



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Project Record Form

Broadly Experienced Applicant (BEA) Program

To successfully complete the Broadly Experienced Applicant (BEA) program, applicants must demonstrate that they meet the [Canadian Standard of Competency for Architects](#). The purpose of this form is to verify your experience working on architectural projects.

Instructions

- Review your portfolio and select 2–5 projects that best demonstrate your architectural experience. The forms when combined should demonstrate your experience in all 12 categories of the Competency Standard. At least one project must be a Part 3 project. If possible, use projects for which you have supporting documents that can be used as part of your written submission.
- Complete one copy of this form for each project.
- After completing the form, have it signed by the Architect that provided Direct Supervision on the project. “Direct Supervision” is defined in the [AIBC Bylaws](#) as “supervision by an Architect of the Regulated Practice by a non-Architect”. **Note:** You cannot have the same Supervising Architect sign all forms. There must be at least two different Supervising Architects.

Applicant Information

Full Legal Name: _____

Project Data

Firm Name: _____

Project Name: _____

Name of Supervising Architect: _____

Location: _____

Construction Type: _____

Value: \$ _____

Project Type (Code Occupancy Classification): _____

Project Time Frame: _____ to _____

Dates of Applicant’s Involvement in the Project:

_____ to _____

Applicant's Role in the Project

Check the appropriate box for your primary role in that competency area for the project.

Refer to the [Canadian Competencies for Architecture - Category Descriptors](#) document for a description of each category and its associated sample activities.

Applicant Role Definitions

Observer: Defined as experience gained by careful observation of procedures carried out by others.

Participant: Defined as experience gained as a team member working under the instruction or supervision of an Architect.

Task Leader: Defined as experience gained as a task leader/lead working in this area.

Competency Category	Observer	Participant	Task Leader
1. Programming			
2. Site and Environmental Analysis			
3. Schematic Design			
4. Engineering Systems Integration			
5. Building Cost Analysis			
6. Code Research			
7. Design Development			
8. Construction Documents			
9. Procurement and Contract Award			
10. Construction Phase			
11. Management of the Project			
12. Professionalism and Professional Practice			

Name of Supervising Architect: _____ Licence Number: _____

Signature of Supervising Architect: _____ Date: _____

COLLECTION NOTICE

The information on this form is collected under the authority of AIBC Bylaws under the Professional Governance Act, S.B.C. 2018, c. 47. The information will be used to process your application and update the AIBC's records on the status of its applicants and Registrants. If you have questions about the collection and use of this information, please contact the AIBC's Registration & Licensing department by phone at 604.683.8588 or by email at registration@aibc.ca. As a public body under the provisions of the Freedom of Information and Protection of Privacy Act, the AIBC provides security and confidentiality of your personal information.