

# APPENDIX B

## British Columbia Requirements

*Unless stated otherwise, the following requirements are currently in effect.*

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### **1.0 INTRODUCTION**

For the purpose of registration in British Columbia the following definition of intern architect has been adopted:

An intern architect is an individual who has completed a professional degree program in architecture, obtained a certificate (or recognized equivalent) from the Canadian Architectural Certification Board (CACB), and registered with a provincial association of architects. An intern architect receives the Intern Architect Program manual with instructions and forms for recording work experience. An intern architect has a Certifying Architect (if employed) and a Mentor and records in a timely manner work experience on a CERB form as part of the transition from architectural student to registered architect.

The intent of enrolling with the AIBC as an intern architect is to complete the Intern Architect Program (IAP) and become a registered architect. Specific registration requirements do change from time to time. Candidates are urged to complete the registration process in as timely a manner as possible in order to avoid losing credit for parts of the program that become out-dated.

### **2.0 PREVIOUS DAYS AND MONTHS FORMAT**

Intern Architects previously recording experience in the “days and months” version of the Canadian Experience Record Book must convert experience recorded into the hourly format used by the current Canadian Experience Record Book.

### 3.0 LOCAL KNOWLEDGE AND CURRENCY OF EXPERIENCE

The AIBC requires the Intern Architect to demonstrate knowledge of local conditions of practice and currency of experience as a requirement for licensing. The Intern Architect completing the following will meet this requirement:

- a. A minimum of 940 hours of experience in British Columbia under the personal supervision and direction of a person licensed to engage in the practice of architecture in British Columbia. This experience must be completed under the categories A, B or C of the Canadian Experience Record Book within the three years prior to the date on which Application for Registration is made.
- b. Successful completion of an Oral Review as set out by the Registration Board. (See section 10.0)

### 4.0 RETROACTIVE ENTRY OF EXPERIENCE

Retroactive experience is defined as architecturally-related work experience gained prior to an individual obtaining AIBC Intern Architect status. This experience may be obtained as an undergraduate (see section 6.0) or after graduation from a school of architecture.

Intern Architects are permitted retroactive entry in the CERB up to 1880 hours of experience, subject to the exceptions listed below.

Retroactive experience must be submitted to the AIBC within three months of the date of appointment as an Intern Architect or late submission charges will apply. **Retroactive experience submitted later than 12 months of the date of appointment as an Intern will not be accepted.**

Guidelines for **exceptions** to the 1880 hours permitted as retroactive experience are as follows:

- **Experience reviewed and accepted as an Intern Architect participating in the IAP or IDP in a Canadian or U.S. jurisdiction:** Up to 4,660 hours total may be accepted as intern experience from another recognized jurisdiction. Experience must be forwarded directly from the licensing body. U.S. experience must also be translated into the CERB by the candidate. Sufficient employer comments or accompanying employer letters will also be required.
- **Experience obtained as an architect in a non-recognized jurisdiction (see section 11.0)**
- **Experience obtained from a recognized jurisdiction:** Up to 4,660 hours total may be accepted as equivalent-to-intern experience working under a registered architect from a recognized jurisdiction (U.S. or Canada), provided that letters from the employer support the Intern's application for review of experience and explain the nature of the work experience in some detail, including the level of supervision received by the Intern.
- **Experience obtained in a non-recognized jurisdiction:** Experience obtained as a non-architect working for an architect in a non-recognized jurisdiction will be limited to the 1,880 hours permitted in section 4.0.

**General Considerations for Exceptions to Retroactive Experience limit:**

- Fees will apply as per the Table in section 5.0
- All experience must be submitted in the Canadian Experience Record Book format.
- Acceptance of experience is at the discretion of the Experience Review Committee and will be determined after review of the work submitted in all cases. Some experience may not be accepted.

**5.0 EXPERIENCE SUBMISSION REQUIREMENTS AND LATE SUBMISSION CHARGES**

The record of work experience must be submitted to the AIBC for review and credit upon completion of up to 1000 hours of experience or change of employer. The experience record must be submitted to the AIBC within three months of the date of the last entry or late submission charges will apply. These charges are as follows:

1000 hours or portion thereof	\$125.00 plus \$6.25 GST
2000 hours or portion thereof	\$250.00 plus \$12.50 GST
3000 hours or portion thereof	\$375.00 plus \$18.75 GST
4000 hours or portion thereof	\$500.00 plus \$25.00 GST

Retroactive experience (see section 4.0) must be submitted to the AIBC within three months of the date of appointment as an intern architect or late submission charges apply, as above. Fees will also automatically apply to retroactive experience submitted in excess of 1,880 hours.

**6.0 UNDERGRADUATE EXPERIENCE**

Work experience obtained as a Student prior to certification by the Canadian Architectural Certification Board will be reviewed and credit issued once the graduate has been granted AIBC Intern Architect status. A maximum of 1,880 hours may be submitted for review in the Discretionary categories of the CERB, or a portion of those hours, up to a maximum of 940 hours, may be included in Mandatory categories (A, B & C). Students are encouraged to keep careful track of their eligible hours and submit them for retroactive entry in the CERB upon becoming an Intern Architect.

Experience must be:

- Obtained after successful completion of not less than 50% of a CACB-accredited architectural program
- Obtained in the employ and under the supervision of an architect.
- Properly entered in the CERB and certified by Employer and Mentor.

## 7.0 RAIC SYLLABUS PROGRAM and the REGISTRATION PROCESS

In order to become a registered architect in BC, a person who has graduated from the RAIC Syllabus Program must:

- a. Hold a document of certification issued by CACB;
- b. Submit work experience. Work experience obtained as an RAIC Syllabus Student prior to certification by the CACB will be reviewed and credit issued once the graduate has been granted AIBC Intern Architect status. Students are encouraged to keep careful track of their hours and submit them for retroactive entry in the Canadian Experience Record Book (CERB) upon becoming an Intern Architect.

Experience must be:

1. Obtained after successful completion of Part 1 of the RAIC Syllabus.
2. Obtained in the employ and under the supervision of an architect.
3. Properly entered in the CERB and certified by Employer and Mentor.

Upon graduation from the RAIC Syllabus Program, the Intern will be required to work for no less than 2 years in the employ and under the supervision of a registered architect. Whether and how much of this experience will have to be submitted to the AIBC in CERB format will depend upon how much of the required 5600 hours in various categories can be retroactively accepted from the Intern as a result of his or her Syllabus experience. A Syllabus Graduate who has accumulated all required hours in the required categories will only be required to submit their retroactive experience and then produce letters of employment verification upon applying for registration at least 2 years after graduation from the Syllabus Program. Interns who still have hours remaining to complete after acceptance of their retroactive submission must follow the same process for submission of experience as other Interns.

- c. Complete mandatory courses as set out by the AIBC Registration Board (see section 9.0). Mandatory courses may be taken by Syllabus students after completion of Part 1 of the Syllabus Program and may be credited to the student's registration requirements if still valid at the time of registration.
- d. Successfully complete all NCARB Architectural Registration Examinations.  
Upon completion of Part 1 of the Syllabus Program, a student may apply to the AIBC to be registered to write NCARB Architectural Registration Examinations. The application form must be accompanied by a \$100 (plus GST) fee, to be renewed annually each January, for the administration of examination results. (Note: upon graduation and obtaining Intern Architect status the \$100 fee is no longer payable as it will be included in the Intern Architect annual fee.) Examination results obtained during this period will be credited towards the student's registration requirements.
- e. Successfully complete an Oral Review (see section 10.0);
- f. Make application and pay all prescribed fees.

**8.0 MENTORS**

Effective June 1, 2002, in addition to signing the Mentor Declaration on the bottom of the CERB Experience Summary Form, Mentors are required to complete and sign the form “Comments and Declaration by Mentor” contained in Appendix B.

Retired members of the AIBC are acceptable mentors.

Employers and mentors should be from different architectural firms. Under special circumstances this may be waived by the AIBC after first receiving a written explanation of the situation and letters from both the mentor and certifying architect verifying that there are no conflicts of interest.

**9.0 SUPPLEMENTARY EDUCATION**

Mandatory supplementary education that directly relates to the activities in Appendix A is required by the AIBC and is accepted as contributing to the Intern’s overall experience. Mandatory AIBC course hours are approved on a straight time basis for work experience credit. Each mandatory AIBC seminar attended will be credited as 7 hours towards work experience and may be recorded in the “Supp. Ed.” Column of the Experience Summary Form. The table below indicates in which work experience categories an Intern should record attendance at AIBC seminars.

The following table represents the mandatory AIBC courses required for Registration. Interns are required to take the first 4 courses listed and then select a minimum of 2 courses to take from the remaining 4 choices:

<i>Mandatory AIBC Courses:</i>	<i>Category</i>
BC Building Code I	Category A, #6 – Code Research
Building Envelope Principles	Category A, #7 – Design Development
Law & the Architect	Category C, #15 – Office Management
Ethics, Acts & Bylaws	Category E, #17 – Related Disciplines
<i>Elective courses (a minimum of 2 required):</i>	
Construction Administration	Category B, #11 – Bidding and Contract Negotiation
BC Building Code II	Category A, #6 – Code Research
Management of the Project	Category C, #14 – Project Management
Blueprint for Business	Category C, #15 – Office Management

## 10.0 ORAL REVIEW REQUIREMENTS

To be eligible for registration for the Oral Review, an individual must:

- a. Hold a certificate of certification issued by CACB;
- b. Hold Intern Architect status with the AIBC;
- c. Provide evidence of acceptance by the AIBC of a minimum of 2800 hours of experience as logged in the CERB handbook;
- d. Provide evidence of completion of the mandatory AIBC courses;
- e. Pay the prescribed fees.

## 11.0 ARCHITECTS FROM JURISDICTIONS NOT RECOGNIZED UNDER RECIPROCITY AGREEMENTS

In order to become a person licensed to practice architecture in BC, an architect from another jurisdiction not currently recognized by the AIBC under reciprocity or inter-recognition agreements who is registered in the Intern Architect Program must:

- a. Hold a certificate of certification issued by CACB;\*
  - b. Submit work experience. The candidate may submit a maximum of 4660 hours of experience from another country under all categories in the CERB for discretionary review by the Experience Review Committee. Fees will apply as per the Table in Section 5.0 and not all experience may be accepted;
  - c. Complete mandatory courses as set out by the AIBC Registration Board (see section 9.0);
  - d. Successfully complete an Oral Review (see section 10.0);
  - e. Successfully complete all NCARB Architectural Registration Examinations;
  - e. Make application and pay all prescribed fees.
- *CACB certification may be waived upon recommendation by the Registration Board under a section 37 “Alternative Qualifications” application. See AIBC bulletin 12 for more information about Alternative Qualifications.*



**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

**Canadian Experience Record Book - Additional  
Comments and Declaration by Mentor**

For Intern Architect (Name): \_\_\_\_\_

For Experience Period:

	day	month	year
From:			
To:			

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.

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**Mentor Declaration**

I declare that I have met with the Intern in accordance with IAP Guidelines, I have reviewed the work experience submitted by the Intern for this period, and that the preceding information is accurate.

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Name *(please print)*

Signature

Date