

Appendix B

SPECIFIC REGULATORY ORGANIZATIONS OF ARCHITECTURE OF CANADA (ROAC) REQUIREMENTS

Northwest Territories Association of Architect

An Intern Architect is an individual whose education has been certified by the Canadian Architectural Certification Board (CACB), and who has been accepted into the *Internship in Architecture Program (IAP)* by an Architectural Licensing Authority in Canada.

Intern Architects work towards completing the post-graduate requirements (continuing education, experience and examination) of the IAP in order to become a registered Architect in their province/territory.

EXPERIENCE REQUIREMENTS

The required cumulative total of 3720 hours of experience must be documented in the Canadian Experience Record Book (CERB) and evaluated by the NWTAA Registration & Licence Review Committee at the end of each 900 to 1000 hours of experience. **[SEE THE IAP MANUAL, APPENDIX A FOR DETAILS.]**

EXAMINATION REQUIREMENTS

NWTAA requires that an Intern pass the Examination for Architects in Canada (ExAC). **[SEE THE IAP MANUAL, “THE PROCESS: EXAMINATION REQUIREMENTS”.]**

ADDITIONAL REQUIREMENTS

The NWTAA requires Intern Architects to demonstrate knowledge of northern conditions of practice and currency of experience as a requirement for licensing.

The Intern Architect must complete at least 940 hours of experience in any one of the 3 territories under the personal supervision and direction of an NWTAA licensed architect. This experience must be gained on projects located in any one of the 3 territories and must be completed under categories A, B or C of the CERB within 3 years prior to the date upon which application for registration as an architect is made.

ROLE OF MENTOR

The Mentor is to be a NWTAA registered architect selected by the Intern. Under special circumstances the Mentor could be a Registered Member from another jurisdiction.

The Role of the Mentor includes, but is not limited to, the following:

- Act as the Intern's professional advisor for the period of experience, by conducting meetings regularly with the Intern to review experience and performance and offer constructive criticism. Close contact with the Employer is encouraged,
- Advise the Intern with respect to professional conduct and philosophy,

- Review and assess the Intern's practical experience and advise of any deficiencies, recommending changes in emphasis that could result in a change of employment to achieve objectives, if necessary, and
- Advise the Intern on the requirements of architectural practice including the Architects Act, bylaws and regulations governing the profession of architecture [SEE THE IAP MANUAL, "THE PROCESS: ROLE OF MENTOR".]

MULTIPLE, CONCURRENT OR PART-TIME EMPLOYMENT

The NWTAA accepts work experience gained whether the Intern Architect is working full or part-time, or working for/in more than one employment situation, provided:

- Any place of employment must be a recognized architectural firm,
- The Intern Architect must be supervised by an Architect recognized by the NWTAA, and
- The work experience must be signed off by the Supervising Architect and Mentor.

As with all other work experience, the NWTAA will review the CERB form and may require further documentation to assess whether the work experience is acceptable.

In the case of discontinuous employment, where employment at one location ends, the Intern Architect must report work experience gained at that location within two months of the date when the employment situation ended at that location.

ARCHITECTURE CANADA/RAIC SYLLABUS

Students in the RAIC Syllabus Program are alerted to the fact that, **as of July 1, 2012**, only architectural experience gained while actively enrolled in the Syllabus and actively enrolled as an NWTAA Student Associate will be eligible for credit in the NWT.

Students in the Syllabus program may accumulate all of the required 3720 hours architectural experience gained after enrolment in Part 2 of the program.

Students must be actively enrolled in the Syllabus program while experience is being gained and must submit their experience record to the NWTAA as per the experience submission requirements.

Syllabus students are advised that while full credit for experience gained during the Syllabus program may be granted by the NWTAA, they may not qualify for recognition under other jurisdictions or the Inter-Recognition Agreement with the USA.

ANNUAL FEE AND CHARGES

An Intern shall pay such fees, dues, levies as are specified by NWTAA Council pursuant to the NWTAA Bylaws. The NWTAA Bylaws and fee schedule can be found on the NWTAA website at www.nwttaa.ca under *About > Regulation*.

Late submissions of CERB documents are charged as follows: \$100 per every 1000 hours or portion thereof.

TRANSFERS FROM/TO OTHER RAIC JURISDICTIONS

Interns who were registered after January 1, 2012 and who are transferring from another RAIC jurisdiction will not lose any previously accepted architectural experience appropriately documented in the CERB, unless credit for undergraduate experience gained after January 1, 2012 was accepted.

ARCHITECTURAL EXPERIENCE REQUIREMENTS

VARIETY

The IAP states that “an Intern’s experience must include a variety of occupancies (minimum of 2), project types and sizes. Non-compliance with the requirement for a variety of projects will be considered by the ROAC jurisdiction only in exceptional circumstances.” Ideally, within the occupancy types, the NWTAA recommends at least 600 hours in each of the 2 occupancies.

The NWTAA is prepared to assess experience where an Intern has a good range of diversity within an occupancy type. For example, under *Assembly*, the Intern works on schools, theatres, libraries, arenas, restaurants, et cetera.

The NWTAA is also prepared to assess experience where the Intern works on occupancies that are mixed-use. Where the Intern has been involved in diversification on a project comprised of components of different classifications, it is recommended that the Intern re-states the project on the Experience Summary Form by occupancy, for example on an ‘Institutional’ project:

<i>Project 1</i>	<i>The H Building</i>	<i>Laboratories</i>	<i>Industrial</i>
<i>Project 2</i>	<i>The H Building</i>	<i>Lecture Halls</i>	<i>Assembly</i>
<i>Project 3</i>	<i>The H Building</i>	<i>Medical/Admin Offices</i>	<i>Commercial</i>

Record the hours in the various categories accordingly. However, if the multiple occupancy project is, in reality, a single occupancy with relatively minor components of a different occupancy, enter only the single occupancy (i.e., Institutional).

INTERNATIONAL

Applicants with degrees in architecture obtained outside of Canada may be eligible to apply to the Internship in Architecture Program (IAP). The first step is to have their education certified by the CACB. The IAP is a national program and involves obtaining practice experience under the supervision of a Registered Architect and under the guidance of a Mentor.

OVERTIME

The Intern Architect Program requires a minimum of 3720 hours (2 years) experience. It is advised that an Intern continue to log hours even if they have completed the minimum requirement as the approval of experience hours is not guaranteed and subject to approval by the Registration & Licence Review Committee.

OBSERVER OR PARALLEL DOCUMENTS

Experience gained as an observer or by completing parallel documents may be granted under exceptional circumstances. Pre-approval is required for the experience hours to possibly be accepted. Contact the NWTAA office prior to the work experience to submit the request for such approval.

ELIGIBLE ARCHITECTURAL EMPLOYMENT SITUATIONS

EMPLOYMENT WITH GOVERNMENT DEPARTMENTS, INSTITUTIONS, ET CETERA

Experience gained under the professional supervision and direction of an in-house Architect (i.e., employed by a non-architectural practice, such as governments, institutions, corporations, et cetera) is valid provided it is gained in-house on buildings **owned** by the entity (i.e., not as a service for other entities) while actually performing the services under the category items.

At any point during the course of the project, if the project is given to an outside architectural consultant, then all work from that point onward is **NOT** eligible for credit.

When submitting such experience for review, the NWTAA must receive confirmation from the Employer (through the Supervising Architect) that the experience was gained in-house while actually performing the services under the recorded category items.

EXPERIENCE GAINED OUTSIDE CANADA

There are situations in which a Canadian Intern Architect gains work experience internationally. The NWTAA may recognize such work experience provided:

- The person was an Intern Architect in Canada while gaining the work experience,
- The work experience is logged in the CERB,
- The work is done under the supervision of, and signed off by, an Architect recognized by the NWTAA, and
- The work is also signed off by the Mentor.

CANADIAN EXPERIENCE RECORD BOOK (CERB)

SUBMISSION FOR REVIEW

Each CERB submission to the NWTAA Registration & Licence Review Committee (via the NWTAA Office) must contain the following:

- A Canadian Experience Record Book form (for every 900-1000 hours), and
- A *Periodic Assessment* form.

RETROACTIVE ENTRY OF EXPERIENCE

Retroactive entries are not permitted.

STUDENT EXPERIENCE

As of July 1, 2022, students completing the final 2 years of an accredited CACB Masters' Program can record up to 760 hours of work experience prior to CACB certification and enrollment as an Intern Architect.

LATE SUBMISSION OF ARCHITECTURAL EXPERIENCE

Experience submissions of each 900-1000 hours should be submitted within eight weeks of the date of the last entry. Late fees will be charged on submissions older than 1 year from the start of entry into the program or from the final date of the last entry. **[SEE "ANNUAL FEE AND CHARGES" ABOVE.]**

INSTRUCTIONS FOR COMPLETION OF THE CERB

The NWTAA will accept only the IAP-sanctioned CERB, which can be found on the NWTAA website under *Membership > Internship in Architecture Program*. Personally developed forms will not be accepted. Forms must bear the original signatures of the Supervising Architect and the Mentor.

TO APPLY FOR INTERN ARCHITECT STATUS

To apply, submit the following to the NWTAA Office:

- Completed Intern Architect Application,
- Photocopy of your Degree(s),
- Photocopy of your CACB Certificate,
- Completed Employer and Supervising Architect Confirmation form, and
- Completed Mentor Confirmation form.

Application and Registration Fees are to be submitted once the Intern Architect's application is approved by Council.

ADDITIONAL RESOURCES

REGISTERING AS AN ARCHITECT WITH THE NWTAA

Note that the NWTAA has a reading requirement and recommended reading list that is given to all Architects when registering with the NWTAA. This reading requirement can be found online under *Membership > Applications*. For further information visit www.nwtaa.ca.

Inquiries regarding the contents of this IAP Appendix can be directed to the NWTAA office by email at ed@nwtaa.ca. Further information relating to the registration of NWTAA members, the *Architects Act* and the NWTAA Bylaws can be accessed online at www.nwtaa.ca.