



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

RCMS Process Training

Canadian Experience Record Book – Online Submission

Things to Know



- Only Interns using the [Canadian Experience Record Book \(CERB\) – Fourth Edition](#) (PDF) can submit their experience through the AIBC Portal. If you are using the [Canadian Experience Record Book \(CERB\) – Third Edition](#) (PDF) you should continue to submit CERBs via email, until the transition period to the fourth edition is complete in July 1, 2022.
 - You can tell if you are using the third or fourth edition of CERBs by checking the names of your experience categories. If you have “Energy Literacy” as category 12 then you are using the fourth edition.
- Some third edition CERBs have been imported and are displayed under “CERB Submissions”. Please note that they will appear in the fourth edition format and do not reflect your current progression. All Interns using the third edition should use their most recent Periodic Assessment Form sent to them by email as reference.

Before You Begin

Welcome to the AIBC Registrant Portal!

- In the AIBC Portal you will be able to submit your CERB (work experience), track your progress through the IAP program and complete and submit certain forms.
- To access the AIBC Portal you will need to login here portal.aibc.ca
 - If you forgot your password, click “forgot password” on the page above to reset.
 - If this is your first-time logging into the portal use the “Account Activation” interface on the right hand side of the Portal login. You will need to know your username which will be provided to you by email.
- You can skip sections of the application by clicking on the tabs at the top of the application, but all required fields will have to be completed before the application is submitted.

- Once logged in, navigate to the left-hand sidebar and click on Internship in Architecture Program to expand the menu and access all of the Internship related features. Other forms can be accessed by clicking on “Forms” in the left menu.
- Before submitting your first CERB through the AIBC Portal you must *confirm* your Supervising Architect – even if previously approved by the AIBC – unless you become registered as an Intern Architect after December 1, 2021.
- Mentors have been migrated to the AIBC Portal but if you are not able to select your mentor on the CERB submission page you must confirm you mentor as well.
- If you change your Supervising Architect and Mentor, it must be approved by AIBC *before* you can submit your CERB.

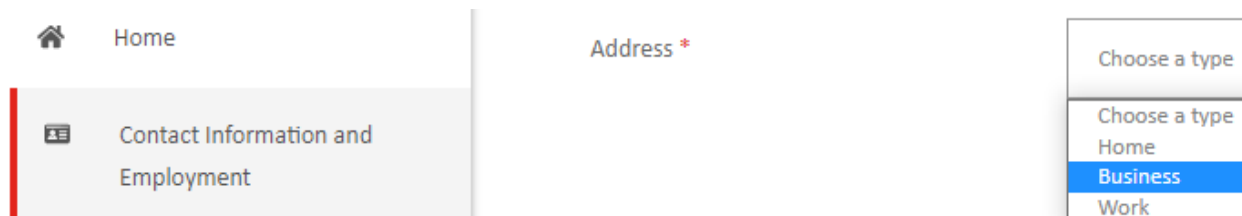
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|---|--|
|  | Internship in Architecture Program |
| | IAP Process |
| | FAQs |
| | CERB Progress |
| | CERB Submissions |
| | Declaration of Supervising Architect |
| | Confirmation of Mentor |
| | Oral Review Application Form |
|  | Forms |

Confirming your Supervising Architect or Mentor

- Click on “Confirmation of Supervising Architect” and “Confirmation of Mentor” on left-hand sidebar.
- If you are inputting a Supervisor or Mentor who has already been approved do not upload a letter.
- If your mentor/supervisor has changed since your last CERB submission and has not been approved by the AIBC, you will need to upload the [associated letter](#).
 - The [Supervising Architect Undertaking](#) must be submitted by email at this time.
- While your request is being processed you can still fill out your CERB but it cannot be submitted until your Supervisor/Mentor are approved. To avoid delays in your CERB submission be sure to submit your change of Mentor/Supervisor at the time that they change.

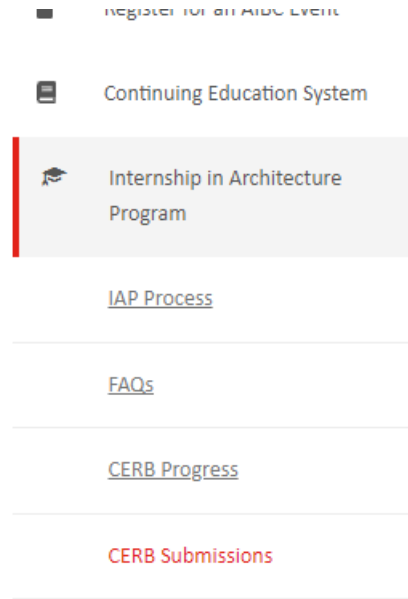
Things to Know

You will need to submit a request to change your Supervisor in order to change your employment on record. If you are working at a non-architectural firm, you can change your work address by adding a “Business” address to your account under “Contact Information and Employment Management” page, and selecting “+ Add an address”.



CERB Submission Process

1. Click on CERB submissions on left hand sidebar
2. Begin creating your CERB by clicking on “Create new CERB submission.”
3. Select your current Supervising Architect and Mentor from the drop-down list.



Create New CERB Submission

Imported PAF(s)

Experience Period Pract

4. On the Experience Period page enter Experience Period Start Date and End Date. See section 4.0 of the AIBC [Appendix B: Specific Canadian Architectural Licensing Authorities \(CALA\) Requirements](#) for information about submission deadlines.
5. Click “Save and Continue”
6. On the Architectural Experience Page click “Add a New Project”
7. Complete each field. All fields with an * are required
8. Occupancy Type – The occupancy type percentages must add up to 100%.
9. You must add hours and a description for each category. Leave description field blank for categories that have zero hours.
10. Click “Save and Continue”
11. Repeat for each project by clicking “Add New Project.”
12. When all projects are added, clicking “Continue.”
13. On the Summary and Declaration Page

Draft CERBs

- You can edit the information in your CERB while it is in ‘draft’ mode, i.e. before you submit it for approval.
- If you started working on your CERB but did not complete it, there will be a notification in your AIBC portal when you log in again

WELCOME TO THE AIBC PORTAL

1 notification

- Click on the notification to access your CERB.
- Once your CERB is submitted for approval, you cannot make any further changes.

Next Steps

- Supervising Architect Review
 - After you submit your CERB for approval, your CERB is automatically submitted to your Supervising Architect for review, comments and approval. Inform your supervisor about the CERB pending review, when they log into the Portal they will receive a notification that a CERB is ready for their review. After they provide comments and approve your CERB, it will be submitted to your Mentor.
- Mentor Review
 - When your Mentor logs into the Portal they will receive a notification that a CERB is ready for their review (only if your Supervisor has already approved it). It is recommended that you advise your Mentor when the CERB is ready for their review. After they provide comments and approve your CERB, it will be submitted to the AIBC for final approval.
- CERB approval
 - CERBs are reviewed by the volunteers on the Experience Review Committee and once approved you will receive a confirmation by email. The typical review timeline is 2 months but during periods of high volume CERBs can take up to 4 months to be reviewed. If you require your CERB in order to meet a deadline for the Oral Review, ExAC or Registration as an Architect please send an email to iap@aibc.ca so that your CERB can be prioritized.

If you encounter any difficulties with the submission process, please send an email to iap@aibc.ca.