

APPENDIX B:

SPECIFIC CANADIAN ARCHITECTURAL LICENSING AUTHORITY (CALA) REQUIREMENTS THE SASKATCHEWAN ASSOCIATION OF ARCHITECTS

INTRODUCTION

For the purpose of registration into the Internship in Architecture Program (IAP) with The Saskatchewan Association of Architects (SAA), the following definition of Intern Architect has been adopted:

An Intern Architect is an individual who has completed a professional degree program in architecture, obtained a certificate (or recognized equivalent) from the Canadian Architectural Certification Board (CACB) and registered with a provincial association of architects. An Intern Architect receives the Internship in Architecture Program manual with instructions and forms for recording work experience.

An Intern Architect has a Principal Supervising Architect and a Mentor, and records, in a timely manner, work experience in a Canadian Experience Record Book (CERB) as part of the transition from architectural student to architectural intern to Registered Architect.

The intent of enrolling with the SAA as an Intern Architect is to complete the Internship in Architecture Program (IAP) and become a Registered Architect. Specific registration requirements do change from time to time. Interns are urged to complete the registration process in a timely manner in order to avoid additional requirements being imposed to ensure currency of knowledge. Once registered as an Intern with the SAA, the Intern can use the designation of 'Intern Architect'.

1.0 INTERNSHIP IN ARCHITECTURE PROGRAM (IAP)

It should be noted that only work experience gained while an Intern Architect can be credited. No hours logged while a student will be counted toward the Intern in Architecture Program. The intern is eligible to begin logging hours on the date of SAA Council Approval of Registration as an Intern.

	Effective date	Details
The former IAP ceases to exist nationally (5600 hours)	December 31, 2011	In Saskatchewan, The Architects Act, 1996, requires at least 3 years of work experience under an architect.
Revised IAP program begins (3720 hours)	January 1, 2012	The Architects Act, 1996 requires Interns to work at least 3 years under the direction of a person(s) approved by Council. (19(c)(i)(B))
Latest version of IAP Manual	July 1, 2020	

2.0 KNOWLEDGE AND CURRENCY OF EXPERIENCE

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 2 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).

In order to fulfill the above-noted 940 hours of knowledge and currency of experience:

- I. The project must be physically located in Saskatchewan;
- II. The work performed by the Intern must be carried out in the office, located anywhere, of an SAA holder of a Licence to Practice or in a pre-approved eligible architectural employment situation as outlined in the IAP manual;
- III. All work must be carried out under the personal supervision and direction of a Principal Architect registered in Saskatchewan, or a person to fulfill this role that is approved by the Council; and
- IV. The experience must be completed within two years immediately preceding the date of making application for registration.

3.0 EXPERIENCE SUBMISSION REQUIREMENTS:

An SAA Experience Reviewer is the primary reviewer of all experience hours submitted by an Intern. It is understood that an Intern cannot submit hours of experience unless they are registered and in good standing with their Provincial/Territorial jurisdiction as an Intern in the Internship in Architecture Program (IAP). It is required that an Intern ensures that the SAA has current contact information.

The Canadian Experience Record Book (CERB) is required to be submitted to the SAA for review upon completion of 900 to 1000 hours of experience (approximately 6 months working full-time) and must be submitted by the Intern to the SAA within 8 weeks of the end of the experience period.

If there is a change in the employment situation (which may be part-time work) and the Intern has recorded less than 900 hours, such experience must also be submitted to the SAA within the time frame indicated above and is subject to late fees, if not submitted within 8 weeks of the end of the experience period. Should the change in employment be unemployment or some other leave of absence, the Intern must inform the SAA of the change in writing with details of the situation to be placed in their file.

The Record of Architectural Experience: Periodic Assessment Form (PAF) will be completed by the SAA Administration and must be returned to the Intern with each submission and accurately reflect the accumulation of approved experience hours in each category.

3.1 CANADIAN EXPERIENCE RECORD BOOK (CERB): LATE SUBMISSION

CERB Submissions are to be made within 8 weeks of the end of the experience period. Submissions received more than 8 weeks from the end of the experience period will be subject to late submission penalties.

Late Submission Fees will be assessed at a rate of \$138 (plus tax) per every 1000 hours or portion thereof.

Any experience submissions not received within 12 months of the end date of the experience period (for each 900 to 1000 hours period) are deemed ineligible for review and consideration towards the minimum experience requirements for registered membership with the SAA.

An appeal may be made to Council if circumstances not covered by an approved leave prevented timely submission. Additional documentation and interviews may be required.

3.2 CANADIAN EXPERIENCE RECORD BOOK (CERB): EXPERIENCE SUMMARY FORMS

The SAA will accept only the IAP sanctioned CERB available electronically on the [SAA Website](#). Personally developed forms by an Intern will not be accepted. The forms must bear the original signatures of the Supervising Architect and the Mentor.

4.0 EXPERIENCE CLARIFICATIONS

4.1 EXPERIENCE GAINED WITH ENTITIES SUCH AS GOVERNMENT DEPARTMENTS, INSTITUTIONS, ETC.

Experience obtained under the personal supervision and direction of an In-House Architect at an entity which is not an architectural practice constitutes a special circumstance, Interns must submit a proposal requesting approval for special circumstances, Interns will be notified of Council's decision on the proposal request and all experience acquired under special circumstances.

Intern experience obtained outside of the original arrangement with the Employer and Mentor is not eligible for credit.

When submitting experience forms for review, confirmation by the Employer (i.e. Supervising Architect) of eligible experience as per Council's decision under special circumstances is required.

4.2 MULTIPLE, CONCURRENT OR PART-TIME EMPLOYMENT

The SAA accepts work experience gained whether the Intern is working full-time or part-time or working for/in more than one employment situation. The key is that the Intern must be supervised by a Principal Supervising Architect recognized and approved by the SAA, and the work experience must be signed by the Principal Supervising Architect and the Mentor. As with all other work experience, the SAA Experience Reviewer will review the CERB form and may require further documentation to assess whether the work experience is acceptable. All decisions are at the discretion of the SAA Experience Reviewer.

In the case of discontinued employment, where employment at one location ends, the Intern must report work experience gained at that location within 8 weeks of the date that the employment situation ended at that location or late submission charges will apply.

4.3 OCCUPANCY TYPES

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 CALA jurisdiction only in exceptional circumstances. Ideally within the occupancy types at least 600 hours in each of the 2 occupancies is preferred.

The SAA Experience Reviewer will assess experience where the Intern has a good range of diversification within an occupancy type, e.g. under Assembly, the Intern works on schools, theatres, libraries, arenas, restaurants, etc.

The SAA Experience Reviewer will also 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-state the project on the CERB by occupancy.

An 'Institutional' project example is shown below:

Project 1 The H Building Laboratories – Industrial

Project 2 The H Building Lecture Halls – Assembly

Project 3 The H Building Medical/Administrative Offices – Commercial

Hours are to be recorded in the various categories accordingly. 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.

4.4 OBSERVER OR PARALLEL DOCUMENTS

Experience gained as an observer or by completing parallel documents may be accepted under exceptional circumstances. Pre-approval is required for the experience hours potentially to be accepted. The maximum number of hours of experience that could be approved is 940. Contact the SAA office prior to the work experience to submit the request for such approval. Interns are required to submit a request by letter to the Council for preapproval of experience hours gained as an observer or through parallel documents.

4.5 EXPERIENCE GAINED OUTSIDE OF CANADA

Interns may be eligible to record experience gained in a foreign jurisdiction but should contact the SAA Office before considering this type of employment situation to determine if it would be considered an acceptable employment situation and satisfy the requirements of the IAP.

5.0 STUDENTS IN RAIC SYLLABUS PROGRAM

Students in the Syllabus Program are alerted to the fact that beginning July 1, 2012, only architectural experience gained while actively enrolled in the Syllabus Program and registered as an SAA Syllabus Student Member will be eligible for credit in Saskatchewan.

Students in the RAIC Syllabus Program may accumulate all of the required 3720 hours for experience gained after enrollment in Part II of the Syllabus.

Students must be actively enrolled in the Syllabus Program while experience is being gained and must submit their Canadian Experience Record Book (CERB) to the SAA as per the experience submission requirements (refer to 3.0). An annual CERB review fee of \$175 (plus tax) will be charged by the SAA. The Syllabus Student should also note that all penalties listed in this document for the Intern also apply to the Syllabus Student.

6.0 EXPERIENCE TRANSFERS FROM ANOTHER CALA JURISDICTION OR US JURISDICTION

Credit for student experience gained after January 1, 2012, which has been accepted by

another CALA jurisdiction or US jurisdiction will not be accepted by the SAA.

7.0 MENTORS

A Mentor is required as part of the Internship in Architecture Program. Life Members and Retired Members of the SAA are also acceptable as Mentors. The Mentor must be Independent from the employment situation.

8.0 REGISTRATION AS AN ARCHITECT IN SASKATCHEWAN

Once an Intern has completed the Education, Experience and Examination requirements, they are eligible for membership. Application is made to SAA Council. Please note that registration as an Architect does not, by itself, allow a person to practice architecture in Saskatchewan. In order to practice, an Architect must hold a valid Licence to Practice (renewed annually) or practice at a firm holding a valid Licence to Practice.