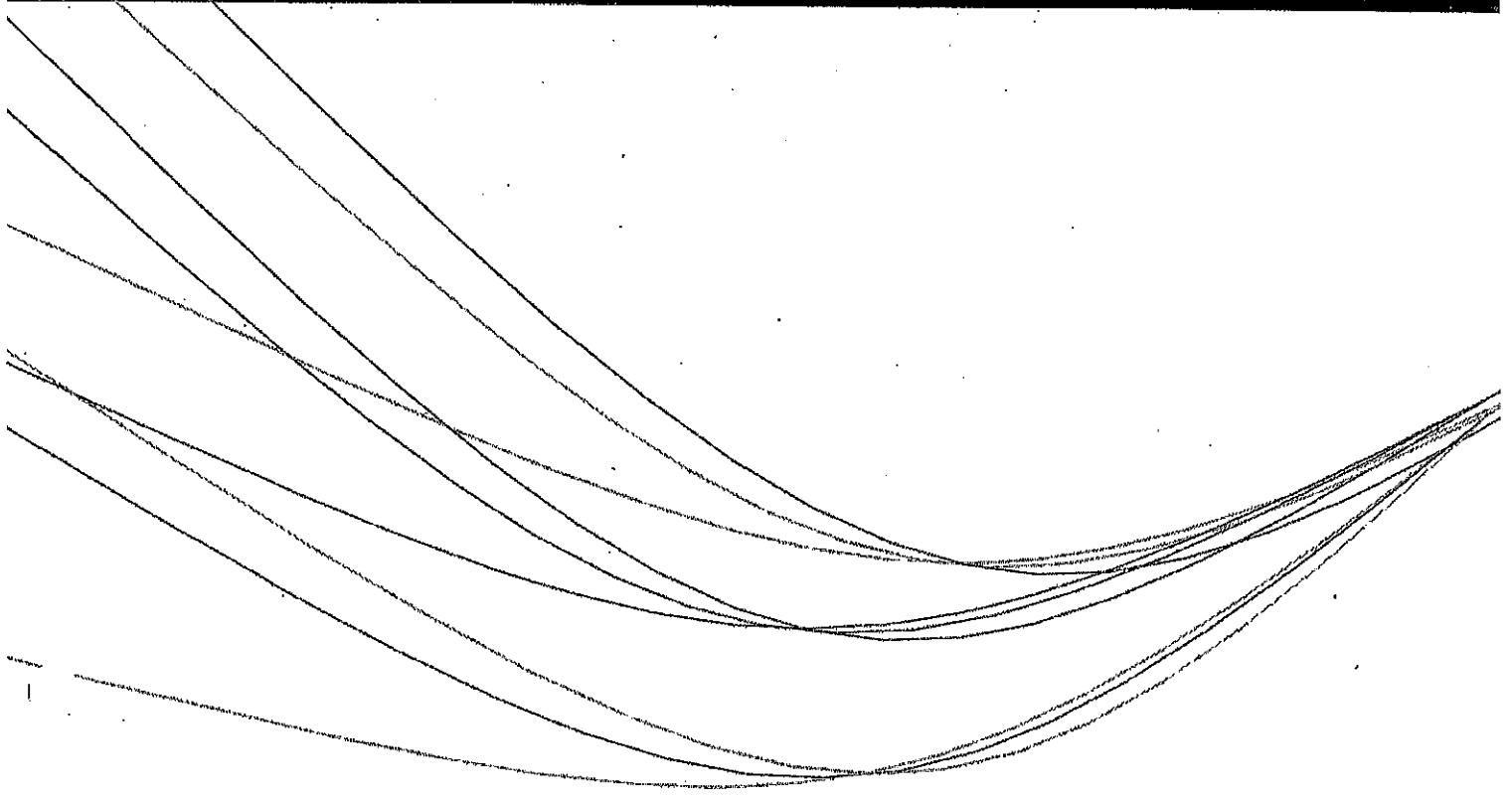
- Complete the Mentor Declaration portion
- Sign and date it.

In summary, the Intern should do the following:

- Submit the CERB section to the CALA jurisdiction within 8 weeks of the date of the last entry
- Interns must retain copies of their submission

The CALA jurisdiction will provide a summary or approve a summary of the total hours approved to date on a Periodic Assessment Form and may make comments or suggestions it believes will benefit the Intern. These comments should serve to reinforce the advice already given to the Intern by the Supervising Architect and Mentor. (Refer to Appendix B)

Appendix A  
Architectural Experience Area Description and Required Activities



## Appendix A Architectural Experience Area Description and Required Activities

An Intern must acquire 3720 hours to satisfy the LAP's architectural experience requirements. The following chart lists the required architectural experience categories and activities and the required hours for each.

Category A: Design and Construction Documents	Min. Hours Required
1. Programming .....	80
2. Site Analysis .....	80
3. Schematic Design .....	120
4. Engineering Systems Coordination* .....	120
5. Building Cost Analysis* .....	80
6. Code Research* .....	120
7. Design Development .....	320
8. Construction Documents.....	1080
9. Specifications and Materials Research*.....	120
10. Document Checking and Coordination* .....	80
* May occur in multiple phases of a project	
	<b>Min. Hours            2200</b>
	<b>Total Hours Required    **2800</b>

\*\*This total includes the 2200 minimum hours required, plus 600 additional hours that must be gained in any of the experience areas 1-10.

Category B: Construction Administration	Min. Hours
11. Bidding and Contract Negotiation .....	80
12. Construction Phase - Office .....	120
13. Construction Phase - Site.....	120
	<b>Min. Hours            320</b>
	<b>Total Hours Required    **560</b>

\*\*This total includes the 320 minimum hours required, plus 240 additional hours that must be gained in any of the experience areas 11-13

Category C: Management	Min. Hours
14. Project Management .....	120
15. Office Management .....	80
	<b>Min. Hours            200</b>
	<b>Total Hours Required    **280</b>

\*\*This total includes the 200 minimum hours required, plus 80 additional hours that must be gained in any of the experience areas 14-15

Total Hours Required in Categories A, B, C ..... 3640  
 Remaining Additional Hours (may be gained in any experience areas 1-15) ..... 80

**TOTAL ARCHITECTURAL EXPERIENCE HOURS REQUIRED ..... 3720**

## Category A: Design and Construction Documents

### 1. Programming

Programming is the process of understanding and setting forth in writing the client's requirements for a given project. Steps in this process include: establishing goals, considering a budget, collecting, organizing and analyzing data, identifying and developing concepts, and determining particular needs. Client-Architect agreements presume that the client will furnish the program. Involvement of the Architect, in writing the program will be a service not covered in the traditional agreement for Design and Construction Administration. However, many clients employ the Architect to assist them in preparing a functional program. The project will also be affected by the mortgage lender; public officials involved in health, welfare and safety; future tenants, and, increasingly, the people who will work in the built environment. Their input at the programming stage is essential to maintain an orderly and productive design process.

#### Required Intern Activities include the following:

- Participate in conferences with clients regarding programming, periodic reviews and formal presentations and assist in preparing minutes or reports for future reference.
- Assist with presentations at zoning and variance hearings, and at meetings with the clients and consultants of these projects.
- Assist in preparing the summary and evaluation of data and requirements obtained from all sources.
- Research current literature pertaining to architectural programming.

### 2. Site Analysis

Site analysis includes land planning, urban design and aspects of environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic and social impact of proposed land use on the environment, ecology, traffic and population patterns. Governmental agencies frequently require documentation prepared by specialist consultants on the results that construction will have on the site and on the surrounding lands (i.e. environmental impact studies). Decisions relating to site analysis must involve the selection, organization and evaluation of pertinent data that will lead to a resolution of the client's program while conforming to legal requirements.

#### Required Intern Activities include the following:

- Assist in analyzing several sites to assess the feasibility of their use for a proposed project.
- Help analyze the feasibility of using a specific site for a project. Assist in the analysis of specific land use and location for a project. Assist in the formulation of the most appropriate land use strategy to achieve a desired environmental impact.
- Research site restrictions such as zoning, easements, utilities, etc. Participate in public hearings about land use issues and prepare reports for future reference.

### 3. Schematic Design

From the client-approved program and budget (mutually accepted), the Architect develops alternative solutions to satisfy the program, massing, site location and orientation, response to environmental factors regulatory and aesthetic requirements. The preferred scheme(s) is presented to the client for approval.

**Required Intern Activities include the following:**

- Participate in the development and preparation of preliminary design concepts to determine the spatial relationships that best satisfy the client's program.
- Participate in the development and coordination of program requirements with consultants.
- Assist in the preparation of presentation drawings and models.
- Assist in the analysis and selection of building and engineering systems.
- Participate in design review and approval meetings with clients, user groups, authorities having jurisdiction, community.

**4. Engineering Systems Coordination (may occur in multiple phases of a project)**

The Architect is usually responsible for the selection, design and coordination of all building systems, including the engineering systems. The emphasis of this experience requirement is to develop an understanding, under the direct supervision and control of the Architect, of the integrated engineered systems normally designed by consultants and provided by product suppliers, manufacturers and fabricators. These traditionally have included structural, mechanical and electrical systems as well as other technical innovations and special requirements, such as telecommunications and computer applications.

Architects must know how engineering systems work, including system benefits and limitations, availability, cost and the space requirements necessary to provide the basis for system design, selection and integration. This knowledge also provides the vital communication links necessary for appropriate interaction with engineering consultants and product suppliers.

**Required Intern Activities include the following:**

- Become familiar with construction methods and performance of different building and engineering systems.
- Understand safety requirements and the selection process for building and engineering systems.
- Assist in research, analysis and selection of building and engineering systems during the schematic design and development phases.
- Help coordinate engineering systems documents provided by consultants into the construction documents produced by the Architect.
- Review consultants' drawings for conceptual understanding of systems, space requirements and possible conflicts or interference of structure, duct work, plumbing lines, electrical fixtures, etc.
- Assist in reviewing shop drawings, evaluating samples and maintaining records.
- Visit job site and observe installation and integration of engineering systems, construction details and space requirements.
- Attend systems start up, operation and maintenance meetings required for acceptance and use by the client.
- Obtain and study manufacturers' literature for engineering systems and components.
- Become familiar with relevant codes and regulatory standards applicable to various building and engineering systems.
- Check maintenance manuals and warranties submitted by contractors for conformance with contract documents.

**5. Building Cost Analysis (may occur in multiple phases of a project)**

An important responsibility of the Architect is to evaluate the estimated construction cost. Reasonable estimates are crucial to the client. They influence decisions involving basic design, selection of building products and systems and construction scheduling. Long-term maintenance, as well as tax impact of material



and system selection (value engineering), are additional factors that bear on development of the project. For their own preliminary analysis, most Architects use computations based on area and/or volume. Estimates of construction cost provided later in the design process are frequently made on the basis of labour and material requirements (quantity surveys), a method that requires a more specialized knowledge of construction costs.

**Required Intern Activities include the following:**

- Calculate the areas and volumes of a project and its characteristic components.
- Make a simplified quantity takeoff of selected materials and prepare comparative cost analysis.
- Assist in the preparation of cost estimates of each stage of a project.
- Review various references and texts utilized in cost estimating.
- Assist in the preparation of cost analyses for current projects, using a variety of indices.
- Conduct a survey of current costs per square or cubic metre of various types of projects, using local cost data.

## 6. Code Research (may occur in multiple phases of a project)

Building inspectors as well as officials in zoning, environmental and other agencies relating to the health, welfare and safety of the public, oversee the enforcement of federal, provincial and local regulations related to building construction. The codes promulgated by these various agencies have a direct bearing on the total design process and thorough knowledge of all requirements is essential to the satisfactory completion of any project.

**Required Intern Activities include the following:**

- Assist in searching and documenting codes, regulations, etc. for two or more specific projects.
- Study procedures necessary to obtain relief or variances from particular requirements as they relate to a project.
- Calculate certain variables (i.e. numbers and size of exits, stair dimensions, public toilet rooms, ramps) in satisfaction of code requirements.
- Determine a project's allowable land coverage as well as maximum areas in compliance with zoning and any other related ordinances.

## 7. Design Development

Based on the client-approved schematic design and estimate of construction cost, the Architect fixes and details, for the client's further approval, the size and character of the entire project, including selection of materials and building and engineering systems.

**Required Intern Activities include the following:**

- Participate in the preparation of detailed design development drawings from schematic design documents.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures, and updates to project schedule.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures and updating construction cost. (Record under Building Cost Analysis)
- Help coordinate building and engineering systems proposed for the project. (Record under Engineering Systems Coordination)
- Participate in design review and approval meetings with clients, user groups, authorities having jurisdiction, community, etc.

### 8. Construction Documents (Not Including Specifications and Material Research)

The working drawings phases of construction documents describe in graphic form, all of the essentials of the work to be done: location, size, arrangement and details of the project. Since the successful and timely execution of these documents can be equated closely with an office's financial success, Architects constantly search for more efficient ways to produce construction documents. Regardless of the method of preparation, it is extremely important that the documents be accurate, consistent, complete and understandable. This requires thorough quality control including constant review and cross-checking of all documents. In addition, effective coordination of consultants' drawings is essential to avoid conflicts and interference in the construction of the Architect's designs and documents the integrated result.

#### Required Intern Activities include the following:

- Work in the preparation of detail drawings, developing technical skills in drafting accuracy, completeness, clarity and understanding by others.
- Assist in the coordination of all documents produced by the Architect and the consultants.
- Assist in the coordination of all documents produced by the engineering consultants. (Record under Engineering Systems Coordination)
- Develop a knowledge of professional responsibilities and liabilities arising from the issuance of construction documents. Participate in the mechanics of assembling the finished construction documents.
- Assist the job captain (or equivalent) in routine administrative/control tasks.

### 9. Specifications and Materials Research (may occur in multiple phases of a project)

Well-grounded knowledge of specification-writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts and construction procedures cannot be communicated successfully. A fundamental principle of specification writing requires the Architect to understand the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of material or products to be used in a project: appropriateness, durability, aesthetic quality, initial cost, maintenance, etc. To avoid future problems, it is extremely important that the Architect recognize the function of each item to be specified. The Architect must carefully assess new materials as well as new or unusual applications of familiar items, regardless of manufacturer representations, to be certain no hidden deficiencies exist that might create problems for the client and expose the Architect to liability.

#### Required Intern Activities include the following:

- Review construction specifications' organization, purpose and format, and assist in writing specifications.
- Review and analyze bidding forms, lien provisions, supplementary and special conditions and obtain the client's insurance and bonding requirements.
- Research and evaluate data for products to be specified, including information regarding availability, cost, code acceptability and manufacturers' reliability. Attend sales presentations in connection with this research.
- Research industry standards and guidelines for specific classes of products (e.g. curtain walls, aluminum windows) as they affect various manufacturers' items being considered for acceptability on a project.
- Research construction techniques and systems and understand workmanship standards such as poured-in-place concrete, masonry construction.
- Evaluate the potential for using master specifications in a project specification, including procedures needed to adapt individual sections for this use.

## 10. Document Checking and Coordination (does occur in multiple phases of a project)

Close coordination between drawings and specifications is required when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the architectural drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings must be checked and cross-checked for accuracy and compatibility.

**Note:** Review construction contracts for compatibility with the client-architect agreement as it relates to the role of the Architect and consultants during construction.

### Required Intern Activities include the following:

- Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the working drawings.
- Check drawings prepared by others for relevance and accuracy of dimensions, notes, abbreviations and indications.
- Assist in developing a schedule of lead time required for proper coordination with other disciplines.
- Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts.
- Check engineering consultants' drawings with architectural drawings for possible conflicts and interference of plumbing lines, duct work, electrical fixtures, etc. (Record under Engineering Systems Coordination)
- Assist in the final project review for compliance with applicable codes, regulations, etc.

## Category B: Construction Administration

### 11. Bidding and Contract Negotiation

The Architect assists in establishing and administering bidding procedures, issuing addenda, evaluating proposed substitutions, reviewing the qualifications of bidders, analyzing bids or negotiated proposals and replying to the client.

The construction contract and related documents are the formal instruments that bind the major parties together in the construction phase. They detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services under particular terms and conditions.

### Required Intern Activities include the following:

- Carefully review the bidding/award stages of previous projects. Develop an understanding of problems encountered and how they were resolved.
- Assist in the pre-qualification of bidders.
- Assist in the receipt, analysis and evaluation of bids, including any alternative, discounted or unit prices.
- Learn what information and submittals are required prior to issuance of notice to proceed.
- Assist in evaluating product considerations in preparing addenda.
- Meet with contractors and material suppliers to better understand problems they encounter with bid packages and construction contract documents.

- Assist in the preparation and negotiation of construction contracts and become familiar with the conditions of the contract for construction in order to identify the roles of the Architect, contractor, owner, bonding company and insurer in the administration of the construction phase.

## 12. Construction Phase — Office

During the construction phase there are many related tasks that do not directly involve field observations: processing contractors' applications for payment, preparing change orders, reviewing shop drawings and evaluating samples, adjudicating disputes, etc. The Architect's handling of these matters will usually have a direct impact on the smooth functioning of the work in the field. For example, prompt processing of the contractor's application for payment, including review of any substantiating data that may be required by the contract documents, helps the contractor, and Architect maintain an even flow of funds and avoid delays and charges. Items such as shop drawings, samples and test reports submitted for the Architect's review must be acted upon promptly to expedite the construction process. Changes in the work that may affect the time of construction or modify the cost are accomplished by change orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

### Required Intern Activities include the following:

- Assist in processing applications for payment and preparing certificates for payment.
- Assist in reviewing shop drawings, evaluating samples submitted and maintaining records.
- Assist in interpreting documents and preparing supplemental instructions and requests for information.
- Assist in evaluating requests for changes and preparing change orders.
- Participate in resolution of disputes and interpretation of conflicts relating to the contract documents.
- Become familiar with the legal responsibilities of the clients, contractors and Architects.
- Participate in the review of record documents at project completion.

## 13. Construction Phase — Site

In administering the construction contract, the Architect's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of material and workmanship, the Architect must be thoroughly familiar with all of the provisions of the construction contract. Reports on the stage of completion of scheduled activities are collected and compared to the overall project schedule at job site meetings. These meetings facilitate communication between the contract parties and produce a detailed progress record. The Architect must determine through observation the date of substantial completion and receive all data, warranties and releases required by the contract documents prior to final review and final payment. In addition to these construction-related responsibilities, the Architect interprets contract documents when disagreements occur and judges the dispute impartially, even when the owner is involved. Dissatisfaction with the Architect's decision can lead to arbitration or litigation.

### Required Intern Activities include the following:

- Visit the job site and participate in observation of the work in place and material stored, and prepare field reports of such reviews. Review and analyze construction time schedules. Understand the various network methods (e.g. critical path method) potentially available to the contractor.
- By reviewing contract documents and participating in professional development programs, develop an awareness of the contractual obligations related to the observation of construction.

- Attend job-site construction meetings and assist in recording and documenting all actions taken and agreed to at such meetings.
- Participate in the substantial completion review and assist in the deficiency list verification.
- Participate in the final acceptance review with the client and other involved parties.

## Category C: Management

### 14. Project Management

The economic and professional health of an architectural practice depends on an orderly, trackable method of project execution. A clearly defined project work plan, the key to the efficient management of project tasks, requires participation and input from team members, consultants, client representatives and other key decision-makers (financial experts, developers, lawyers and contractors). The project manager defines consensus goals, and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with particular attention to decisions that influence the work of multiple team members.

A project file initiated and maintained by the project manager is the comprehensive record of the project's life and a useful resource for future endeavours and against claims. The work plan must be congruent with all project-related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress against the work plan, assess discrepancies and take the corrective actions necessary to maintain project control. The project manager also maintains design quality during bidding, contract negotiation and construction phases through administration of the project file, oversees the architectural practice's construction representative and monitors scheduled on-site quality reviews. Finally, the project manager closes out project records and agreements and sets up future post-occupancy evaluation procedures.

**Required Intern Activities include the following: (for a specific project following award of the project to the Architect)**

- Review the architectural practice's project management manual or all relevant forms, checklists and other practice aids if a manual does not exist.
- Understand the procedure for assignment of project management responsibilities and the project manager's role in the acquisition process.
- Participate in the development of a project work plan including identifying goals, client requirements, responsibilities, a first-cut schedule and the project record.
- Review a work plan against all project-related contractual agreements.
- Become familiar with team management including role assignments, team communication methods and frequency and maintaining the project file.
- Review design documentation standards and understand expected levels of documentation at each phase of the project.
- Attend quality reviews at project development milestones identified in the work plan.
- Assist in preparing project status assessments including schedule and scope variances and actions required to maintain project budget control.
- Review the project management file for close-out activities such as contractual fulfillments, final fee for services, invoicing and modifications (e.g. change orders).
- Attend post-occupancy evaluation trips to completed project sites.

## 15. Office Management

Although architecture is a creative profession, current techniques of practice and the need for professional sustainability require that the architectural practice also operate as a successful business enterprise. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of this information. Profitable use of office personnel requires budgeting time and adhering to schedules. The Architect's relationship to the client is established by contractual agreement. A contract establishes the duties and obligations of the parties. In order for a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for lawful purpose and accomplishable within an estimated time frame.

Effective public relations plays an essential role in the creation of the Architect's image. This is important in retaining existing clients, bringing new clients and work into the architectural practice as well as in attracting superior people for the professional staff. The Architect must participate in marketing activities if the practice is to succeed. On the other hand, the Architect's marketing activities (unlike those of merchants, manufacturers and others in commerce) may be subject to certain professional constraints. The Architect must learn marketing techniques that are effective while practising within the rules of professional conduct in his/her jurisdiction.

### Required Intern Activities include the following:

- Review the process of internal accounting and cost control systems for operation of the architectural practice. Participate in allocation of time to all elements involved in a total project from preliminary design through construction.
- Review professional service contracts for their structure, content, determination of responsibility and enforcement procedures.
- Review the compensation structure as related to types of services rendered by the architectural practice.
- Review current contractual relationships with consultants.
- Research legal obligations, limitations and liabilities of professional service contracts.
- Review the architectural practice's professional liability insurance policy and develop an awareness of potential practices and procedures that are not covered by the policy.
- Assist in developing programs to publicize the architectural practice's professional services and its expertise.
- Participate in the architectural practice's program for securing commissions for professional services through assisting in market research, prospect list preparation and information-gathering activities.
- Assist in developing the architectural practice's brochures and advertising as elements of promotion.
- Assist or accompany principals or marketing staff carrying out business development.
- Participate in client request for proposals (RFPs) and presentation to prospective clients and formal selection interviews.
- Participate in the architectural practice's internal budgeting (profit planning) process.



Appendix B  
Specific CALA Jurisdiction Requirements

**TO BE PROVIDED BY YOUR CALA JURISDICTION**



Appendix C  
Instructions for Completion of the  
Canadian Experience Record Book (CERB)



## Appendix C

### Instructions for Completion of the Canadian Experience Record Book (CERB)

The IAP anticipates that Interns gain hands-on experience throughout all phases of architectural services from Design through Construction Administration. The prescribed work experience hours in the CERB therefore cover the range of architectural activities/services expected of a practitioner. The Intern must gain the minimum number of hours of supervised/mentored work experience and record/submit them periodically, every 900–1000 hours (approximately every six months, and within 8 weeks of the last entry) to the CALA jurisdiction in which she/he is enrolled/registered as an Intern.

The CALA jurisdiction will review the Intern's submission to ensure the nature as well as the extent of experience gained. In order that this can be accomplished, it is the responsibility of the Intern to clearly explain his/her specific role for each project.

In addition to experience gained in the Architect's office or other eligible architectural employment situation, the IAP expects that Interns gain on-site experience of the construction of buildings, particularly building enclosures, fire separations, exiting, etc. This experience can only be gained through on-site presence during construction. (Refer to Appendix A)

The absence of clear and comprehensive information in regard to experience gained may delay the review of experience if the reviewers are unable to determine whether the Intern is satisfying the required scope of requirements of the IAP. Accordingly, Interns are to:

- a) Provide all requested information on the cover page of the CERB. This document is available in an electronic spreadsheet format on your CALA jurisdiction's Website. (CALA jurisdictions may develop electronic means of submission in the future. The rules and procedures for such submission will be forwarded to Interns in due course.)
- b) If manually prepared, record the experience neatly in ink. Any alterations, changes, white-outs, etc. made to the CERB, must be initialed by the Supervising Architect. Any separate pages must be initialed by the Supervising Architect.
- c) If electronically prepared, print a hard copy of the CERB section, and have each page initialed by Supervising Architect.
- d) The method of recording time shall be in hours with no reference to a maximum number of hours per day for a total of 3720 hours.
- e) Use the Summary of Projects (1-10) on the CERB for the ten most significant projects on which you have worked in this period. For additional projects add new sheets for projects and change the numbers to 11, 12, 13...to more accurately describe your experience.
- f) Project Type is defined as new construction, additions, renovation, etc.
- g) Occupancy is defined as assembly, institutional, industrial, residential and commercial.



Appendix D

CALA Jurisdictions and National Architectural Organizations

## Appendix D

### CALA Jurisdictions and National Architectural Organizations

#### CALA Jurisdictions

Architectural Institute of British Columbia (AIBC)  
#100-440 Cambie Street  
Vancouver, British Columbia V6B 2N5  
Tel: 604.683.8588  
Fax: 604.683.8568  
Email: [info@aibc.ca](mailto:info@aibc.ca) [www.aibc.ca](http://www.aibc.ca)

Alberta Association of Architects (AAA)  
Duggan House  
10515 Saskatchewan Drive  
Edmonton, Alberta T6E 4S1  
Tel: 780.432.0224  
Fax: 780.439.1431  
Email: [intern@aaa.ab.ca](mailto:intern@aaa.ab.ca) [www.aaa.ab.ca](http://www.aaa.ab.ca)

Northwest Territories Association of Architects (NWTAA)  
P.O. Box 1394  
Yellowknife, Northwest Territories X1A 2P1  
Tel: 867.766.4216  
Fax: 867.873.3654  
Email: [nwtaa@yk.com](mailto:nwtaa@yk.com) [www.nwtaa.ca](http://www.nwtaa.ca)

Saskatchewan Association of Architects (SAA)  
642 Broadway Avenue, Suite 200  
Saskatoon, Saskatchewan S7N 1A9  
Tel: 306.242.0733  
Fax: 306.664.2598  
Email: [memberservices@saskarchitects.com](mailto:memberservices@saskarchitects.com)  
[www.saskarchitects.com](http://www.saskarchitects.com)

Manitoba Association of Architects (MAA)  
137 Bannatyne Avenue, 2nd Floor  
Winnipeg, Manitoba R3B 0R3  
Tel: 204.925.4620  
Fax: 204.925.4624  
Email: [info@mbarchitects.org](mailto:info@mbarchitects.org) [www.mbarchitects.org](http://www.mbarchitects.org)

Ontario Association of Architects (OAA)  
111 Moatfield Drive  
Toronto, Ontario M3B 3L6  
Tel: 416.449.6898  
Fax: 416.449.5756  
Email: [oaamail@oaa.on.ca](mailto:oaamail@oaa.on.ca) [www.oaa.on.ca](http://www.oaa.on.ca)

Ordre des architectes du Québec (OAQ)  
1825 boulevard René Levesque Ouest  
Montréal, Québec H3H 1R4  
Tel: 514.937.6168  
Fax: 514.933.0242  
Email: [info@oaq.com](mailto:info@oaq.com) [www.oaq.com](http://www.oaq.com)

Architects' Association of New Brunswick/Association des architectes du Nouveau-Brunswick (AANB)  
P.O. Box 5093  
Sussex, New Brunswick E4E 5L2  
Tel: 506.433.5811  
Fax: 506.432.1122  
Email: [inquiries@aanb.org](mailto:inquiries@aanb.org) [www.aanb.org](http://www.aanb.org)

Nova Scotia Association of Architects (NSAA)  
1359 Barrington Street  
Halifax, Nova Scotia B3J 1Y9  
Tel: 902.423.7607  
Fax: 902.425.7024  
Email: [info@nsaa.ns.ca](mailto:info@nsaa.ns.ca) [www.nsaa.ns.ca](http://www.nsaa.ns.ca)

Architects Association of Prince Edward Island (AAPEI)  
P.O. Box 1766  
Charlottetown, Prince Edward Island C1A 7N4  
Tel: 902.566.3699  
Fax: 902.566.9214  
Email: [info@aapei.com](mailto:info@aapei.com) [www.aapei.com](http://www.aapei.com)

Architects Licensing Board of Newfoundland & Labrador (ALBNL)  
P.O. Box 1766  
St. John's, Newfoundland & Labrador A1C 5V5  
Tel: 709.726.8550  
Fax: 709.726.1549  
Email: [nlaa@newfoundlandarchitects.com](mailto:nlaa@newfoundlandarchitects.com)  
[www.albnl.com](http://www.albnl.com)

### National Architectural Organizations

**Canadian Architectural Certification Board (CACB)**

710 - 1 Nicholas Street

Ottawa, Ontario K1N 7B7

Tel: 613.241.8399

Fax: 613.241.7991

Email: [info@cacb.ca](mailto:info@cacb.ca) [www.cacb.ca](http://www.cacb.ca)

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Suite 330 - 55 Murray Street

Ottawa, Ontario K1N 5M3

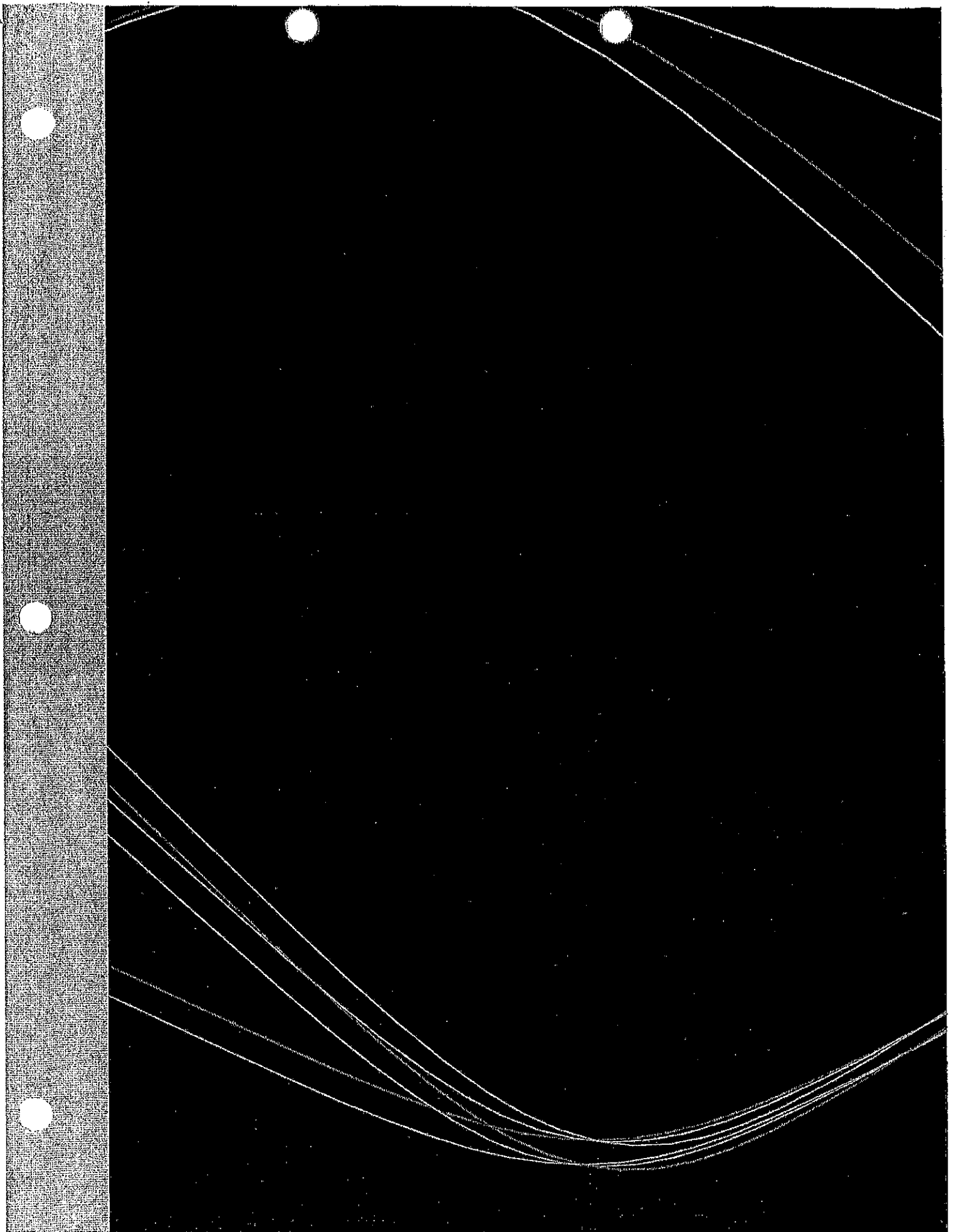
Tel: 613.241.3600

Fax: 613.241.5750

Email: [info@raic.org](mailto:info@raic.org) [www.raic.org](http://www.raic.org)

**Canadian Architectural Licensing Authorities (CALA)**

An assembly of all the provincial/territorial architectural regulators in Canada



Appendix E  
Sample Forms and Letters

# CANADIAN EXPERIENCE RECORD BOOK: Periodic Assessment Form

(To be completed and approved by the Regulator with every logbook submission.)

## Intern Identification:

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name(s) \_\_\_\_\_

Experience Period

From			
To			
	day	month	year

Comments \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

## Summary of Reviewed Experience

	Total Hours Required	Hours This Period Experience	Hours To Date Experience	Hours Remaining
<b>A Design / Construction Documents</b>	<b>2800</b>			
1 Programming	80			
2 Site Analysis	80			
3 Schematic Design	120			
4 Engineering Systems Coordination*	120			
5 Building Cost Analysis*	80			
6 Code Research*	120			
7 Design Development	320			
8 Construction Documents	1080			
9 Specifications & Materials Research*	120			
10 Document Checking and Coordination*	80			
<b>SUBTOTAL</b>	<b>2200</b>			

\* May occur in multiple phases of a project  
 This subtotal includes the 2200 minimum hours required plus 800 additional hours that must be earned in any of the experience areas 1-10.

<b>B Construction Administration</b>	<b>560</b>			
11 Bidding & Contract Negotiation	80			
12 Construction Phase - Office	120			
13 Construction Phase - Site	120			
<b>SUBTOTAL</b>	<b>320</b>			

This subtotal includes the 320 minimum hours required plus 240 additional hours that must be earned in any of the experience areas 11-13.

<b>C Management</b>	<b>280</b>			
14 Project Management	120			
15 Office Management	80			
<b>SUBTOTAL</b>	<b>200</b>			

This subtotal includes the 200 minimum hours required plus 80 additional hours that must be earned in any of the experience areas 14-15.

Remaining 80 hours may be earned in any experience 1-15.

\*Note: Total Required hours will be considered the minimum number of required hours. Regulators may require additional experience.

<b>TOTAL</b>	<b>3720</b>			
--------------	-------------	--	--	--

Confirmation of  
Employment

Dear Sir or Madam:

Employment Confirmation

Intern's Name in Full: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Practice Address: \_\_\_\_\_

Street address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

I confirm that the above-noted Intern is employed with our Architectural Practice or Eligible Architectural Employment Situation and that this entity shall endeavour to provide the required pre-registration architectural experience in accordance with the Internship in Architecture Program.

\_\_\_\_\_  
Name of Supervising Architect  
(Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Confirmation of  
Mentor

Dear Sir or Madam:

Mentor's Confirmation

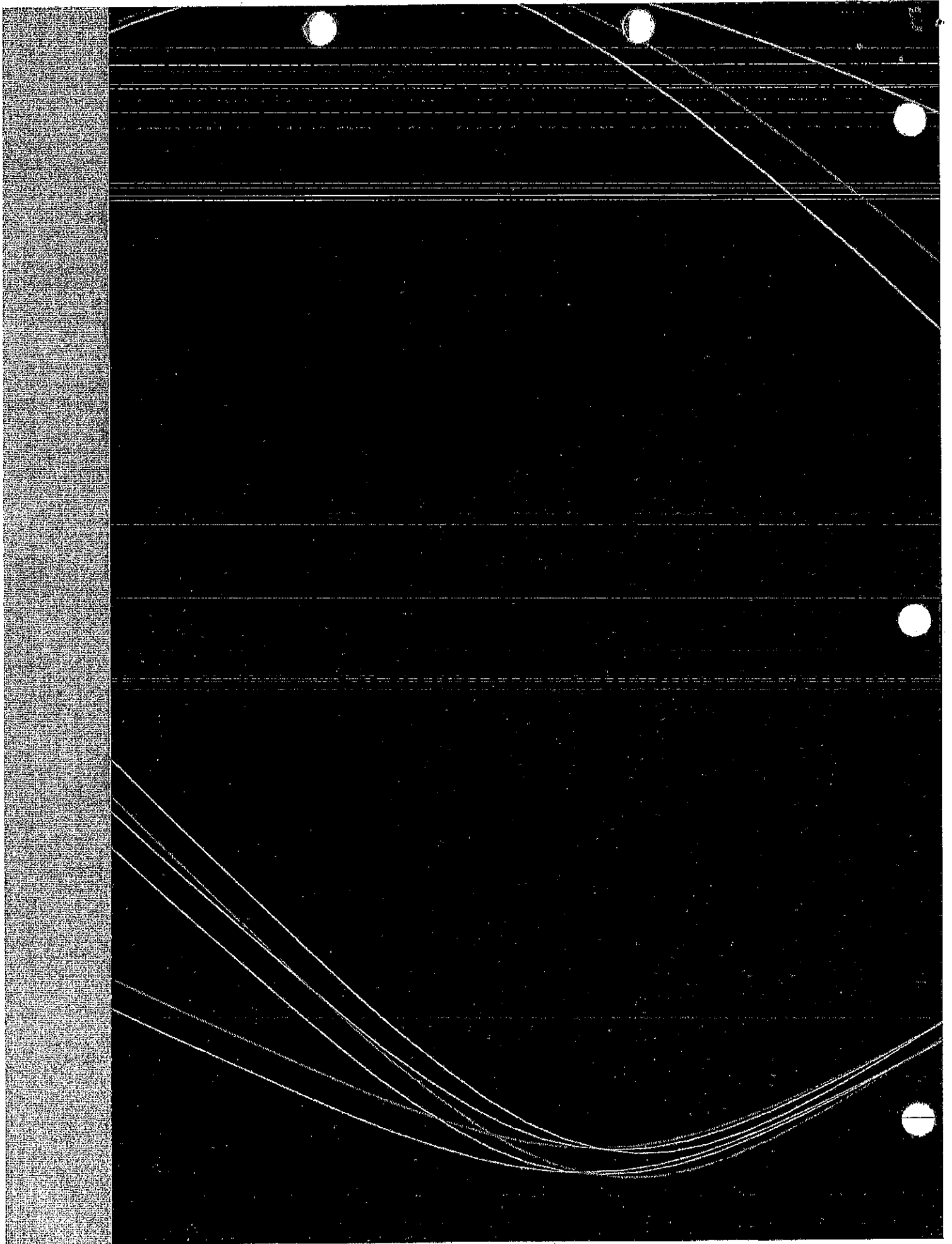
Intern's Name in Full: \_\_\_\_\_

I am pleased to act as Mentor to the above named Intern for the period of pre-registration architectural experience as required and shall endeavour to act as professional advisor conducting reviews and assessments of the architectural experience and generally assisting the Intern in preparing for registration/licensure in accordance with the Internship in Architecture Program.

\_\_\_\_\_  
Name of Mentor  
(Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Appendix F  
CERB FORM

# Canadian Experience Record Book: Experience Summary Form

## Steps to Follow

Carefully read all instructions.

The Experience Summary Form is to be submitted for each 900 to 1000 hours of work experience or for each change of employment. Complete this form either by printing neatly in ink or electronically.

Ensure that all pages of the form are initialed by your Supervising Architect.

Ensure that changes or writeouts are initialed by your Supervising Architect.

Ensure that all additional pages annexed to this form are also signed by your Supervising Architect.

Ensure that all Declarations are signed and dated.

Submit a hard copy of the form bearing original signatures to your CALA jurisdiction for review.

Retain a copy of this form for your records.

## Intern Identification

Surname	First Name	Middle Name(s)
No. and Street		Suite No.
City	Province/State/Territory	Country
Postal/Zip Code	Res. Tel.	Bus. Tel.
		Email

## Employer Identification

Name of Practice		
No. and Street		Suite No.
City	Province/State/Territory	Country
Postal/Zip Code	Bus. Tel.	Email

## Nature of Employer's Activities

Experience Supervisor	Position
-----------------------	----------

## Mentor Identification

Surname	First Name	Res. Tel.
Name of Practice		Bus. Tel.

## Provincial Association Use Only

Received:

By: \_\_\_\_\_

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

Reviewed:

By: \_\_\_\_\_

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

Experience Period From

To

DAY	MONTH	YEAR

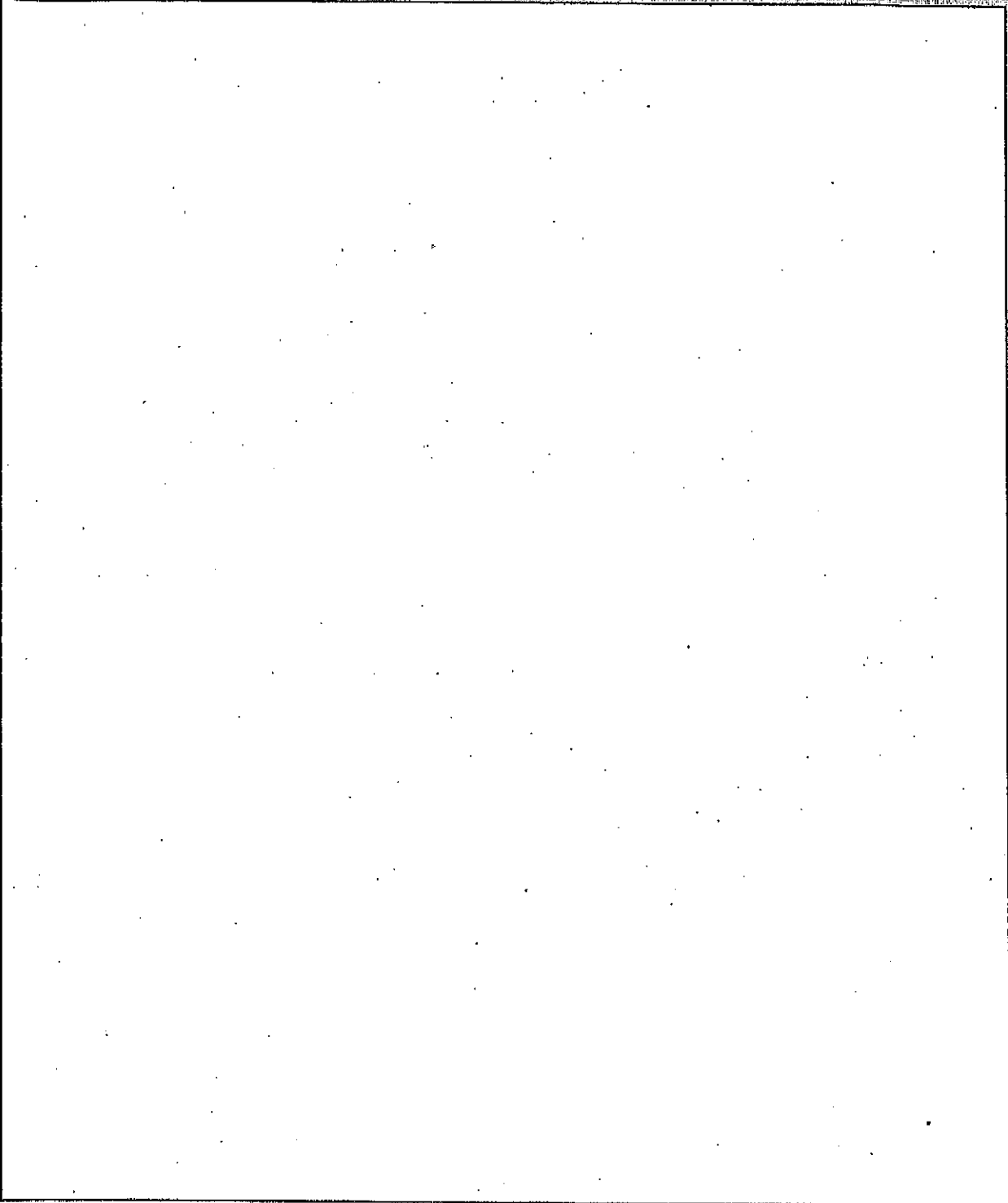
Full Time Experience  Click on appropriate box

Part Time Experience  Click on appropriate box

**Role of Intern**

The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required).

**Project(s)**



**Summary of Experience**

Record the total hours carried out on projects described on Page 4

**A Design/Construction Documents**

	1	2	3	4	5	6	7	8	9	10	TOTALS
1. Programming											0.00
2. Site Analysis											0.00
3. Schematic Design											0.00
4. Engineering System Coordination											0.00
5. Building Cost Analysis											0.00
6. Code Research											0.00
7. Design Development											0.00
8. Construction Documents											0.00
9. Specifications and Material Research											0.00
10. Document Checking and Coordination*											0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

\* may occur in multiple phases of a project

**B Construction Administration**

	1	2	3	4	5	6	7	8	9	10	TOTALS
11. Bidding and Contract Negotiation											0.00
12. Construction Phase - Office											0.00
13. Construction Phase - Site											0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**C Management**

	1	2	3	4	5	6	7	8	9	10	TOTALS
14. Project Management											0.00
15. Office Management											0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<b>Total Hours of Each Project</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
------------------------------------	------	------	------	------	------	------	------	------	------	------	------

**Intern Declaration**

I declare that the enclosed information is an accurate record of my architectural experience.

Name (please print)

Signature

Date

Summary of Projects (List the 10 most significant projects in this period)	
Project Type: New Construction, Additions, Renovations, etc.	
Occupancy: Assembly, Institutional, Industrial, Residential, Commercial	
1. Project Name	Project Type
Location	Occupancy
	Gross Floor Area
	Budget
	No. of Storeys
2. Project Name	Project Type
Location	Occupancy
	Gross Floor Area
	Budget
	No. of Storeys
3. Project Name	Project Type
Location	Occupancy
	Gross Floor Area
	Budget
	No. of Storeys
4. Project Name	Project Type
Location	Occupancy
	Gross Floor Area
	Budget
	No. of Storeys
5. Project Name	Project Type
Location	Occupancy
	Gross Floor Area
	Budget
	No. of Storeys
6. Project Name	Project Type
Location	Occupancy
	Gross Floor Area
	Budget
	No. of Storeys
7. Project Name	Project Type
Location	Occupancy
	Gross Floor Area
	Budget
	No. of Storeys
8. Project Name	Project Type
Location	Occupancy
	Gross Floor Area
	Budget
	No. of Storeys
9. Project Name	Project Type
Location	Occupancy
	Gross Floor Area
	Budget
	No. of Storeys
10. Project Name	Project Type
Location	Occupancy
	Gross Floor Area
	Budget
	No. of Storeys

**Comments and Declarations**

**Comments by Employer**

1 Comment on the level of responsibility and involvement requested of the Intern and relative level taken and performed by the Intern.

2 Comment on the overall attitude/philosophy/professional goals of the Intern as you perceive them.

3 Your recommendations for the next (6) months experience.

4 Comment on the extent to which the Intern has been exposed to the activities as outlined for each of the categories in which experience has been obtained.

**Supervising Architect Declaration** I declare that the preceding information is an accurate summary of the Intern's architectural experience.

Name *(please print)*

Signature

Date

**Mentor Declaration**

I declare that I have met with the Intern in accordance with IAP.

Name *(please print)*

Signature

Date





# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION  
2420 DEL PASO ROAD, SUITE 105, SACRAMENTO, CA 95834  
MAIN (916) 574-7220 FAX (916) 575-7283  
WWW.CAB.CA.GOV  
CAB@DCA.CA.GOV

Edmund G. Brown Jr.  
GOVERNOR

## APPLICATION FOR ELIGIBILITY EVALUATION

For candidates seeking eligibility to take the  
National Council of Architectural Registration Boards' (NCARB) Architect Registration Examination (ARE)

Fee: \$100 (Check or money order) non-refundable

Last Name:		Suffix:	SSN or ITIN:	NCARB Record Number:
First Name:		Middle Name:		
Address:				
City:		State/Province:	ZIP/Postal Code:	
Country:				
Home Phone:		Work Phone:		
Birthdate:	Sex:	Other Known Name(s):		
____/____/____ (Month) (Day) (Year)	<input type="checkbox"/> Male <input type="checkbox"/> Female			

TO BE REPEALED

### Before Answering, Read Page 3

- (A) Have you ever submitted an application or been determined ineligible for the ARE in California?  
If yes, provide date of application:  YES  NO
- 
- (B) Have you previously been determined eligible to take the ARE?  
If yes, list the U.S. or Canadian jurisdiction:  YES  NO
- 
- (C) Would you like your information (name and address) shared with other individuals or organizations offering to provide education information regarding the examination?  YES  NO
- (D) Have you served as an active duty member of the U.S. Armed Forces and were honorably discharged?  
If yes, you may qualify for expedited application processing by providing a copy of your DD214 (Certificate of Release or Discharge from Active Duty).  YES  NO
- (E) Have you ever had a registration denied, suspended, revoked, or otherwise been disciplined by a public agency in any state or country? If yes, explain the details on a separate sheet of paper and attach.  YES  NO
- (F) Have you ever been convicted of a crime in any state, the U.S. and its territories, federal jurisdiction, military court, or other country, which involved a plea or verdict of guilty or a conviction following a plea of nolo contendere?  YES  NO

## APPLICATION FOR ELIGIBILITY EVALUATION

(G) List the names of all states, foreign countries, providences, or territories from which you have received a license to practice architecture. If you need additional space, please use a separate sheet and attach.

State/Country	License Number	Date Granted	Expiration Date	Requirements for Licensure

### Education

(A) Have you completed high school/received a GED?  YES  NO

University or College Name and Location:	Course of Study	Units Completed		Diploma or Degree Certificate Obtained	Date Completed
		Semester	Quarter		

### Experience

From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as:
Hours Per Week:	Total Worked (Y/M):		<input type="checkbox"/> Architect
Supervisor's Name:			<input type="checkbox"/> Contractor
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as:
Hours Per Week:	Total Worked (Y/M):		<input type="checkbox"/> Architect
Supervisor's Name:			<input type="checkbox"/> Contractor
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as:
Hours Per Week:	Total Worked (Y/M):		<input type="checkbox"/> Architect
Supervisor's Name:			<input type="checkbox"/> Contractor
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as:
Hours Per Week:	Total Worked (Y/M):		<input type="checkbox"/> Architect
Supervisor's Name:			<input type="checkbox"/> Contractor
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as:
Hours Per Week:	Total Worked (Y/M):		<input type="checkbox"/> Architect
Supervisor's Name:			<input type="checkbox"/> Contractor
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as:
Hours Per Week:	Total Worked (Y/M):		<input type="checkbox"/> Architect
Supervisor's Name:			<input type="checkbox"/> Contractor
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as:
Hours Per Week:	Total Worked (Y/M):		<input type="checkbox"/> Architect
Supervisor's Name:			<input type="checkbox"/> Contractor

TO BE REPEATED

# APPLICATION FOR ELIGIBILITY EVALUATION

## Discipline/Conviction Questions E and F

Check yes, if you have been disciplined by a public agency or convicted of a crime.

"Conviction" includes a plea or verdict of guilty or a conviction following a plea of nolo contendere and any conviction that has been set aside or deferred pursuant to Penal Code sections 1000 or 1203.4, including infractions, misdemeanors, and felonies. You do not need to report a conviction of an infraction with a fine of less than \$1,000 unless the infraction involved alcohol or a controlled substance. You must, however, disclose any convictions in which you entered a plea or no contest and any convictions that were subsequently set aside or deferred pursuant to Penal Code sections 1000 or 1203.4. "License" includes permits, registrations, and certificates. "Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation, reprimand, or any other restriction on a license held by you.

Please explain details on a separate sheet of paper and attach. Indicate the date and place of arrest, name of court, court case number, code section violated, brief explanation of the offense, and the sentence imposed; or if applicable, indicate the date and nature of the disciplinary action, name and location of public agency, and the fine or sentence imposed. If convicted under another name, please indicate other name(s).

Check no, if you have not been disciplined by a public agency, and you have not been convicted of a crime.

## Additional Information

Review the ARE Requirements at [cab.ca.gov](http://cab.ca.gov) and Complete all Information Prior to Submission. The information requested on this application is required under Business and Professions Code sections 5526, 5556, 5557, and 5552. All items are mandatory. The information provided will be used to determine qualifications for licensure.

**Social Security Number (SSN) or Individual Tax Identification Number (ITIN)**—Disclosure of your SSN or ITIN is mandatory. Business and Professions Code sections 30 and 5550.5 and Public Law 94-455, 42 USCA 405(e)(2)(C) authorize collection of your SSN or ITIN. Your SSN or ITIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17350 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN, your application will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

**Reasonable Accommodations**—If you are requesting reasonable accommodations pursuant to the Americans with Disabilities Act, please call or visit the Board's website, download, print, and submit a completed Reasonable Accommodation Request for the Architect Registration Examination (ARE) form.

TO BE REPEATED

<b>PRIOR TO SIGNING THIS APPLICATION, REVIEW ALL INFORMATION.</b> I declare under penalty of perjury under the laws of the State of California that all of my representations on this Application for Eligibility Evaluation (including attachments) are true, correct, and contain no material omissions of fact to the best of my knowledge and belief.		<b>FOR BOARD USE ONLY</b>	
		RECEIPT NO.: _____	
		FEE PAID: _____	
		DATE: _____	
		ID NO.: _____	
		LICENSE NO.: _____	
		ISSUE DATE: _____	
Signature _____		Date _____	



**CALIFORNIA ARCHITECTS BOARD**  
PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Arnold Schwarzenegger,  
GOVERNOR

**TO THE EMPLOYER:**

Please complete the employment information on the reverse side of this form verifying the applicant's employment under your direct supervision. If additional space is needed, please use another Employment Verification Form or a photocopy of a blank Employment Verification Form.

Signature must be provided by the "Responsible Managing Officer" for California general building contractor corporations.

The Board requires that all Employment Verification Forms submitted for an applicant contain the original signature of the employer. Copies, rubber stamps, or other reproductions of the signature will not be accepted. In addition, forms containing strikeouts or corrections will not be accepted.

CALIFORNIA ARCHITECTS BOARD

**TO BE REPEALED**

2420 DEL PASO ROAD,  
SUITE 105  
SACRAMENTO,  
CA 95834

916-574-7220 T  
916-575-7283 F

[cab@dca.ca.gov](mailto:cab@dca.ca.gov)  
[www.cab.ca.gov](http://www.cab.ca.gov)

# EMPLOYMENT VERIFICATION FORM

APPLICANT MUST COMPLETE SECTIONS I and II ONLY

TYPE OR PRINT CLEARLY IN INK

I. Applicant should complete information below. The address insert will be used to acknowledge receipt of this employment verification form in our office.

Employment Period \_\_\_\_\_

Name of Employer \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

II. Applicant is required to complete sections I and II of this form prior to sending it to the employer. Please remember that making or giving any false information in connection with an application for examination and/or licensure may be grounds for denial, suspension, or revocation of a license to practice architecture.

Name \_\_\_\_\_ ID # \_\_\_\_\_  
Last First Middle (if known)

Known By Any Other Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

CHECK BOX IF ABOVE IS A CHANGE OF ADDRESS

Filing Status - Please Check Appropriate Category Only

WRITTEN EXAM  SUPPLEMENTAL EXAM  RECIPROCITY  LICENSE PASSED ALL EXAMS

SECTION III TO BE COMPLETED BY EMPLOYER AND/OR SUPERVISOR ONLY  
FORMS CONTAINING STRIKEOUTS OR CORRECTIONS WILL NOT BE ACCEPTED

III. This will certify that to the best of my knowledge and as indicated in the records of this office, the above-named person worked under my direct supervision performing architectural duties qualified experience for the following time period.

Month/Day/Year

Month/Day/Year

From \_\_\_\_\_ To \_\_\_\_\_ Full-Time  Part-Time  Hours/Week \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Full-Time  Part-Time  Hours/Week \_\_\_\_\_

Name of Firm \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

During the time period shown above, my professional status was as follows:

Name \_\_\_\_\_  
Last First Middle

Licensed as \_\_\_\_\_ State of Registration \_\_\_\_\_  
(architect, civil or structural engineer, landscape architect, California general building contractor \*)

Individual License # \_\_\_\_\_ Original Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_

If applicant performed work in a state other than the one listed above, provide employment period for that project and the following information for that state.

From \_\_\_\_\_ To \_\_\_\_\_ Full-Time  Part-Time  Hours/Week \_\_\_\_\_

Licensed as \_\_\_\_\_ State of Registration \_\_\_\_\_  
(architect, civil or structural engineer, landscape architect, California general building contractor \*)

Individual License # \_\_\_\_\_ Original Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_

I certify under penalty of perjury under the laws of the state of California that the information on this form is true and correct.

Original Signature \_\_\_\_\_ Current Date \_\_\_\_\_  
(Please do not sign in black ink)

Print Name \_\_\_\_\_

\* See reverse



# ADOPT

## EMPLOYMENT VERIFICATION FORM (EVF)

### INSTRUCTIONS

<u>Reciprocity Candidates</u>	<u>Initial Licensure Candidates</u>
<ul style="list-style-type: none"> <li>• <u>A reciprocity candidate is defined as an individual licensed as an architect in another U.S. or foreign jurisdiction and seeking an architect license in California.</u></li> <li>• <u>Do not complete this form if you have requested transmittal of your NCARB* Certificate to California.</u></li> <li>• <u>U.S. architects with less than three years of licensure <b>must</b> have their NCARB Certificate transmitted to the Board as proof of Architect Experience Program (AXP) completion.</u></li> <li>• <u>Eight (8) full-time (at 40 hours per week) years of training (work) and educational experience is required for California Supplemental Examination (CSE) eligibility.</u></li> <li>• <u>All EVFs must contain the original signature of the employer. Copies, rubber stamps, or other reproductions of the signature will not be accepted. In addition, forms containing strikeouts or corrections will not be accepted.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>An initial licensure candidate is defined as an individual who is seeking their first license as an architect.</u></li> <li>• <u>Do not fill out this form if <b>any</b> of the following apply:</u> <ul style="list-style-type: none"> <li>▪ <u>You earned a degree from an NAAB* program</u></li> <li>▪ <u>Earned a degree from a CACB* program</u></li> <li>▪ <u>Have an approved NAAB-EESA*</u></li> </ul> </li> <li>• <u>All others must submit this form to document training (work) experience under the direct supervision of a licensed architect. Work experience not performed under the direct supervision of a licensed architect <b>will not</b> be considered for Architect Registration Examination (ARE) eligibility.</u></li> <li>• <u>Work experience submitted to NCARB for AXP credit <b>cannot</b> also be submitted to the Board for ARE eligibility.</u></li> </ul>

### PROJECT LIST REQUIREMENT—SUBMITTING WORK EXPERIENCE FOR YOURSELF

If you are submitting work experience for yourself as a licensed individual, you must include a project list. The project list must be presented in a table that includes all of the following:

- Name(s) and Address(es) of the Client(s)
- Type of Project(s)
- Construction Cost(s)
- Start Date of Project(s)
- Completion Date of Project(s)
- All Services Provided

## **LIMITS ON TRAINING EXPERIENCE**

Verifiable experience from licensed foreign architects in a qualifying foreign country (as defined in Section 117(c)) may be granted training experience at 50% credit. A maximum of one year may be granted for work experience under a California general building contractor or certified California building official. A candidate will not receive more than two years total at 50% credit in any combination under a licensed/registered civil or structural engineer, licensed/registered landscape architect, California general building contractor, or certified California building official. (See 16 CCR Section 117).

## **REASONS FOR REJECTION OR ZERO CREDIT**

If any of the following situations apply, the form will be rejected or granted zero credit:

1. Providing false information
2. Strikeouts or corrections
3. No original signature
4. Work performed under or as an:
  - independent contractor
  - architect in a nonqualifying foreign country
  - unlicensed individual or nonqualifying licensed individual

## **COMPLETION AND SUBMISSION OF FORM**

Note to Candidate: A candidate must complete Section 1 of this form prior to submission of it to their supervisor for completion. The original, completed form must be sent by mail to the California Architects Board's address, which is located at the top of page 1, please indicate Attn: Licensing Unit.

Note to Supervisors completing Section 2: This candidate is applying for authorization to take the ARE in California. In order to qualify, the applicant is required to provide proof of completion of required work experience in performing architectural duties (see Business and Professions Code (BPC) section 5500.1). Please provide below any work-related experience performing architectural duties that the applicant performed at your firm or business as specified below and sign as indicated below.

### **\*ACRONYMS USED IN EVF INSTRUCTIONS AND FORM:**

NCARB stands for the National Council of Architectural Registration Boards

NAAB stands for National Architectural Accrediting Board

CACB stands for Canadian Architectural Certification Board

NAAB-EESA stands for National Architectural Accrediting Board – Education Evaluation Services for Architects

CAB stands for the California Architects Board

# EMPLOYMENT VERIFICATION FORM

## SECTION 1—TO BE COMPLETED BY THE LICENSURE CANDIDATE

NCARB Record:	CAB (Candidate) ID:	Birthdate (Month/Day/Year): / /
Last Name (Include suffix):	First Name:	M.I.:
Telephone Number:	Email Address:	

Check this box if the information below is a change of address

Address:		
City/Town:	State/Province:	Postal (Zip) Code:
Country (Leave Blank if U.S.A.):		

## SECTION 2—TO BE COMPLETED BY THE SUPERVISOR

Please verify the employment for the individual named in Section 1. If more than three entries are needed to cover employment experience, use additional Employment Verification Forms.

### Employment Information

The above-named individual in Section 1 performed architectural duties (see BPC section 5500.1) for the following period(s) and worked as indicated:

an employee under my direct supervision       an independent contractor

Start Date (Month/Day/Year): / /	End Date (Month/Day/Year): / /	Average Hours Per Week:
-------------------------------------	-----------------------------------	-------------------------

an employee under my direct supervision       an independent contractor

Start Date (Month/Day/Year): / /	End Date (Month/Day/Year): / /	Average Hours Per Week:
-------------------------------------	-----------------------------------	-------------------------

an employee under my direct supervision       an independent contractor

Start Date (Month/Day/Year): / /	End Date (Month/Day/Year): / /	Average Hours Per Week:
-------------------------------------	-----------------------------------	-------------------------



**Licensee Supervisor's Information**

I am licensed/registered as (include the jurisdiction where you are licensed):

- |  |   |
|--|---|
| <input type="checkbox"/> Architect in a U.S. Jurisdiction          | <input type="checkbox"/> Landscape Architect in a U.S. Jurisdiction |
| <input type="checkbox"/> Architect in a Qualifying Foreign Country | <input type="checkbox"/> Structural Engineer in a U.S. Jurisdiction |
| <input type="checkbox"/> California General Building Contractor    | Jurisdiction (e.g., state) Where Licensed:                          |
| <input type="checkbox"/> Civil Engineer in a U.S. Jurisdiction     |   |

Issued Date (Month/Day/Year): ____/____/____	Expiration Date (Month/Day/Year): ____/____/____	License Number: _____
Last Name (include suffix): _____		First Name: _____ M.I.: _____
Name of Firm/Business: _____		
Address: _____		
City/Town: _____	State/Province: _____	Postal (Zip) Code: _____
Country (Leave Blank if U.S.A.): _____		

**NOTE TO SUPERVISOR COMPLETING THIS FORM: PRIOR TO SIGNING THIS FORM, REVIEW ALL INFORMATION IN THE INSTRUCTIONS AND ON THIS FORM.**

I declare under penalty of perjury under the laws of the State of California that all my representations on Section 2 of this form are true and correct.

---

Signature \_\_\_\_\_ Date \_\_\_\_\_



Arnold Schwarzenegger  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

2420 DEL PASO ROAD, SUITE 105, SACRAMENTO, CA 95834

cab@dca.ca.gov

916-574-7220 T

916-575-7283 F

## Test Application Form Architect Registration Examination

TYPE OR PRINT CLEARLY IN INK

NAME: \_\_\_\_\_ ID #: \_\_\_\_\_  
(LAST / FIRST / MIDDLE)

NCARB FILE #<sup>1</sup>: \_\_\_\_\_

KNOWN BY ANY OTHER NAME: \_\_\_\_\_ BIRTHDATE (MONTH / DAY / YEAR): \_\_\_\_/\_\_\_\_/\_\_\_\_  
(INCLUDE MAIDEN NAME)

ADDRESS: \_\_\_\_\_ COUNTY CODE \_\_\_\_\_  
(See reverse)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTRY: \_\_\_\_\_

CHECK BOX IF ABOVE ADDRESS IS A CHANGE OF ADDRESS

WORK PHONE: (\_\_\_\_) \_\_\_\_\_ HOME PHONE: (\_\_\_\_) \_\_\_\_\_

SOCIAL SECURITY #<sup>2</sup>: \_\_\_\_\_ GENDERSEX:  MALE  FEMALE

Check box if requesting reasonable accommodations pursuant to the Americans with Disabilities Act<sup>1</sup>

\$100  Eligibility Review Fee Amount of Enclosed Check: \$ \_\_\_\_\_  
*This fee is non-refundable and will cover the administrative cost of application processing and eligibility review. It is required for all candidates.*

Attach a check for the \$100 Eligibility Review Fee.

Make the check payable to the CALIFORNIA ARCHITECTS BOARD.

I certify under penalty of perjury under the laws of the State of California that the information on this application is true and correct.

Signature: \_\_\_\_\_

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

The information requested on this application is required under Sections 5526, 5550, 5551, and 5552 of the Business and Professions Code. All items are mandatory. The information provided will be used to determine qualifications for licensure. The Executive Officer of the Board is responsible for information maintenance.

<sup>1</sup> Please see instruction letter for more information.

<sup>2</sup> Disclosure of your United States Social Security Number (SSN) is mandatory. Collection is authorized by Section 30 of the Business and Professions Code and Public Law 94-456 [42 U.S.C.A. 405(c)(2)(C)]. Your social security number SSN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Family Code Section 17520, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number SSN, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

FOR OFFICE USE ONLY	
Receipt #	_____
Fee Paid	_____
Date	_____

(OVER)

Have you ever had a registration denied, suspended, or revoked or otherwise been disciplined by a public agency in any state or country?  YES  NO  
If yes, explain details below.

Have you ever pleaded guilty or been convicted by a court of an offense?  YES  NO

If yes, please explain—provide details below. Indicate the date and place of arrest, name of court, court case number, code section violated, a brief explanation of the offense, and the sentence imposed. If convicted under another name, please indicate other name.

**NOTE: CONVICTIONS DISMISSED UNDER SECTION 1203.4 OF THE PENAL CODE MUST BE SHOWN. YOU MAY OMIT:**

- a. Traffic infractions for which the fine imposed was \$150 or less.
- b. Any offense which was adjudicated in a juvenile court or under a youth offender law.
- c. Any incident that has been sealed or disposed under Welfare and Institutions Code Section 781 or Penal Code Sections 1000.5 and 1203.45.

ALL OTHER CONVICTIONS MUST BE INDICATED

ADDITIONAL SPACE:

TO BE REPEALED

**COUNTY CODE LIST:**

Alameda	1	Imperial	13	Modoc	25	San Diego	37	Sonoma	49
Alpine	2	Inyo	14	Mono	26	San Francisco	38	Stanislaus	50
Amador	3	Kern	15	Monterey	27	San Joaquin	39	Sutter	51
Butte	4	Kings	16	Napa	28	San Luis Obispo	40	Tehama	52
Calaveras	5	Lake	17	Nevada	29	San Mateo	41	Trinity	53
Colusa	6	Lassen	18	Orange	30	Santa Barbara	42	Tulare	54
Contra Costa	7	Los Angeles	19	Placer	31	Santa Clara	43	Tuolumne	55
Del Norte	8	Madera	20	Plumas	32	Santa Cruz	44	Ventura	56
El Dorado	9	Marin	21	Riverside	33	Shasta	45	Yolo	57
Fresno	10	Mariposa	22	Sacramento	34	Sierra	46	Yuba	58
Glenn	11	Mendocino	23	San Benito	35	Siskiyou	47	Out of State	99
Humboldt	12	Merced	24	San Bernardino	36	Solano	48	Out of Country	00