SAA Intern Information and FAQ

Contents:

SASKATCHEWAN ASSOCIATION OF ARCHITECTS
■ 200 - 642 Broadway Ave, Saskatoon, Saskatchewan S7N 1A9 ■ Tel 306-242-0733 ■ saskarchitects.com

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1. Overview

The Internship in Architecture Program (IAP) is a national program created by the Regulatory Organizations of Architecture in Canada (ROAC) and administered in Saskatchewan by the Saskatchewan Association of Architects (SAA). The IAP has been established to maintain a program of architectural registration that is both meaningful and effective. To become a registered architect, a person must demonstrate competency and qualifications to provide architectural services to the public.

Each jurisdiction in Canada supplements the nationally consistent portion of the IAP with its own requirements (Appendix B). SAA's Appendix B to the IAP Manual (SAA Appendix B) includes the unique requirements of *The Architects Act, 1996,* and SAA Bylaws.

Interns cannot begin to log hours before they receive SAA Council approval. This applies for first time applicants, and for those Interns who have submitted changes to their Supervising Architect and/or Mentor.

2. Responsibilities of an Intern

- It is the responsibility of the Intern to become familiar with:
    - The IAP Manual, SAA Appendix B, and all related forms.
    - *The Architects Act, 1996* and SAA Bylaws.

- An Intern must ensure that their contact information is up to date with the SAA office. The SAA office should be informed of any changes to mailing address, email, and/or phone number.

- Any time an Intern makes a change to their Supervising Architect and/or Mentor, they must apply to SAA Council for approval by submitting the corresponding forms to the SAA office.

- Before changing their place of employment, Interns should ensure their work experience will meet the requirements of the IAP.

- Throughout the process, Interns should be meeting regularly with their Supervising Architect and Mentor. Supervisors tend to focus on the Intern's progress at the place of work, while Mentors tend to provide an outside opinion or perspective and guidance.

- The Intern is responsible for maintaining a continuous record of experience and submitting this record regularly to the SAA for review. It is important to maintain a regular submission schedule to allow for support and guidance from Supervising Architects, Mentors, and the SAA Experience Reviewer.

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3. Frequently Asked Questions (FAQ)

3.1 Application

- Do I need to be employed to apply to the Internship in Architecture Program (IAP)?
  - Yes. A full list of the requirements can be found on the Intern Architect Application for SAA Membership.

- How do I find a Mentor?
  - The SAA does not currently maintain a list of architects who are willing to mentor new Interns. We suggest asking for assistance from your Supervising Architect.

- How do I transfer my internship from another jurisdiction to the SAA?
  - Ask your current jurisdiction to send your Intern files to the SAA. This should include: the date you joined the IAP, any completed CERBs with their corresponding PAFs, and your ExAC results, if relevant. You will also have to complete an Intern Architect Application for SAA Membership.

3.2 Logging of Experience Hours

- When can I start logging work experience?
  - After receiving SAA Council approval, an Intern may begin logging their work experience. The SAA office will send the Intern official communication indicating the date of SAA Council approval.

- Can I log hours prior to my internship acceptance?
  - No, hours may only be logged after receiving SAA Council approval.

- How can I submit experience towards the IAP?
  - Experience must be logged in a Canadian Experience Record Book (CERB), following all instructions and guidelines outlined in the IAP Manual and SAA Appendix B. Please also see the "Guide to Completing the CERB" section below.

- I have experience that I obtained while in the IAP, but I have not yet logged and submitted it for review. Can I still submit this experience?
  - 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.

  - Information regarding late submission of CERBs is outlined in Section 3.2 of the IAP Manual and Section 3.1 of SAA Appendix B.

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- Can I log hours for a course I took or for hours spent studying for an exam?
  - No, these hours are not eligible for logging in the CERB. The fundamental purpose of the pre-registration employment period is to ensure that Interns are provided with sufficient "hands-on" architectural experience. Courses and independent study are not eligible for logging hours.

- I am an architect in another country. Can any of my experience be submitted towards the IAP?
  - No, only experience gained while in the IAP, with an SAA Council approved Supervising Architect and Mentor in place, is eligible.

- Do I need to make submissions after I have met the minimum requirements of the IAP?
  - An Intern should continue to log hours until such time as they receive SAA Council approval for their application to become an SAA Registered Member.

3.3 Exams/ExAC

- When can I register for ExAC?
  - Interns are required to have submitted a minimum of 2800 hours by the application deadline. Please check the ExAC website for more details.

- When are the exams scheduled?
  - The ExAC is scheduled only once a year in November. This is a written exam and is completed over the course of two full days.

- Once I pass all sections of the ExAC, will they expire?
  - At the moment, no. Refer to the ExAC website for the most updated information.

- Will my ExAC results be accepted elsewhere if I move to another Canadian province?
  - Yes. Your ExAC results can be transferred if you choose to complete your internship in another province.

3.4 Applying for Registration

- What are the steps to become a Registered Architect?
  - Once an Intern has completed the education, experience, and examination requirements, they are eligible to apply for first time registration. Applicants will be asked to confirm that:
    - The Canadian Architectural Certification Board (CACB) has certified their educational qualifications in architecture and that they have attained the educational standard for admission to the SAA

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- They have worked for at least three years under the direction of a person or persons approved by SAA Council and have completed 3720 hours of experience that meets the requirements of the IAP, including 940 hours of experience in Saskatchewan in the two years directly preceding the date of application (see SAA Appendix B, Section 2.0).
        - They have passed all four sections of the ExAC.
    - Registration as an architect does not, by itself, allow a person to practice architecture in Saskatchewan. To practice, an architect must hold a valid Licence to Practice (renewed annually) or practice at a firm holding a valid Licence to Practice.

- How long will it take to process my application for registration?
    - Please allow four to eight weeks for processing your application from the date of receipt of the completed application and all required documentation.

3.5 Other

- What titles can I use?
    - Students registered with the SAA and enrolled in the IAP are permitted to use the designation "Intern Architect".

- How long does it take to complete the IAP?
    - *The Architects Act, 1996* requires Interns to work for at least 3 years under the direction of a person(s) approved by SAA Council. This is the minimum amount of time required. An Intern must be able to meet all the education, experience, and examination requirements outlined in the IAP Manual and SAA Appendix B to complete the program.

- Is there a time limit to when I need to finish the IAP?
    - There is no deadline to complete the IAP. Interns are encouraged to complete the registration process in a timely manner to avoid additional requirements being imposed to ensure currency of knowledge. The annual fee increases after five years from the date of registration as an Intern.

- What are the responsibilities of an Intern's Supervising Architect?
    - The Supervising Architect plays a crucial role in the Intern's career, not only by providing encouragement, direction, and constructive advice, but also by facilitating the transition between architectural education and practice, and by providing the practical architectural experience required for registration/licensure. The Supervising Architect is the architect who personally supervises and directs the Intern daily. The Supervising Architect must be registered/licensed in the jurisdiction in which the Intern is gaining the experience. They must be able to

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assess the quality of work performed and regularly certify the Intern's documented architectural experience prior to submission of each CERB. (IAP Manual, Section 1.2)

- What are the responsibilities of an Intern's Mentor?
  - The Mentor is an architect or a retired architect who is not employed at the Intern's place of employment and who acts as an independent guide/advocate for the Intern. The Intern meets the Mentor for regular reviews of experience progress, discussion of career objectives and broader issues related to the profession. At an absolute minimum, the Mentor must meet with the Intern prior to the submission of each CERB, or at each change of employment. (IAP Manual, Section 1.2)

4. Guide for Completing the CERB

The SAA only accepts hard copies of CERBs bearing original signatures that are complete and legible. Submissions that do not meet the requirements outlined in the IAP Manual and SAA Appendix B will be deemed ineligible, and the hours logged will not be reviewed and confirmed.

Review the list below for extra guidance in completing the CERB.

1. Complete your first and subsequent CERBs in 900 to 1000-hour increments of work experience (approximately 6 - 8 months of full-time work experience), and for each change of employment, when applicable.
   - Complete your CERB submission *prior* to the end of your employment, as it can be difficult to get signatures and comments after switching employers.
   - CERBs should not exceed 1000 hours.

2. CERB forms are to be submitted within eight (8) weeks of the end of the experience period or late submission charges will apply. Late submission charges will be assessed at a rate of $138 (plus tax) per every 1000 hours or portion thereof (Appendix B – Section 3.1.)

3. Hours cannot be logged prior to SAA Council approval for:
   - Intern Architect membership
   - Change in Supervising Architect
   - Change in Mentor

4. Firm names for Supervising Architect and Mentor must be filled out exactly as they are licensed by the SAA, including punctuation and capitalization.

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5. CERB forms are to be completed for full months only, from the first day of the month (unless it is your first CERB submission) to the last day of the month.

6. Experience period dates cannot overlap between submissions. New CERB submissions should start, at minimum, on the day after the previous submission ended.

7. Role of the Intern descriptions on page 3 should be thoughtful descriptions specific to each project, written in the Intern's own words. Descriptions should not be copied and pasted from Appendix A of the IAP Manual. Interns must provide sufficient detail for the SAA Experience Reviewer to understand and assess the extent of the experience gained. The absence of clear and comprehensive information regarding experience gained may delay the review of the submission if the SAA Experience Reviewer is unable to determine whether the Intern is satisfying the required scope of requirements of the IAP (IAP Manual, Appendix C). As per the instructions in the CERB, additional pages may be submitted as needed.

8. Each field on page 4 should be filled in for each project. In some cases, you may have to use "N/A", but it's important to give as much information as possible to allow the SAA Experience Reviewer to adequately assess the nature and scope of the work.

9. Work experience hours are to be rounded to the nearest whole or half hour, not to the nearest 5 or 10-hour increments. Logging and entry of hours should not have entries like 300.00, 150.00, 80.00 but more like 142.50, 71.00, 106.50. Hours logged should be an accurate tally of hours worked, not an estimate. Interns are encouraged to track their hours per project and category on a daily, weekly, or monthly basis, and then enter the totals into the CERB's page 5 when the CERB is being compiled.

10. Record all hours gained on each project, not just those hours gained in areas of deficiency. Inclusion of all hours helps to provide context for the SAA Experience Reviewer and keeps submissions current.

11. Ensure all subtotal and total work experience hours are calculated correctly. If additional copies of page 5 were required to log hours for more than 10 projects, add a column in the right-hand margin of the second/final page 5 to total the hours per category for the CERB submission.

12. Ensure that all pages of the CERB form are reviewed and initialed by your Supervising Architect.

13. Schedule a meeting with your Mentor to review your experience progress and to sign your CERB.

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14. Ensure that all declarations are signed and dated. Signatures are required from yourself, your Supervising Architect, and your Mentor. Electronic signatures are not accepted.

15. Review all pages to ensure the information filled in is accurate, complete, and legible.

16. Submit a hard copy of the CERB bearing original signatures to the SAA.

5. Links/Resources

For further questions, please contact the Regulatory Support Coordinator at regsupport@saskarchitects.com or 306.242.0733.

Intern Architect Application for SAA Membership
IAP Manual
SAA Appendix B
Canadian Experience Record Book (CERB)
Mentor Confirmation Form
Employer Confirmation Form
CACB
ROAC
EXAC
The Architects Act, 1996
SAA Bylaws

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