



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

The Oral Review

Information for Candidates

June 2019

This document supports Bulletin 15: The Oral Review with additional information.

The Oral Review is an important component in the process for registration as an Architect AIBC in British Columbia. It is designed to assess whether or not an individual has the ability to synthesize his or her knowledge, experience, and professional judgment into competent architectural practice in B.C. Successful completion of the Oral Review is required of every Intern Architect AIBC and Broadly Experienced Applicant candidate prior to registration. It may apply to those formerly registered architects seeking reinstatement.

The Oral Review is an interview with a panel normally consisting of three Architects AIBC who assess the candidate's overall understanding of the profession and her/his responsibilities and obligations as a professional. The interview panel will pose questions to determine the currency of the intern architect's experience and knowledge as well as competence to practice in British Columbia.

1.0 Eligibility

Intern Architects: Many intern architects choose to apply for the Oral Review near the end of their registration requirements. However, the Oral Review is not intended to be the final registration examination for Intern Architects, rather, a tool for providing feedback on their progress in the internship process. Intern architects are permitted to apply for the Oral Review upon completion of the required professional development and completion of at least 2800 hours of their work experience requirements.

Candidates may still have the Examination for Architects in Canada (ExAC) or the National Council of Architectural Registration Boards Architectural Registration Examination (NCARB ARE) to write and they may still have some work experience outstanding.

Broadly Experienced Applicants: Candidates for registration through the AIBC Broadly Experienced Applicant Program (BEA) (per section 37 of the *Architects Act*) will be asked to take the Oral Review upon evaluation and successful completion of any additional measures (for example, experience, examination, further education) required by the Registration Board. If successful, this will be the last step in the registration process for these candidates. However, the Oral Review panel may recommend additional requirements to the Registration and Licensing Board if the candidate is unsuccessful.

Individuals in the CACB's Broadly Experienced Foreign Architect (BEFA) Program are not required to take the Oral Review as that program has its own oral assessment process.

Reinstatement: Formerly registered architects applying for reinstatement may be asked to successfully complete the Oral Review by the Registration Board prior to accepting the candidate's application for registration. Refer to AIBC Bulletin 2: Reinstatement of Registration for further information.

Reciprocal Registration: Candidates for registration through reciprocity with another Canadian province or territory or a U.S. state are not required to attend an Oral Review.

2.0 Application Process

Oral Reviews are typically held mid-month every March, June and September. Notification is posted on the AIBC website and sent out to all Intern Architects AIBC and other eligible candidates a month or two prior to the Oral Review. Candidates will be responsible for determining whether they are eligible according to the requirements. The Registration and Licensing Department will confirm eligibility. Oral Review appointment times will be confirmed with both candidates and reviewers several weeks prior to the Oral Review.

Candidates will be asked to bring to the Oral Review a set of construction documents of at least one building more complex than a typical single-family residence with which they have been involved. A recent letter from their supervising architect is required outlining in detail the extent of the candidate's participation with this project. The Registration Board may require that a letter from the candidate's mentor also be provided. These letters should be considered as nomination letters for registration.

3.0 Oral Review Panel Composition

Oral Review panels will usually be comprised of three reviewers, consisting of Architects AIBC and may include up to one Retired Architect AIBC. One panelist will be appointed as the panel chair, whose function includes keeping the review on time and on topic. Each panel will represent a variety of backgrounds and experiences. If the candidate has previously failed an Oral Review, the candidate will not be reviewed by any of the same panelists present at his or her previous Oral Review. In addition, candidates and panelists will confirm that there is no conflict of interest between them.

4.0 Information About the Candidate Provided to the Panel

Summary information will be made available to the panel regarding each candidate. The letter provided by the candidate's supervising architect will be included with the summary information, as well as the mentor's letter if applicable. The information provided to the panel will focus on the candidate's progress through the registration process and is intended to be sufficient for the panel to provide constructive feedback following the Oral Review. In order to promote greater objectivity by the panel, the amount of information concerning the candidate is restricted to the summary information only. The Oral Review panel will not be advised of whether a candidate has previously failed the Oral Review.

5.0 Procedures

Approximately 75 minutes is scheduled for each Oral Review, as follows:

Oral Review	45 minutes
Panel confers	15 minutes
Feedback with candidate	15 minutes

An additional 15 minutes will be scheduled in the event that any of these components require more time.

6.0 What Candidates Should Bring to the Oral Review

Candidates must bring at least one project set of architectural drawings with them to the Oral Review. Careful consideration should be given to the project or projects taken into the oral review. The main project should be a “Part 3” building constructed recently in British Columbia. The project is the candidate’s opportunity to shift the questions asked by the panel from the hypothetical to a real-world example (i.e. the project). More than one project can be taken to the Oral Review.

Typically, **permit drawings** are most useful in the review. Candidates may choose to bring related project documents such as:

- contracts
- change orders
- site reports
- shop drawings

Other than project documentation, such as drawings and related material, no other material is permitted to be taken into the Oral Review. Candidates’ preparation notes are **not** allowed, including prepared responses to sample questions.

Please note the entire oral review runs for approximately 75 minutes and there will not be adequate time to review **details** of the permit drawings and/or related materials.

The project or projects taken to the review will depend on the candidate’s individual professional experience. It is suggested that candidates choose projects quite familiar to them, and those with which they had direct involvement over several project phases. Ideally, at least one project will have recently had substantial performance declared and obtained an occupancy permit, with the candidate having participated in the administration of the construction contract including site periodic reviews.

The panel has specific content that must be covered. If the project does not lend itself to a required topic, then the panel may create a hypothetical scenario. If the candidate has not performed a specific task or has not had direct experience in an area of practice on the project presented, then the candidate will be expected to understand that area of practice either conceptually, or from experience gained on another project.

From a building code perspective, the candidate should be familiar with fire and life safety requirements and barrier-free design. From a technical point of view the candidate should be aware of building assemblies and components, as well as envelope concepts and details. From a project delivery point of view, the processes followed to deliver the project, the Authority Having Jurisdiction involved, the contracts used for the project, the consultants used for the project and their roles are expected to be covered in the Oral Review.

7.0 The Oral Review

Candidates will be asked questions in all five (5) subject areas listed on the Reviewers Worksheet side of the Oral Review Summary Sheet, used by the Oral Review panelists to score candidates. This worksheet is provided at the end of this information document.

Candidates may answer some questions incorrectly, or not know some answers. This is acceptable provided they can indicate how they would deal with a situation when the answer is unknown, i.e. who to go to, or where to look it up. Candidates are expected, however, to understand enough of the practice of architecture to be considered competent to enter the profession.

8.0 Results and Recommendations

The candidate's score will fall into one of two (2) result classes:

Class A: A minimum score of 6.0 (out of 10.0) in each subject area: No further Oral Review is required.

Class B: Other than 'A', above: Requires a return Oral Review.

Once a final score has been determined, the panel may make recommendations. Regardless of whether a candidate must return for an Oral Review or not, the panel will discuss with the candidate any weak areas in their performance and provide any recommendations it believes will assist the candidate in improving in those areas. Any verbal feedback the candidate receives at the Oral Review is preliminary, and for the candidate's immediate benefit.

The recommendations made by the Oral Review panel will be placed in the candidate's file.

Recommendations of additional work experience or courses will be made for the benefit and future success of the candidate; however, it will remain the candidate's choice whether to act on the recommendations, except as noted above for BEA candidates or formerly registered members applying for reinstatement. The Oral Review panel may also make mandatory requirements to be completed by the candidate prior to applying for a return Oral Review. These are not voluntary and must be completed to the satisfaction of the Registration Board.

The results of the Oral Review will be submitted to the Registration Board at its next meeting for review and recommendation to Council for approval. Council will then ratify the results at its next meeting, at which time the results will become official and formally communicated to the candidate in writing. This process can take up to six weeks from the date of the Oral Review.

9.0 Material to Review in Preparation for the Oral Review

The following materials are suggested to candidates to assist with preparation for the Oral Review, and professional architectural practice. Many of the documents listed govern the regulation of the profession of architecture in the province and provide legal authority. Candidates must have sufficient knowledge of these laws and regulations in B.C. to be considered for registration as an Architect AIBC.

Architects Act, Bylaws, Code of Conduct

- British Columbia *Architects Act*
- AIBC Bylaws
- AIBC Code of Ethics and Professional Conduct
- AIBC Council Rules
- AIBC Bulletins

- PD course: Ethics, Act and Bylaws

Contracts, Agreements, Office Management

- PD course: Management of the Project
- PD course: Law and the Architect
- PD course: Blueprint for Business
- AIBC Tariff of Fees for Architectural Services
- AIBC Standard Form of Contract 6C Between Client and Consultant

Design, Documentation, Codes, Building Regulations

- PD course: BC Building Code I or BC Building Code II
- PD course: Building Envelope Principles
- B.C. Building Code, current edition
- Guide to the Letters of Assurance in the B.C. Building Code
- AIBC Practice Notes
- ACECBC APEGBC AIBC Guidelines on Intellectual Property

Construction & Contract Administration

- PD course: Construction Administration
- CCDC Contracts and Guides
- British Columbia *Builder's Lien Act*

Current Issues and Additional General Resources:

- AIBC website aibc.ca
- AIBC newsletter Connected
- AIBC Regulatory Review
- AIBC Professional Conduct / Disciplinary Decisions (a.k.a. “Green Sheets”)
- Professional Development offerings by AIBC and external providers



Oral Review Summary Sheet

Candidate Name: _____

Reviewer Name: _____

Reviewer Name: _____

Reviewer Name: _____

Oral Review Date: _____

Subject Area	Rating* x	Weight	= Score
Architects Act and Bylaws, Code of Ethics		20%	
Contracts, Agreements, Office Management		20%	
Design, Documentation, Codes and Bylaws		30%	
Construction Contract Administration		20%	
Current Local, National, International Issues		10%	
Recommendation/Comments: <i>Additional Work Experience:</i> _____ <i>Course(s):</i> _____ <i>Return Review:</i> _____			FINAL SCORE

* The rating of each subject area is on a scale of 1 to 10, with 1 being the lowest rating and 10 being the highest. A minimum pass rate of 6 in each subject area is required, plus an overall score of at least 6.

Candidates are required to demonstrate professional judgement and a comprehensive understanding of the roles and responsibilities of an architect practicing in British Columbia today.

Final Score Explanations

Class A: A minimum pass rate of 6.0 in each subject area is achieved. No further Oral Review is required.

Class B: Less than 6.0 in one or more subject areas. Requires a return Oral Review.

Reviewers Worksheet (A check box does not represent a “point”, but that the topic has been covered)

Architects Act and Bylaws, Code of Conduct

- general purpose of Act and Bylaws
- Ethics and Code of Conduct
- control of the profession
- responsibilities to society
- responsibilities to the profession
- responsibilities to the client

Notes:

Score:

Contracts, Agreements, Office Management

- client / architect contractual relationship
- architect / consultant contractual relationship
- employee contracts
- establishing fees for services
- professional liability insurance
- office procedures and management
- invoicing
- incorporation
- public relations, promotion

Design, Documentation, Codes and Bylaws

- site analysis, soils report and legal survey
- programming and planning
- building code requirements
- municipal regulations, design panels
- construction cost estimating
- document coordination
- production of drawings and specifications
- roles of consultants
- bidding procedures, bonds, insurance

Construction & Contract Administration

- types of construction contracts
- project administration; office and site
- letters of assurance
- shop drawings
- change orders, certificates of payment
- claims, deficiencies
- substantial performance
- lien legislation
- disputes, arbitrations
- sustainable building practices

Current Issues and General Notes

- _____
- _____
- _____
- _____
