



## **AAPEI INTERNSHIP IN ARCHITECTURE PROGRAM MANUAL - APPENDIX B**

### **INTRODUCTION**

The purpose of enrolling in the internship program is to complete the Internship in Architecture Program (IAP) and become licensed as an architect in Prince Edward Island.

### **EXPERIENCE**

#### **ELIGIBILITY**

##### **Student Experience**

Students enrolled in an accredited program may begin recording hours, while registered as a Student Member with the AAPEI, after completing 60 credit hours in courses that contribute to the Student Performance Criteria for accreditation and prior to graduation; and, such approved pre-graduation hours shall count towards the required 2800 hours prior to undertaking the Examination for Architects in Canada (ExAC). Hours in Categories A, B, C will be reviewed in the same manner as Intern hours. If approved, a maximum of 760 hours will count towards the minimum hours required to be eligible to write the ExAC.

Students must ensure that their Canadian Experience Record Book (CERB) is complete and submitted at the end of every employment block. Students must be enrolled in an accredited school in order to have their hours recognized (i.e. hours will not be recognized if they are on a leave of absence from school).

Following receipt of a completed CERB, experience is reviewed, and students will receive a completed Periodic Assessment Form (PAF) which will confirm the number of approved hours.

##### **Intern Experience**

All Experience must be submitted in the required format on a Canadian Experience Record Book (CERB). Credit will only be granted for experience gained while actively enrolled as an Intern Architect in the IAP and the experience categories noted on the CERB. Back-entering of experience prior to becoming an Intern member is not permitted in the intern category.

Following receipt of a completed CERB, experience is reviewed, and interns will receive a completed Periodic Assessment Form (PAF) which will confirm the number of approved hours.

### **EXPERIENCE SUBMISSION REQUIREMENTS**

The record of architectural work experience is required to be submitted for review upon completion of 900 to 1000 hours of architectural experience (approximately every six (6) months) and must be submitted by the Intern within eight (8) weeks of the date of the last entry.

### **CURRENCY**

Interns must continue logging experience hours until they have reached the minimum hours needed to fulfil the requirements of the IAP. Although Interns are not required to record hours following fulfillment of the IAP's minimum requirements, in order to satisfy the AAPEI's currency requirements, 940 hours must be recorded on an approved CERB within the three years prior to registration as an Architect.

## LATE SUBMISSION OF EXPERIENCE CHARGES

Late submission charges will apply. The charges are \$100 for every 1000 hours submitted one year after the last date of entry.

## TRANSFERRING FROM ANOTHER CANADIAN JURISDICTION

All Experience gained, while enrolled as an Intern in another jurisdiction, must be approved by the Regulator prior to transfer. The AAPEI will not review or approve Intern hours gained while enrolled in another jurisdiction. Interns must ask their “home” jurisdiction to transfer the CERBs that have been reviewed and approved along with confirmation of their status.

## TRANSFERRING TO A USA JURISDICTION

Interns who may want to obtain their first license in the USA and were not licensed anywhere in Canada, will be subject to the license requirements of the specific USA jurisdiction.

## IDP INTERNS TRANSFERRING FROM THE USA

NCARB Record Holders (formerly IDP Interns) who want to become interns with the AAPEI should contact the AAPEI office.

## SYLLABUS STUDENTS

Only architectural experience gained while actively enrolled in Part 2 of the Syllabus Program and while actively enrolled as a Student Member will be eligible for credit. Students in the Syllabus program may accumulate all the required 3720 hours architectural experience gained after enrolment in Part 2 of the program. Syllabus students are advised that while full credit for experience gained during the Syllabus program may be granted by the AAPEI, they may not qualify for recognition under the Inter-Recognition Agreement with the USA.

## EMPLOYMENT

### GENERAL

- Interns must be employed in the office of a registered member practicing in Prince Edward Island or in the office of a practicing member of an association of Architects recognized by Council, or in an office approved by Council.
- At least a six (6) month period of internship (940 hours) shall be served in Prince Edward Island with a registered member practicing in Prince Edward Island. This experience must be gained within three (3) years period to the date upon which an application for registration as an architect is made or the Intern can demonstrate local knowledge and current experience acceptable to the AAPEI.

## CANADIAN EXPERIENCE RECORD BOOK (CERB)

The AAPEI will only accept the IAP sanctioned CERB. Forms, which have been personally developed, will not be accepted.

All CERB pages must be initialed by the Supervising Architect and the declaration section must be signed by the Supervising Architect and Mentor.

## **CHANGES IN EMPLOYMENT AND/OR MENTOR**

The AAPEI must be advised of:

1. Changes in employment
2. Changes in the Supervising Architect
3. Changes in the Mentor

## **MENTORS**

Architects and Retired Members are acceptable as Mentors. Interns should note that:

1. A Mentor must be independent of the Intern's workplace
2. A Supervising Architect cannot be your Mentor
3. Should an Intern select a Retired Member as their Mentor, the selection must be pre-approved by the AAPEI to ensure they have not been retired from the profession for more than 5 years.

If an Intern is unable to find a mentor, they may contact the AAPEI for assistance.

Note – Students: Schools may provide mentorship to students however, mentors must be qualified (i.e. registered architects), consistent with the mentorship requirements for interns.

## **EXAMINATIONS**

The examinations recognized for licensure with the AAPEI are the Examination for Architects in Canada (ExAC) and the National Council of Architectural Registration Boards' (NCARB) Architect Registration Examination (ARE).

## **CONTINUING EDUCATION (CE) - for AAPEI Council Discussion**

As part of their membership, Interns must complete 50% of the Core (or Structured) requirements and 50% of the Self-Directed (or Non-Structured) requirements of the AAPEI's mandatory CE program. All learning activities must be in the categories of learning as noted in the AAPEI mandatory CE program and any noted maximum number of hours per category also apply.

## **APPLICATION FOR REGISTERED MEMBERSHIP**

An Intern must successfully complete the following before being eligible to make application for Registered membership:

- Be a graduate in architecture of an accredited university, other academic or technical institution, or Program of Study recognized by Council and holds a certificate of academic qualification recognized by Council.
- A minimum of 3720 hours of approved experience (submitted through the IAP program) including 940 hours recorded in Prince Edward Island in the three years prior to application.
- 4 sections of the Examination for Architects in Canada (ExAC).