

### **Interns, Supervising Architects & Mentors:**

All interns enrolled in the Internship in Architecture Program (IAP) are asked to use the <http://saskarchitects.com/wp-content/uploads/2015/03/IAP-FINAL-20161.pdf> Third Edition, January 2012 Guide that is posted on the SAA website. This is the Canadian Architectural Licensing Authority (CALA) accepted program and it is the only program available to you. Additionally, you must use the SAA Appendix B (also posted on the SAA's website) that provides specific program information for Saskatchewan. This document includes the unique requirements of *The Architect's Act* and SAA Bylaws.

To assist in completing your Canadian Experience Record Book (CERB) form(s), please note the following:

1. Complete your first and subsequent CERB forms in 900-1000 hour increments of work experience (approximately 6 months of experience) or for each change of employment.
2. CERB forms are to be submitted within eight (8) weeks of the date of the last entry or late submission charges will apply. Late submission charges will be assessed at a rate of \$100 (plus tax) per every 1000 hours or portion thereof.
3. CERB forms are to be completed for full months only, from the 1<sup>st</sup> day of the month (unless it is your first CERB form submission) to the last day of the month.
4. Work experience hours between CERB form submissions cannot overlap.
5. Work experience hours are to be rounded to the nearest half hour.
6. Ensure all subtotal and total work experience hours are calculated correctly.
7. Each CERB is to be completed legibly by printing in ink or electronically typed directly onto the CERB.
8. Ensure that all pages of the CERB form are reviewed and initialed by your supervising architect.
9. Ensure that your supervising architect initials all changes/whiteouts.
10. Ensure that your supervising architect signs all pages that are annexed to the CERB form.
11. Ensure that all declarations are signed and dated.
12. Submit a hard copy of the CERB form bearing original signature to the SAA.
13. Mentor meeting review previous to submission of the CERB to the SAA, signed and dated.
14. Interns must continue to log work experience hours and submit CERB forms until their application for licensure is approved. (Appendix B 2.0)



**The SAA will only accept complete, legible, signed and dated, hardcopy CERB forms. Submissions not meeting these requirements will be deemed incomplete and will be returned without review. Late fees will be applied (See #3).**

Role of your Mentor: (IAP Manual pg. 8)

At an absolute minimum, the mentor must meet with the intern prior to the submission of each section of the CERB, when the Intern has accumulated 900 - 1000 hours (approximately 6 months) of architectural experience, or at each change of employment.

Currency of Hours (Appendix B 2.0)

The Saskatchewan Association of Architects (SAA) requires that all interns registered will be required to have local experience. This requires that an intern in the program shall, within the two years immediately preceding the date of application for registration as an architect, demonstrate knowledge of conditions of practice and currency of experience in Saskatchewan as a requirement for registration. The intern must complete at least 940 hours of experience in Saskatchewan under the personal supervision and direction of a person registered to engage in the practice of architecture in Saskatchewan. Under the IAP, the 940 hours must be completed under categories A, B or C of the Canadian Experience Record Book (CERB).

If you have any questions, please email [annette@saskarchitects.com](mailto:annette@saskarchitects.com) or call 306.242-0733. I wish you all great success in your journey to become an architect.