

Manitoba Association of Architects (MAA)

# Guidelines for Supervising Architects and Mentors

*(In support of the Internship in Architect Program Manual)  
January 1, 2016*

# Introduction

The Canadian Architectural profession, through the eleven self-regulating licensing bodies, have the mandate to establish the criteria and process for granting licensure as an Architect in Canada. Successful completion of three key elements – Education, Experience and Examinations – are required for licensing and registration as an Architect. Following graduation from an accredited degree program (Education) and upon certification from the Canadian Architectural Certification Board (CACB) and registration as an Intern in one of the eleven jurisdictions, the Internship in Architecture Program (IAP) is the process by which graduates complete the additional elements – Experience and Examinations.

Based on the aging demographics of the Architectural profession in Canada, at no other time has your commitment to these young professionals been more crucial. Therefore, in order to ensure the future of *your* profession and encourage the next generation of Architects, **Supervising Architects** and **Mentors** are being asked and expected to play a key role in the Intern's successful completion of the IAP process. By engaging in and passing on your many years of valued experience in the architectural profession and with your sustained support and guidance, Interns will learn and develop professionally to carry on this important profession.

This document is intended to provide a brief overview of these essential roles.

# The Process

## **Application to the IAP**

After graduating from an accredited degree program and having his/her education certified by the Canadian Architectural Certification Board (CACB), each graduate is eligible to apply for Intern membership in a Canadian Architectural Licensing Authority (CALA) jurisdiction (preferably of residence). Once the application is approved, the new Intern can then begin fulfilling the requirements of the IAP.

## **Experience Hours**

During their internship, Interns accumulate hours of experience towards the required minimum of 3720 hours in specific categories as set out in the IAP Manual and detailed in the Canadian Experience Record Book (CERB). Individual jurisdictions may provide additional guidance or requirements in their Appendix B.

# Supervising Architect

A Supervising Architect provides detailed and frequent direction and guidance to the work and learning experience of the Intern, normally in an Architectural practice.

## **Experience Eligibility**

Interns accumulate IAP experience hours under the personal supervision and direction (or responsible control) of a registered/licensed Architect in the CALA jurisdiction, in either an architectural practice or other eligible architectural employment situations. Interns and Supervising Architects should note that pre-approval may be required for “other” eligible employment situations.

## **Supervising Architects:**

- Are familiar with the IAP’s objectives, experience requirements and documentation processes.
- Guide the Intern and help them develop an understanding of the profession and the practice of architecture by giving them the required exposure, work assignments and experience that fulfill the requirements of the IAP.
- Provides detailed comments on the CERB prior to its submission to the CALA jurisdiction. Since the Supervising Architect has first-hand knowledge about the work of the Intern, he/she ensures the information submitted is accurate. Written comments from the Supervising Architect provide insight on the Interns progress to the Experience Reviewer or Review Committee.
- Signs the CERB and initials each page certifying that the Intern has done the described work and has worked the hours submitted, in a timely manner.
- Reviews with the Intern, the Periodic Assessment Forms (PAF) that the jurisdiction provides each Intern after the experience has been reviewed and approved.
- Assists the Intern in responding to questions from the CERB Reviewer or Review Committee.

# Mentors

A Mentor provides confidential professional guidance and advice to the Intern's career development and goals, independent of the Intern's employment.

## **A Mentors Eligibility and Role**

Interns must have a Mentor who is a registered/licensed Architect in their recording jurisdiction and is not employed in the Intern's place of employment. In some jurisdictions, a retired Architect can act as Mentor.

The Mentor's role is a less structured relationship than the Supervising Architect however, it is a relationship that may flourish and be life-long. The Mentor can discuss with the Intern workplace concerns, their career choices and objectives and other issues related to the profession. A Mentor acts as an independent advocate for the Intern and provides information and a perspective that is separate from the employer role of the Supervising Architect.

## **Mentor Meetings**

In order to assist the Mentor in understanding the importance of their role and what is expected when the Mentor meets with the Intern, template Agendas have been developed (Appendix 1) for initial and follow-up meetings between the Mentor and the Intern.

In some jurisdictions, Mentors may be eligible to receive Continuing Education credits for performing the duties of Mentor. Contact your local jurisdiction for confirmation.

# Mentors

## **Mentors:**

- Meet with the Interns at six month intervals to review his/her CERB prior to each submission to their jurisdiction. At this meeting the Mentor would typically sign the CERB, certifying that they have met with the Intern, discussed their progress and are satisfied that the requirements and objectives of the IAP are being met.
- Ensures the Intern is obtaining the required experience in the subject areas of the CERB. If there are concerns, the Mentor should contact the Provincial Association, Registrar or Executive Director to discuss their observations. A meeting could then be held to address the concerns and adjust the Intern's experience as needed.
- Share insights about the Intern on the CERB as this information will be helpful to the CERB Reviewer or Review Committee.
- May meet with the Intern more frequently, if required, to review progress towards identified goals and objectives, work experience, understanding of professional practice responsibilities and to ultimately foster a healthy and professionally supportive relationship with the Intern.
- Discuss career objectives and broader issues related to the profession.
- Is sufficiently aware the Intern's responsibilities, experience and progress.

## **NOTE**

In the event that the Mentor can no longer fulfill their role, they must notify the Intern in a timely manner and assist them in finding a new Mentor if possible.

# Other Items to Consider

## **What if I have questions about the Internship Process or the IAP?**

If at any time you have questions regarding your Internship or the IAP, contact your jurisdiction and speak with the person responsible for the IAP, the Registrar or the Executive Director.

## **What additional items do Interns have to accomplish during their Internship?**

- Learn professional and ethical best practices as well as some of the practical aspects of working in and running an architectural practice.
- Record a minimum of 3720 prescribed hours of experience in the areas set out in the IAP (in some jurisdictions, Interns are required to submit additional hours and should check with their jurisdiction to confirm experience requirements).
- Successfully complete the Examinations for Architects in Canada (ExAC) after obtaining a minimum of 2800 hours of approved experience.
- Successfully complete the interview for first registration (if required by the jurisdiction).
- Complete the currency of experience requirement (if required by the jurisdiction).

## **Benefits of the IAP**

Successful completion of the IAP permits mobility and, following licensure, allows an Architect registered/licensed in one Canadian jurisdiction to be eligible for licensure in every other Canadian jurisdiction.

## **Reference Material for Interns**

- Canadian Handbook of Practice (CHOP)
- The National Building Code of Canada (NBC) or jurisdictional Code
- The Regulatory requirements of their jurisdiction (i.e. Architect Act, By-Laws, Practice Bulletins, etc.)
- The measurable outcome criteria required for Broadly Experienced Foreign Architect (BEFA) candidates.

# In Summary.....

## **A few additional items of note for Supervising Architects and Mentors.**

- Interns may not call themselves “Architects”, which through legislation may be protected and used by registered members only. Interns should contact their jurisdiction regarding any permitted title and membership designation.
- Intern’s CERB must be submitted to their recording jurisdiction every 900-1000 hours or when changing employers. Interns should confirm their recording jurisdiction’s policy regarding CERB submissions, including deadlines and penalties for late submissions.
- Interns must keep their place of employment, Supervising Architect and Mentor information current with their recording jurisdiction. Before changing employment, Interns should ensure their work experience will meet the requirements of the IAP.
- Administration of the ExAC is the same across the country. The exam is currently held once a year, concurrently in every jurisdiction, over the same two-day period typically in late-October or early November.
- Interns may be eligible to record experience gained in a foreign jurisdiction but should speak with the recording jurisdiction before claiming this experience to determine if it would satisfy the requirements of the IAP.
- The IAP allows mobility between Canadian jurisdictions.
- Interns are expected to become familiar with the IAP manual, the appendices and related documents if they wish to register in the IAP.
- Interns are expected to become familiar with the Architects Act, By-Laws and related legislative documents in the jurisdiction for which they are seeking licensure and registration.
- Every jurisdiction has policies related to parental leave, etc. and financial hardship. Interns are encouraged to contact them directly for further information.
- In addition to successful completion of the IAP, some jurisdictions have additional requirements for licensure and registration as an Architect. Interns are encouraged to contact their recording jurisdiction for additional information.



# A Final Note

## **Obligation for Completion**

Interns are responsible for submission of the CERB to their recording jurisdiction on a regular basis (every 900-1000 hours), upon review by the Supervising Architect and Mentor, until such time as all of the mandatory hours in each of the specific categories have been satisfied. Architectural experience which is more than 12 months past due will be subject to special conditions and may not be accepted in some jurisdictions.

# Appendix 1

## *Proposed Template Agendas for Mentor – Intern Meetings*

### **Proposed Template Agenda – 1<sup>st</sup> Meeting**

1. Intern to establish long-term goal – completion of IAP
    - a) Identify time frame
    - b) Discuss how Mentor can provide assistance and support to encourage development of goal
  
  2. Intern to identify short term and intermediate goals and develop a plan.
    - a) Identify possible obstacles for completing plan and intended schedule
    - b) Include in your goals, specific CERB experience categories
    - c) Goal for written examinations
    - d) Goal for other components of the IAP
    - e) Consider together priority and logistics
    - f) Discuss how Mentor can assist, support and encourage development of goals
  
  3. Intern and Mentor discussion
    - a) Intern's current work experience, professional practice, issues arising
    - b) Mentor to provide feedback and guidance
- 

### **Proposed Template Agenda – Subsequent Meetings**

1. Review progress towards long-term goal; adjusting as necessary
2. Review progress to short-term and intermediate goals
3. Discussion of current work experience, issues arising, providing assistance, support and encouragement.

# Next Steps

## **Upon successful completion of the IAP**

Once an Intern has successfully completed each element of the IAP (Education, Experience, Examination) they are eligible to apply for membership and become a Registered Architect.

## **Have questions or need additional information?**

For additional information contact:

Judy Pestrak, Hon. MRAIC, Executive Director

Manitoba Association of Architects

2nd Floor, 137 Bannatyne Avenue

Winnipeg, Manitoba

R3B 0R3

Telephone: 204-925-4620

Email: [info@mbarchitects.org](mailto:info@mbarchitects.org)

Website: [www.mbarchitects.org](http://www.mbarchitects.org)

# A Special Note of Thanks

## **A special note of thanks to potential Supervising Architects and Mentors**

Thank you for your interest and dedication to your profession by helping Interns meet the requirements of the Internship in Architecture Program (IAP)! Your support of the future of the architectural profession in Canada is greatly appreciated.

The MAA would also like to extend its gratitude to the Architects Association of New Brunswick and its Executive Director, Karen Chantler, for their willingness to share the base template of this document with other associations in Canada.