



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Appendix **B**

AIBC Specific Requirements
Internship in Architecture Program Manual

Updated May 2024

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1.0 Introduction

Appendix B to the Internship in Architecture Program (IAP) Manual sets out the specific requirements and guidelines for Intern Architects AIBC and Student Affiliates enrolled with the AIBC and must be reviewed in conjunction with the IAP Manual.

The intent of enrolling with the AIBC as an Intern Architect is to complete the Internship in Architecture Program (IAP) and become a registered architect. Intern Architects are encouraged to complete the registration process in a timely manner. The majority of architects who become registered through the internship pathway complete their requirements within five years or less (based on registration data from 2016 to present).

Definitions

Intern Architect

An Intern Architect is an individual who has completed a professional degree program in architecture, or the RAIC Syllabus Diploma in Architecture program, obtained a certificate (or recognized equivalent) from the Canadian Architectural Certification Board (CACB), and registered with a Canadian provincial and/or territorial body that regulates the profession of architecture in that jurisdiction (collectively, Regulatory Organizations of Architecture in Canada or ROAC) .

An Intern Architect has a Supervising Architect (if employed) and a Mentor, and records architectural experience using the Canadian Experience Record Book (CERB) form as part of the transition from a graduate of a professional degree program to a registered architect.

Intern Architect AIBC

Intern Architects are permitted to use the designation of “Intern Architect AIBC” after being admitted to the AIBC Register, following approval by the Credentials Committee.

Recognized Student

A student who is enrolled in a CACB accredited architectural program of study in Canada and who has completed 60 credit hours with that accredited program that satisfies the Student Performance Criteria consistent with the applicable Conditions and Terms for Accreditation published by the CACB. Recognized Students can log up to 760 pre-graduation hours towards the IAP. They must enrol as Student Affiliates with the AIBC to start submitting hours.

Student Affiliate

Consists of Recognized Students, students enrolled in the RAIC Syllabus Diploma in Architecture program, and architectural technologist students. For the purposes of the IAP, Recognized Students and RAIC Syllabus students enrolled in Part III of their program can submit hours for review and approval towards the IAP.

A Student Affiliate is not entitled to vote, be listed on the AIBC register, or have any rights to designations or titles in relation to the AIBC.

Supervising Architect

The architect within the architectural practice or place of employment who personally supervises and directs the Intern Architect (IAP Manual, Section 1.2.). Refer to the AIBC's [Supervising Architect and Mentor Guidelines](#) for details.

Supervising Architect Recognized by the AIBC Board

The architect who provided supervision to Intern Architects AIBC or applicants to the IAP within the architectural practice or place of employment under sections 4.3, 4.4, 4.5, 4.6 and 4.7 of this Appendix B, IAP Manual. The architect may be registered in another jurisdiction (local and international) that has an active mutual recognition agreement with Canada. The Supervising Architect must be pre-approved by the AIBC for architectural experience gained under observation or parallel documents, (Appendix B, IAP Manual, subsection 4.3).

Mentor

An architect or retired architect not employed at the Intern Architect's place of employment and who acts as an independent guide or advocate for the Intern Architect. A Mentor of a Student Affiliate may be an academic instructor, a program of study advisor, or a person providing guidance about the IAP to the Student Affiliate. Intern Architects are required to have mentors, but this is not mandatory for Recognized Students. Refer to the [Supervising Architect and Mentor Guidelines](#) for details.

Experience Review Advisory Group

The Advisory Group assists the AIBC in ensuring that the work experience component of IAP is being administered effectively, consistently, and fairly. The Advisory Group reviews and approves work experience of Intern Architects and Student Affiliates in accordance with the requirements of the IAP Manual and Appendix B to the IAP Manual. The Advisory Group reports to the Credentials Committee. For the Advisory Group's Terms of Reference, [refer to the AIBC website](#).

Credentials Committee

The Credentials Committee is a statutory Committee under the *Professional Governance Act* (PGA). The PGA defines AIBC's mandate and governing authority and sets standard requirements for key elements of professional governance.

The Committee receives, reviews, grants, and/or rejects applications from Individual and Firm Registrants for enrolment, admissions, or reinstatement. For the Committee's Terms of Reference, [refer to the AIBC website](#).

2.0 Local Knowledge and Currency of Experience

(IAP Manual, Section 2.2)

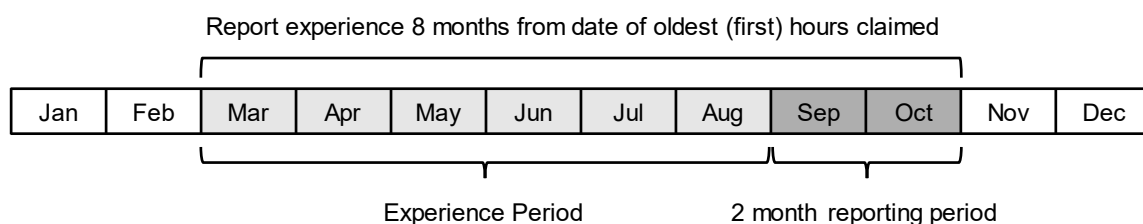
The AIBC requires Intern Architects AIBC to demonstrate knowledge of local conditions of practice and currency of experience as a requirement for registration. Intern Architects AIBC completing the following will meet this requirement:

- a) A minimum of 940 hours (approximately six months) of experience in British Columbia under the personal supervision and direction of an Architect AIBC. This experience must be gained on projects located in British Columbia and must be completed under categories A, B or C of the CERB within the three years prior to the date upon which application for registration as an architect is made; or
- b) The Intern Architect AIBC can demonstrate local knowledge and current experience acceptable to the Experience Review Advisory Group; and
- c) Successful completion of an Oral Examination as set out by the AIBC Credentials Committee.

3.0 Experience Submission Requirements

(IAP Manual – Part 3)

When working full-time, architectural experience must be reported no later than eight months from the date of first (i.e. oldest) hours being claimed (approximately 900–1000 hours). In other words, the Intern Architect AIBC has two months from the date of last entry (defined as the last hour claimed on that report) to submit a report. If working part-time, the deadline is extended such that architectural experience must be reported no later than 12 months from the date of first (i.e. oldest) hours being claimed. To be eligible for claiming part-time work, all of the work being claimed must have been gained as a part-time employee.



Late submission may result in consequences, including late fees or loss of credit for the experience gained.

If Intern Architects AIBC fail to report their architectural experience within the deadline, they may report up until:

- 12 months from the date of the first hours being claimed when working full time; or
- 18 months from the date of the first hours being claimed when working part-time.

In such circumstances, a fee will be applied and the Intern Architect AIBC will be required to supply additional evidence to support their claim. See [Schedule B: Fees, found in the AIBC Bylaws.](#)

The additional evidence to support a claim will include such things as submission of diary entries recorded/dated at the time of the work claimed, time cards or billing/time tracking details, and/or other testamentary documents signed by the Intern Architect AIBC and the Supervising Architects at the time. In all cases, the regulator must be assured of sufficient recall and recording of the architectural experience. An interview may also be required.

Unless exceptional circumstances apply which made the Intern Architect AIBC unable to report architectural experience hours, no architectural experience will be accepted unless reported as outlined above.

Acceptance of any architectural experience claimed, regardless of the circumstances of reporting, is at the sole discretion of the regulator.

4.0 Experience Clarifications

(IAP Manual, Section 1.4, 2.2 and 2.3)

4.1 Multiple, Concurrent or Part-time Employment

The AIBC accepts architectural experience gained whether the Intern Architect AIBC is working full or part-time or working in more than one employment situation, provided:

- a) The place(s) of employment must be a recognized architectural firm by the AIBC;
- b) the Intern Architect AIBC must be supervised by a Supervising Architect; and
- c) the architectural experience must be signed off by the Supervising Architect and the Mentor.

In the case of discontinued employment, where employment at one location ends, the Intern Architect AIBC must report architectural experience gained at that location within two months of the date when the employment ended at that location.

4.2 Experience Gained “In-House”

Architectural employment obtained “in-house” may be acceptable if gained in the employ of a government agency, crown corporation, institution, bank, engineering office, developer or corporation having a department or office that deals primarily with architectural design and construction as an ‘owner’ and is certified by a Supervising Architect who is employed in the same entity and who personally supervised and directed the architectural experience. This architectural experience must be gained in Canada.

The experience must be gained:

- a) Under the personal supervision and direction of an architect registered in Canada;
- b) On buildings owned by the entity; and
- c) Not as a service for other entities.

All in-house employment situations must be submitted in writing for pre-approval by the AIBC. If, at any point during the course of a project, the project is transferred or assigned to an outside architectural entity, all work from that point onward is no longer eligible for credit. When in-house experience is submitted for review, the AIBC must receive confirmation from the employer, through the Supervising Architect, that the experience was gained in house while performing the services under the recorded category items.

Refer to [Proposal – Experience Gained “In-House”](#).

4.3 Observer or Parallel Documents

Experience gained as an observer or by completing parallel documents may be granted under exceptional circumstances. Pre-approval is required to establish if the experience hours will be accepted. The Supervising Architect must be also pre-approved by the AIBC. The Intern Architect AIBC shall submit a request for approval to the Experience Review Advisory Group and include the following in the submission:

- a) An overview of the work experience/project;
- b) The architectural experience categories for which experience will be gained as an observer or for which parallel documents will be completed;
- c) An outline of how specific activities will be acquired by completion of the proposed experience gained as an observer or by completing parallel documents gained under the IAP Manual;
- d) The hours that will be gained for each experience category and activity; and
- e) The architect providing supervision.

Refer to [Proposal – Observer or Parallel Documents Form](#).

4.4 Experience Gained in British Columbia while Enrolled in an AIBC Program Leading to Registration as an Architect

Applicants who are not Intern Architects but enrolled in a registration program with the AIBC, for example Broadly Experienced Applicant program (BEA), may seek recognition for some of their architectural experience to count towards the IAP. Total hours considered under this category will not exceed one reporting period. The architectural experience must be obtained while working on a B.C project under supervision of an Architect AIBC.

4.5 Experience Gained from a Country that has Mutual Recognition Agreement (MRA) with Canada

Applicants transferring from MRA countries may submit their architectural experience by using the CERB forms. The AIBC will review and may recognize such architectural experience provided:

- a) The person was an Intern Architect or its equivalent in this MRA country while gaining architectural experience;
- b) The architectural experience was gained post-graduation;
- c) The experience was gained while the MRA was in force;

- d) The work was done under the supervision of, and was signed off by a Supervising Architect recognized by the AIBC Board; and
- e) The work was also signed off by the Mentor or an equivalent individual providing quality assurance in the process.

The following countries currently have MRAs enacted with Canada. For an updated list of MRA agreements, refer to the [registration section](#) of the AIBC website:

- United States – most states are signatories
- Mexico
- Australia
- New Zealand

4.6 Experience Gained Outside Canada While an Intern Architect

There are situations in which an Intern Architect AIBC gains architectural experience internationally. The AIBC will review and may recognize such architectural experience provided:

- a) The person was an Intern Architect AIBC (or an Intern Architect in Canada) while gaining the architectural experience;
- b) The architectural experience was logged in the CERB;
- c) The work was done under the supervision of, and is signed off by, the Supervising Architect or Supervising Architect recognized by the AIBC Board and
- d) The work was also signed off by the Mentor.

4.7 Experience Gained Outside Canada While Not an Intern Architect

The AIBC recognizes that some applicants for the IAP may have been registered as foreign architects before immigrating to Canada and seeking registration in British Columbia. Such applicants may seek recognition for some of their post-registration architectural experience gained abroad. The AIBC will consider these applications on a case-by-case basis but will be limited in its ability to verify any hours for recognition. Applicants eligible for the **Broadly Experienced Foreign Architect (BEFA)** program are highly encouraged to complete that program as a registration pathway. Please refer to the [Canadian Architectural Certification Board \(CACB\) website](#).

4.8 Interviews with the Experience Review Advisory Group May Be Required

The Advisory Group may require that Intern Architects AIBC submitting architectural experience for recognition under 4.1 to 4.7 attend an interview and/or submit additional documents in support of architectural experience submitted.

The Advisory Group has discretion to limit the number of hours approved under sections 4.2 to 4.7 and will consider the total hours submitted to assess whether the Intern Architect AIBC has direct and well-rounded experience consistent with the IAP Manual. Review of hours under sections 4.2 to 4.7 will be carried out once individuals are registered as Intern Architects AIBC.

4.9 Occupancy Types

The AIBC requires that Intern Architects AIBC gain experience across a range of building types, occupancies and complexities. It is recognized that this may not always be possible; however, when Intern Architects AIBC appear before an Oral Examination panel, they must be able to demonstrate knowledge about practice requirements and professional considerations/obligations that would be engaged from simple to more complex buildings and projects.

4.10 Transfer From/To Other Jurisdictions (IAP Manual, Section 1.8)

Intern Architects transferring from another ROAC jurisdiction (the “exiting jurisdiction”) must have all documentation signed off prior to leaving the exiting jurisdiction and must submit the relevant application forms available through the AIBC website. Intern Architects will usually not lose any period of previously accepted architectural experience. They will need to request a copy of their CERBs, Periodic Assessment forms and ExAC results to be sent from the exiting jurisdiction directly to the AIBC.

Intern Architects AIBC transferring to another jurisdiction must submit (via e-mail) a request to the AIBC’s Registration & Licensing Department to send a copy of the Intern Architect’s CERBs, Periodic Assessment forms and exam results directly to the receiving jurisdiction. This request should be made before resigning from the AIBC.

5.0 Student Affiliates (IAP Manual, Section 1.5 and 1.6)

Student Affiliates of the AIBC (Recognized Students) enrolled in a CACB accredited architectural program of study in Canada and while completing the final two years of that program may apply to have up to 760 experience hours recognized under the IAP program. Any experience gained prior to entering the final two years of a CACB accredited Master’s Program or while on leave from the Program will not be eligible for consideration. Determination of eligibility will be subject to confirmation by the authorized university or accredited architectural program representative.

Students of the RAIC Syllabus Diploma in Architecture program who have completed Parts I and II and are enrolled in Part III may submit hours for recognition under the IAP and such hours may exceed 760.

5.1 Logging Experience Hours

To begin the process of logging architectural experience, the Student Affiliate must:

- 1) Be enrolled as a Student Affiliate with the AIBC;

- 2) Be actively enrolled in either a CACB accredited architectural program of study or the RAIC Syllabus Diploma in Architecture program while the experience is being gained;
 - Those enrolled in a CACB accredited architectural program must submit proof acceptable to the AIBC of having completed 60 credit hours (e.g. a letter from the academic institution confirming completion).
 - Those enrolled in the RAIC Syllabus Diploma in Architecture program must submit proof that they are enrolled in Part III of this program (e.g. transcript).
- 3) For RAIC Syllabus students, obtain a Mentor and submit a confirmation letter signed by the Mentor; for all other students a Mentor is encouraged but not required;
- 4) Submit experience gained under the employment and supervision of an architect; and
- 5) Submit their CERB to the AIBC as per the experience submission requirements.
 - Student Affiliates enrolled in a CACB accredited architectural program of study in Canada should submit architectural experience at the end of each work term.
 - RAIC Syllabus students should submit consistent with the Intern Architect submission requirements.
 - Any late submission may be subject to a late fee

After successful completion of their programs, graduates must:

- 1) Obtain certification of their education through the CACB;
- 2) Enroll in the AIBC's Internship in Architecture Program;
- 3) Complete the architectural experience requirements per the IAP Manual; and
- 4) Complete the AIBC-specific requirements per the Appendix B to the IAP Manual.
 - a) Attend the required AIBC professional development courses (refer to section 8.0). RAIC Syllabus students may take these courses after enrollment in Part III of the Syllabus program to be credited to the student's IAP requirements if still valid at the time of registration. Course completion date cannot be more than three years prior to the time of application for registration to ensure currency in knowledge.
 - b) Successfully complete the required examinations required by the AIBC after 2,800 hours of architectural experience per the IAP Manual has been approved and required professional development courses have been completed (PD courses are required prior to sitting the Oral Examination; refer to section 7.0.).
 - c) Submit a minimum of 940 hours of architectural experience while an Intern Architect with the AIBC and within three years prior to the date of application for registration as an architect (refer to section 2.0). Total number of hours, including the 940 hours, must be at least 3,720 per the IAP Manual.

6.0 Post-graduation, Pre-Internship Architectural Experience

At the discretion of the Experience Review Advisory Group, pre-internship hours may be recognized if applicants completed their education and have applied to the CACB for academic certification and such certification was delayed as confirmed by CACB. The applicant must provide confirmation from the CACB that the application for certification was delayed beyond the anticipated processing time.

Only those hours gained from the time the application was submitted up until the CACB certification was issued will be considered up to a maximum of one reporting period (up to 1,000 hours). In such circumstances the architectural experience shall be reported no later than 12 months from the date of first (i.e. oldest) hours being claimed.

Hours must be gained under the supervision of an Architect AIBC or an architect recognized by the AIBC Board. It is encouraged, but not required, that such hours be gained under the guidance of a Mentor.

Approved hours may be recorded in any of the architectural experience categories and will count towards IAP hours.

7.0 Exams

(IAP Manual, Section 1.1)

Examination for Architects in Canada (ExAC)

The AIBC requires Intern Architects to successfully complete the Examination for Architects in Canada (ExAC) for first registration in British Columbia. One of the eligibility criteria to register for ExAC requires that the candidate must be registered as an Intern Architect with her/his licensing authority and have at least 2,800 approved IAP hours. Student Affiliates are not eligible to register for the ExAC.

Oral Examination Requirements

Intern Architects AIBC are required to undertake an Oral Examination at or near the end of their internship, prior to applying for registration. To be eligible to register for the Oral Examination, an individual must:

- Have Intern Architect status with the AIBC;
- Provide evidence of acceptance by the AIBC of completion of at least 85 percent (3,160 hours) of the total IAP hours in each experience category, Category A: Design and Construction Documents; Category B: Construction Administration and Category C: Management, as logged in the CERB handbook;
- Provide evidence of completing the mandatory AIBC professional development courses; and
- Pay the prescribed fees (refer to [Schedule B: Fees, found in the AIBC Bylaws](#)).

8.0 Professional Development Courses

Intern Architects AIBC are required to complete four courses:

- Architects & the Law
- BC Building Code
- Construction Administration
- Professional Practice Standards & Ethics

The Credentials Committee has approved equivalent courses, which may be completed in lieu of the AIBC courses noted above. Please refer to the [Professional Development section](#) of the AIBC website for a list of equivalent courses.

All Intern Architects AIBC applying for registration from 2021 onwards must have completed the four required courses.

9.0 Registration as an Architect in British Columbia

Intern Architects AIBC who have completed all the requirements for registration as an architect may apply for registration with the AIBC. The relevant forms and instructions are available on the [AIBC website](#).

Registration as an architect does not, by itself, allow a person to practise architecture in B.C. An architect must also have a Certificate of Practice (renewed annually) or practise at a firm holding a valid Certificate of Practice.

In summary, the requirements for Intern Architects AIBC under the IAP Manual and Appendix B to the IAP Manual are listed below and must all be completed prior to applying for registration as an Architect AIBC.

- Experience – minimum 3,720 hours with 940 of these hours meeting the local and currency requirements
- Examination
 - ExAC
 - Oral Examination
- Four Mandatory Professional Development Courses

Amendment History

- May 2024: Terminology changes for consistency with the PGA and AIBC Bylaws, clarification around updates on pre-graduation hour eligibility, and deletion of the transition table highlighting changes from 3rd to fourth edition of the IAP Manual.
- May 2022: Changes relating to experience eligibility requirements for the Oral Examination and renaming the Oral Review to Oral Examination. Sunsetting acceptance of the Architect Registration Examination (ARE) results.
- November 2020: Substantive changes relating to the updated IAP Manual, fourth edition, including allowing recognized students to log pre-graduation hours, reduced number of AIBC mandatory courses.
- October 2018: Changes relating to intern courses and local knowledge and currency requirements. v
- December 2012: Substantive changes relating to change from experience requirement of 5600 hours to 3720 hours.