RAIC SYLLABUS

Architectural Experience Manual

May 07, 2019

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Canadian Architectural Licensing Authorities (CALA) Internship In Architecture Program (IAP)
Third Edition, January 2012

Revisions History

Issued Date	Review Date	Approved Date	Approved By
2013	May 7, 2019	May 7, 2019	Brynne Campbell

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1 Background

1.1 The RAIC Syllabus

In 1978 the Royal Architectural Institute of Canada (RAIC) established the RAIC Syllabus, a high quality, unique program that enable persons already working in the architectural profession to proceed via an alternate, interactive and stimulating course of study to registration / licensure as an Architect. The Syllabus was developed for those who, for a diverse range of reasons, choose not to pursue professional architectural studies in a traditional university-based School of Architecture.

The RAIC Syllabus offers an accessible alternate path to architectural registration / licensure with a program that connects the RAIC Syllabus-managed design studio curriculum and supervised professional experience in an architectural office to online academic studies in Theory, History, Technology and Professional Practice. By formally integrating work and study, the RAIC Syllabus develops the combination of the design studio and the workplace as the Student's primary learning environment – an active forum for both face-to-face and online dialogue with colleagues, advisors, fellow Students and instructors in a work-study context that is stimulating, supportive and professionally current.

The mission of the RAIC Syllabus is to provide an alternate path to architectural registration / licensure with a flexible, self-paced program that combines academic studies with traditional design education and practical architectural experience.

1.2 Professional Relationships

The RAIC Syllabus has cooperative relationships with various organizations, including:

- **RAIC** (Royal Architectural Institute of Canada) manages the RAIC Syllabus and issues the RAIC Syllabus Professional Diploma in Architecture to graduates during the annual Architecture Canada / RAIC Festival of Architecture College of Fellowes Convocation Ceremony
- **CACB** (Canadian Architectural Certification Board) accredits Canadian Schools of Architecture and individually certifies the academic credentials of RAIC Syllabus graduates
- **CALA** (Canadian Architectural Licensing Authorities) issues the Canadian Experience Record Book (CERB) to RAIC Syllabus Students who are registered as Student Associates in a CALA jurisdiction.

1.3 Becoming an Architect in Canada

Architecture, as a profession, is both rewarding and demanding. To take the building of space and form beyond utilitarian construction into the realm of artistic, social and environmental consciousness, comprehensive knowledge and skills are required in such areas as humanities, technology, design and management.

To practise as an Architect in Canada, a person must be a registered / licensed member of an Association of Architects in one of the CALA jurisdictions. Applicants for Provincial / Territorial registration / licensure must first obtain certification of their academic qualifications from the CACB. The RAIC Syllabus curriculum has been prepared to comply with the Canadian Education Standard (CES), the educational criteria adopted by the CACB as its standard for the certification of academic credentials.

Registration / licensure as an Architect only follows RAIC Syllabus Professional Diploma in Architecture graduation, completion of all CERB requirements, successful completion of the required registration / licensing examinations, and any other oral or written examination requirements of the specific CALA jurisdiction.

1.4 RAIC Syllabus Architectural Experience

*Extensive practical experience under the direction of a practising Architect in Canada is a **mandatory** component of the RAIC Syllabus.*

Application in the "real world" of theory, learned through academic study and design studio courses, is an integral part of the "apprenticeship route" of becoming an Architect. RAIC Syllabus Professional Diploma in Architecture Students are required to seek and obtain architectural experience in a variety of specific architectural office situations to demonstrate

and document the acquisition and application of knowledge obtained throughout their participation in the program as follows:

Part 1 - Foundation
- Architectural experience is recommended, but is not required.

Part 2 – Intermediate
- Register as a Student Associate of a CALA jurisdiction
- Architectural experience under the direct supervision of a practising Canadian registered / licensed Architect for **2800 hours** (minimum average 20 hours/week)
- Architectural experience to be recorded in the Canadian Experience Record Book (CERB).

Part 3 – Senior
- Register as a Student Associate of a CALA jurisdiction
- Architectural experience under the direct supervision of a practising Canadian registered / licensed Architect for **7000 hours** (minimum average 20 hours/week)
- Architectural experience to be recorded in the Canadian Experience Record Book (CERB).

1.5   RAIC Syllabus Learning Methodology

Simultaneous learning, the acquisition of theoretical knowledge and concurrent application of that knowledge, is a critical element of the RAIC Syllabus. In contrast to the *sequential* mode of traditional (non co-op) University programs where students acquire theoretical knowledge within a school setting and apply that knowledge following graduation during the Internship In Architecture Program (IAP), RAIC Syllabus Students (Students) typically exceed IAP architectural experience hour requirements prior to completion of the program of studies. It should be noted, however, that some CALA jurisdictions, through legislation, bylaws and regulations may require additional architectural experience following completion of the RAIC Syllabus. The amount of time required varies among the jurisdictions and **must** be verified by the Student.

Regardless of individual CALA jurisdiction requirements, the RAIC Syllabus requires the demonstrated application of knowledge within the architectural workplace as an integral part of the learning process. This element has been pivotal since the inception of the program and builds upon the traditional "master architect-apprentice" model of learning.

As a program "owned" and managed by the profession, the RAIC Syllabus involves members of the profession in the evolution of the academic, design studio and architectural experience components. Practicing Architects thus contribute to the quality of the profession in the present and future.

2   The Process

2.1   Mandatory Architectural Experience

Students are advised that meeting the architectural experience requirements is __mandatory__ to remain a student of the RAIC Syllabus Professional Diploma in Architecture.

The objectives of the RAIC Syllabus are:

- To define and document areas of architectural practice in which professional knowledge and skills must be gained in a structured, supervised and mentored environment
- To provide a uniform system for documentation and regular assessment of architectural experience
- To provide feedback and guidance to the Student
- To involve registered / licensed Architects in the development and training of Students.

3 Getting Started

3.1 Supervising Architect, Mentor and the RAIC Syllabus Registrar

The architectural profession has a responsibility to help Students prepare themselves for registration / licensure and architectural practice. One of the ways this is fulfilled is through the roles expected of the Supervising Architect and Mentor.

3.2 Role of Supervising Architect

The Supervising Architect plays a crucial role in the Student's development, not only by providing encouragement, direction and constructive advice, but also by facilitating the transition between architectural education and practice and providing the practical architectural experience required for registration / licensure.

The Supervising Architect is the Architect **within** the architectural practice or eligible architectural employment situation who personally supervises and directs the Student on an ongoing basis. This Architect must be registered / licensed in the CALA jurisdiction in which the Student is gaining the architectural experience. They must be able and prepared to assess the quality of work performed and regularly certify the Student's experience prior to submission of each section of the CERB to the RAIC Syllabus Registrar and to the CALA jurisdiction according to its protocol.

The Student ~ Supervising Architect relationship personifies the architectural profession's historic apprenticeship process. (Refer to Appendix 1)

3.3 Role of Mentor

The selection of a Mentor is **mandatory** and is integral to the Syllabus process, and <u>may</u> be required by your CALA jurisdiction.

The Mentor is an Architect or retired Architect, **not** employed at the Student's place of employment, who acts as an independent guide / advocate. The Student meets the Mentor at least three times a year for regular reviews of experience progress, discussion of career objectives and broader issues related to the profession.

The Mentor **must** meet with the Student prior to the submission of each section of the CERB, when the Student has accumulated / recorded **900 – 1000 hours** of architectural experience, and at each change of employment. More frequent contact with the Mentor will offer more meaningful opportunities for the Mentor to assist the Student and exert a positive influence on their development as an Architect. (Refer to Appendix 2)

3.4 Selecting a Mentor

Students should select a Mentor who is willing to commit to their professional growth.

The Student may select a Mentor by asking the following for a recommendation:

- A personal acquaintance
- An employer, previous employer, or another Student
- The RAIC Syllabus Registrar
- The CALA jurisdiction.

3.5 Changing a Mentor

A Mentor should be maintained throughout the Student's architectural experience; however there may be a need to change and select a new Mentor. If there is a change the following procedures apply:

- Identify a new Mentor to the Syllabus Registrar and the CALA jurisdiction
- Have the new Mentor provide a Letter of Confirmation (Refer to Appendix 6) to the Syllabus Registrar and the CALA jurisdiction.

3.6   Role of RAIC Syllabus Registrar (Registrar)

The Registrar plays an important role in the process by providing Syllabus requirements, by guiding Students through each step of the process, and by reviewing, commenting and certifying the architectural experience. The Registrar:

- Admits qualified individuals to RAIC Syllabus Diploma Student status
- Reviews the CERB every 900-1000 hours for acceptance and provides Students with written comments and constructive advice
- Recommends to the Syllabus Director and RAIC Board issuance of the RAICS Professional Diploma in Architecture upon successful completion of the program.

Note: The <u>Student</u> is responsible for being informed of all RAIC Syllabus and CALA requirements.

3.7   Changing Employment

During the Student's architectural experience, personal circumstances or external factors can result in changes in employment. The Student must notify the Registrar and the CALA jurisdiction if there is a change of employment. The following procedures generally applies to the Student who:

- Informs the Registrar and CALA jurisdiction of new place of employment
- Identifies new Supervising Architect
- Has the new Supervising Architect provide a Letter of Confirmation to the Registrar and CALA jurisdiction
- Completes the section of the CERB to be certified by the previous Supervising Architect and submits to the Registrar and CALA jurisdiction
- Begins a new CERB section with the new place of employment.

3.8   Multiple, Concurrent or Part-time Employment

If employed on a part-time basis by more than one employer during the same period, the Student will be considered an employee in each of these circumstances and will be required to complete a separate CERB section for each employment situation.

3.9   Enrolment in the Internship In Architecture Program

It **may** be possible to enroll in the Internship In Architecture Program (IAP) after enrolling in Part 2 of the RAIC Syllabus.

To determine whether the CALA jurisdiction allows for recording architectural experience while enrolled as a Student and the terms and conditions for recording such experience **contact the CALA jurisdiction.**

For some CALA jurisdictions a minimum of 940 hours of additional architectural work experience in the jurisdiction within a specific period may be required for registration/licensure. The Student must confirm this with their CALA jurisdiction.

4   Architectural Experience Requirements

It is the responsibility of the Student, before accepting architectural employment, to ascertain that the employment will provide the required scope of architectural experience. There may be variations regarding the acceptability of experience in each CALA jurisdiction.

4.1   Documentation

The Student **must** maintain a record of architectural experience recorded in the CERB. Experience will be reviewed and evaluated by the Registrar at the end of each **900 - 1000 hours** of architectural experience or at change of employment. Each Student will be provided with a written record of review at the end of each review period.

4.2   Architectural Experience

The RAIC Syllabus requires Part 2 and Part 3 Students gain an overall minimum total of **9800 hours** of architectural experience recorded in the CERB, used to chart progress (Refer to Appendix 3). This experience **must** be gained under the personal supervision and direction of an Architect registered / licensed in the jurisdiction, approved by the Registrar, in either an architectural practice or another eligible architectural employment situation.

4.3   Fulfillment

The Student must demonstrate competence in each category, not merely document that certain amounts of time have been spent working in various areas. Upon completion of a minimum **9800 hours** of documented and accepted architectural experience **within the required categories and experience areas**, the Student will be advised in writing by the Registrar whether the architectural experience requirement has been fulfilled. (Refer to the IAP manual, Appendix A for the architectural experience area descriptions and required activities.)

Note: The Student should continue to log and submit all their experience hours worked for the entire length of the program, regardless of whether they have fulfilled the requirements.

4.4   Variety

The Student's architectural experience **must** satisfy the required hours set out under categories A, B and C of the CERB, which constitute the core areas of architectural practice. The Student's experience must include a variety of occupancies (minimum of four), project types, complexities and sizes. Non- compliance with the requirement to gain experience for a "variety of projects" will be considered by the Registrar only in exceptional circumstances.

4.5   Overtime

There is no limit to the amount of overtime architectural experience.

4.6   Observer or Parallel Documents

Students may not always be able to complete some areas of architectural experience directly, but may, for **certain activities**, participate as an observer. For example, it may be impractical in some instances for the Student to represent the office at a site meeting and subsequently write the follow-up report.

However, it may be practical for the Student to accompany the qualified person often enough to know what would be expected and prepare a follow-up report for review by the Supervising Architect. The Supervising Architect must indicate in their CERB comments where the use of parallel documents or participation as an observer has occurred. Credit for experience as an observer or by completing parallel documents **may** be granted by the Registrar only under exceptional circumstances.

4.7   Eligible Architectural Employment Situations

Architectural employment may be acceptable if it is gained and pre-approved by the Registrar:

- In the employ of an architectural practice in Canada, and certified by a registered / licensed Architect in the jurisdiction where the experience is being gained, and who is employed by the same entity that personally supervised and directed the architectural experience.

- 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 registered / licensed Architect who is employed in the same entity and who personally supervised and directed the architectural experience.

5 Canadian Experience Record Book (CERB)

(Modified to accommodate RAIC Syllabus criteria)

5.1 Purpose

The purpose of the CERB is to provide the Student with a tool to record the architectural experience, and to enable the Syllabus Registrar to verify and assess the nature and breadth of the experience. The **Student** is responsible for maintaining the record of architectural experience in the CERB. This record has several functions. For the Student it identifies areas where architectural experience is being gained and areas where deficiencies exist. The Student can also use the CERB as a tool in discussions with the Supervising Architect to ensure they are getting suitable work experience in each of the required categories. For the Supervising Architect, it is an assessment and personnel management tool which is intended to promote Student / Supervising Architect dialogue.

It is advised that the Student record their architectural experience hours on a weekly basis.

5.2 Submission for Review / Monitoring Architectural Experience

It is the **Student's** responsibility to adhere to the work experience requirements of the RAIC Syllabus. Copies of duly completed CERB sections are to be uploaded to the RAIC Syllabus Student Portal every **900-1000 hours**; originals must be submitted to your CALA jurisdiction according to the jurisdiction's protocol.

Failure to submit required CERB section(s) would give cause for the Registrar to review the Student's status and could prevent acceptance of continued registration as a Student and/or participation in design or academic courses. Based on the required experience hours, the Registrar shall monitor Student architectural experience through CERB submissions, and adjust Student status and registration requests as set out under Late Submission and Enforcement.

5.3 Late Submission and Enforcement of Architectural Experience Requirements

It is the Student's responsibility to adhere to the work experience requirements of the RAIC Syllabus. Copies of duly completed Canadian Experience Record Books (CERB) sections are to be sent by the Student to the Registrar every 900 – 1000 hours of completed work (approximately 6 months working full-time) or annually on the anniversary of their admittance into the Syllabus Program, which ever is less. Experience books are to be signed by both the Supervising Architect and the Mentor with comments added in the appropriate boxes.

Originals must be submitted to your CALA jurisdiction per the jurisdiction's protocol. If the CALA jurisdiction uses an online data entry system, Syllabus students must keep separate experience book and submit scanned copies to the Syllabus office. Provincial regulators cannot forward experience books to the Syllabus office.

Students must submit scanned copies of experience books within 8 weeks of the date of the last entry. Submission after the 8-week period will result in the charging of a late submission fee. Experience hours submitted more than 1000 hours will result in the charging of a late submission fee.

Experience hours submitted more than three years (36 months) past the date of the last entry will result in immediate student suspension. Courses may be completed in the current academic term, however grades of that course(s) will not be entered into the academic transcript until all experience hours are satisfied. Please note: The suspension of students for non compliance with experience book submission over three years (36 months) comes into effect January 1, 2018.

Late Submission Fees will be assessed. Refer to the Syllabus Fee table for late fee amount.

5.4 Back-Entering Architectural Experience

A Syllabus Student may record up to seven continuous years of Canadian architectural experience acquired <u>immediately prior</u> to becoming a Student and throughout Part I studies.

Such architectural experience must be recorded in the CERB and signed by the Canadian registered/licensed Architect under whose personal supervision and direction this experience was acquired. It is not a requirement that backlogged experience be certified by the mentor, as the mentor may have no direct knowledge of the context under which the experience was gained.

Under the above circumstance a **maximum of 4900 hours** of architectural experience can be back-entered in the CERB and applied as follows:

> Part 2 – 2450 hours
>
> Part 3 – 2450 hours

These hours **must** be submitted at the **beginning** of Part 2.

The Student will be required to complete the remaining minimum hours of architectural experience in Part 2 and Part 3 as set out in this RAIC Syllabus Architectural Experience Manual.

Registrar acceptance of any back-entered architectural experience will be subject to individual assessment by the Syllabus Review Committee (SRC).

5.5 Instructions for Completion of the Canadian Experience Record Book (CERB)

(Refer to Appendix 4)

When **900 – 1000 hours** (approximately six months) of architectural experience have been completed or at change of employment, the Student **must** submit the signed, dated and certified CERB. If the CERB is not signed by the appropriate parties, it will be returned to the Student.

The Student must sign and date each page of the CERB as indicated, and:

Have the Supervising Architect:

- Complete the Comments and Declaration portion
- Sign and date the CERB throughout as required

Have the Mentor:

- Complete the Mentor Declaration portion
- Sign and date it

In summary, the Student should do the following:

- Submit a copy of the CERB section(s) to the Registrar within **eight weeks** of the date of the last entry
- Submit the original CERB section(s) to the CALA jurisdiction as set out in jurisdiction requirements
- Retain copies of their submission

The Registrar will provide a summary or approve a summary of the total hours approved to date and make written comments or suggestions that will benefit the Student. These comments should serve to reinforce the advice already given to the Student by the Supervising Architect and Mentor.

6 Appendix 1

6.1 Role of Supervising Architect

Historically, most Architects were trained by Architect Mentors: experienced practitioners who transferred their knowledge and skills to the apprentice or "Student".

It is the Supervising Architect's responsibility to personally supervise and direct the Student on an ongoing basis, thereby providing guidance with respect to the required activities. In addition to this guidance, it may be helpful for the Supervising Architect to frequently meet with the Student to review each major stage of a project to ensure the Student a good understanding and working knowledge of all aspects of architectural experience as it proceeds.

The Supervising Architect should regularly assess the quality of the architectural experience performed and certify the Student's documentation related to this experience. Although the Supervising Architect is not responsible for documenting the Student's activities, they should have a clear understanding of RAIC Syllabus objectives and experience requirements, and be familiar with documentation procedures.

6.2 The Supervising Architect is expected to:

- Offer the Student the full range of responsibilities and opportunities afforded by the practice of architecture, to the extent that the nature of the practice allows, in order to fulfill the necessary experience requirements of the RAIC Syllabus and ultimately for registration / licensure.
- To better acquaint the Student with the duties and responsibilities of a registered / licensed
- Architect, and to meet the standards of the architectural profession in order to protect the public
- Provide a written evaluation of the Student's architectural experience and performance on a regular basis and review with the Student
- Provide detailed comments and recommendations in the Student's CERB
- Certify in the CERB the Student's architectural experience relating to employment within the practice.

The Student's architectural experience must satisfy the minimum of 9800 hours under the following categories:

> Category A – Design and Construction Documents (7375 hours)
> Category B - Construction Administration (1475 hours)
> Category C – Management (740 hours)

Additional Hours in any Category or combination of Categories (210)

Note: The **Student** should ensure that the employment situation is acceptable to the Registrar and the CALA jurisdiction before commencement of recording any architectural experience.

7 Appendix 2

7.1 Role of Mentor

Historically, most Architects were trained by Architect Mentors: experienced practitioners who transferred their knowledge and skills to the apprentice or "Student".

The intent of the relationship between the Mentor and the Student is for the Mentor to offer counsel that is **separate** from the architectural employment situation, thereby providing an independent and objective overview of the Student's training and architectural experience.

The Mentor should meet regularly with the Student to review the progress of architectural experience and to discuss career objectives and broader issues related to the profession.

7.2 The Mentor is expected to:

- Be committed to the development of the Student and act as the Student's professional advisor for the period of experience, by conducting regular meetings (minimum three times a year) with the Student to discuss experience and performance and to offer constructive feedback. Contact with the Supervising Architect, while not required, may be desirable from time to time
- Discuss issues pertaining to professional conduct and ethics with the Student
- Review the Student's architectural experience, identify any deficiencies, and recommend changes in emphasis, all of which should be in writing. These changes could possibly result in the Student changing employment to achieve certain objectives
- Advise the Student on the requirements of architectural practice
- Certify in writing to the Registrar and the CALA jurisdiction that they have met with the Student.

The Student should determine the nature of their relationship with the Mentor and direction of their architectural experience; however, the Mentor should provide counsel at all stages of this process. It is important to keep in mind that Students are often in a state of transition – moving from project to project **within one office**; or, from project to project **and, from office to office**. A mentor can provide continuity and help to keep the Student focused on the profession as a whole.

Becoming a Mentor can be mutually rewarding – it can serve as a reminder of why they chose architecture as a career. Mentoring can provide an exchange of new ideas and concerns which help both the Mentor and the Student. Involvement with future members of the profession will assist a Mentor in keeping abreast of the latest cultural and technological developments within the profession.

A Mentor should be committed to the development of the Student.

Finally, a Mentor should provide motivation, encouragement, direction and constructive comments regarding the Student's progress. A Mentor should "listen, guide and encourage".

8 Appendix 3

8.1 Architectural Experience Required Activities

Category A – Design and Construction Documents	Min. Hours Required
1 Programming	210
2 Site Analysis	210
3 Schematic Design	315
4 Engineering Systems Coordination*	315
5 Building Cost Analysis*	210
6 Code Research*	315
7 Design Development	830
8 Construction Documents	2865
9 Specifications and Materials Research	315
10 Document Checking and Coordination*	210
(*May occur during multiple phases of a project)	
Min. Hours	**5795**
Total Hours Required	**7375**

**This total includes the required minimum of <u>5795 hours</u>, plus <u>1580 hours</u> that must be gained in any experience areas 1-10.*

Category B – Construction Administration	Min. Hours Required
11 Bidding and Contract Negotiation	210
12 Construction Phase – Office	315
13 Construction Phase – Site	315
Min. Hours	**840**
Total Hours Required	**** 1475**

**This total includes the required minimum of <u>840 hours</u> plus <u>635 hours</u> that must be gained in any experience areas 11-13*

Category C – Management	Min. Hours Required
Project Management	315
Office Management	210
Min. Hours	**525**
Total Hours Required	**** 740**

**This total includes the required minimum of <u>525 hours</u> plus <u>215 hours</u> that must be gained in any experience areas 14-15*

Total Hours Required in Categories A, B, C	9590
Remaining Additional Hours (may be gained in any experience areas)	210

TOTAL MINIMUM ARCHITECTURAL EXPERIENCE HOURS REQUIRED 9800

(Note: The experience area descriptions are described in detail in Appendix A of the IAP Manual.)

9 Appendix 4

9.1 Instructions for Completion of the Canadian Experience Record Book (CERB)

It is expected that Students gain **hands-on** experience throughout all phases of architectural services from Design through Construction Administration. The prescribed architectural experience set out in Appendix 3 covers the range of architectural activities / services expected of a practitioner. The Student must gain the minimum number of hours of supervised / mentored architectural experience and record / submit them every **900 – 1000 hours** (approximately every six months, and within eight weeks of the last entry) to the Registrar.

The Registrar will review the Student's submission to ensure the nature as well as the extent of experience gained. In order that this can be accomplished, it is the Student's responsibility to clearly explain their role for each project.

In addition to experience gained in the architectural practice's office or other eligible architectural employment situation, it is expected that Students will gain on-site experience of the construction of buildings, particularly building enclosures, fire separations, exiting, etc. This experience can only be gained through on-site presence during construction.

The absence of clear and comprehensive information with regard to experience gained may delay the review of experience if the Registrar is unable to determine whether the Student is satisfying the scope of requirements.

Students are required to:

- Provide all requested information on the cover page of the CERB. This document is available in an electronic spreadsheet format on your CALA jurisdiction's web site
- If manually prepared, record the experience neatly in ink. Any alterations, changes, white-outs, etc. made to the CERB <u>must</u> be initialed by the Supervising Architect. Any separate pages <u>must</u> be initialed by the Supervising Architect
- If electronically prepared, print a hard copy of the CERB section(s), and have each page initialed
- by the Supervising Architect
- The method of recording time shall be in hours with no reference to a maximum number of hours per day for a total of **9800 hours**
- Use the Summary of Projects (1-10) on the CERB for the ten most significant architectural projects on which you have worked during this period. For additional architectural projects add new sheets for projects and change the numbers to 11, 12, 13…to more accurately describe your experience
- Project Type is defined as new construction, additions, renovations, etc.
- Occupancy is defined as assembly, institutional, industrial, residential and commercial.

10 Appendix 5

10.1 Abbreviations, Acronyms and Definitions

CACB *Canadian Architectural Certification Board*

The independent and non-profit organization recognized by the Canadian architectural profession to assess educational qualifications from university Schools of Architecture and the RAIC Syllabus.

CALA *Canadian Architectural Licensing Authorities*

The national body of architectural regulators in Canada, through which all Provincial and Territorial Architectural Associations establish standards and requirements related to registration / licensure.

CERB *Canadian Experience Record Book (Modified to accommodate RAIC Syllabus criteria)*

The tool which allows a Student to record architectural experience required to satisfy the RAIC Syllabus Professional Diploma in Architecture and for registration / licensure with a CALA jurisdiction. The CERB enables the Registrar and CALA jurisdictions to verify and assess the nature and breadth of architectural experience gained by the Student.

CES *Canadian Education Standard*

Academic standards for architectural education used by the CACB to assess educational credentials of persons seeking certification of a professional but non-CACB-accredited architectural degree / diploma.

IAP *Internship In Architecture Program*

Established by CALA to develop a culture of internship in preparation for architectural registration / licensing in Canada. The IAP is also intended as a catalyst for improving the profession by increasing effective communication between Architects and prospective members of the profession. To become registered / licensed as an Architect in Canada a person must demonstrate competency and qualifications to provide architectural services to the public.

RAIC *Royal Architectural Institute of Canada*

The national, non-regulatory, body that manages the Syllabus. The RAIC issues the RAIC Syllabus

Professional Diploma in Architecture to graduates during the College of Fellowes Convocation at the annual Architecture Canada / RAIC Festival of Architecture.

SNAC *RAIC Syllabus National Advisory Committee*

The Committee provides guidance and oversight with respect to the operation of the Syllabus and the RAIC Syllabus Professional Diploma in Architecture on behalf of the RAIC Board of Directors.

The following provisions are set out in order to ensure that elements specific to architecture remain consistent with the RAIC Syllabus Professional Diploma in Architecture, and Syllabus identity as an alternative experienced-based work-study path to registration / licensure. This includes achieving the objective of "cross-pollination", or harmonization, between studio learning and non-studio courses. The Committee's mandate includes:

- Long-term strategic planning
- Ratification of policies, procedures, course materials and design studio guidelines
- Final adjudication of appeals
- Supporting the Director in monitoring content of courses delivered by Athabasca University to ensure compliance with the Canadian Education Standard.

SRC   *Syllabus Review Committee*

This Committee reviews application portfolios; appeals for advanced standing; academic appeals; conducts academic reviews; confirms Part 1, Part 2, and Part 3 completions.

Syllabus

A high quality, unique 3-Part program (Foundation, Intermediate & Advanced) established by the RAIC in 1978 that enables persons working in the architectural profession an alternative-to- university, experience-based work-study path to registration / licensure as an Architect in Canada.

11 Appendix 6

11.1 Sample Letters and Forms
Confirmation of Employment and the Supervising Architect

Dear Sir or Madam:

RAIC Syllabus Student's Name in Full:………………………………………………………………..

Architectural Practice or Eligible Architectural Employment Situation:

Name:………………………………………………………………………………………..

Address:………………………………………………………………………………...........

…………………………...……………………………………………………………………

City:………………………...…………………………………………………………………..

Province/Territory:………………………………… Postal Code:………………………………..

Supervising Architect's Name (please print):……………………………………………...........................

Province/Territory(s) where registered/licensed: ……………………………………………………………...

I confirm that the above-named RAIC Syllabus Student is employed with our Architectural Practice or Eligible Architectural Employment Situation and that this employer shall endeavor to provide architectural experience in accordance with the RAIC Syllabus requirements as set out in Appendix 3, Architectural Experience Required Activities of the RAIC Syllabus Architectural Experience Manual.

Further, I confirm that as the Supervising Architect:

I will personally supervise and direct the Student on an ongoing basis

I am prepared to assess the quality of the work and regularly certify the Student's architectural experience prior to submission of each section of the Canadian Experience Record Book to the RAIC Syllabus Registrar and to the CALA jurisdiction.

Signature of Supervising Architect:…………………………………………………………………………
Date:……

Confirmation of Experience Mentor

Dear Sir or Madam:

RAIC Syllabus Student's Name in Full:……………………………………………………………..

Mentor:

Name (please print):………………………………………..………..

Address:……………………………………………………………………………………..........

…………………………………………………………………………………………

City:…………………………………………………………………………………………………..

Province/Territory:……………………………………Postal Code:……………………………………..

Province/Territory(s) where registered/licensed: …………………………………..………………

If retired, check here ☐

I am pleased to act as Mentor to the above-named RAIC Syllabus Student while they are enrolled in the RAIC Syllabus. I am committed to their development and shall endeavor to act as the Student's professional advisor by conducting reviews and assessments of their architectural experience and offering assistance and information with respect to the profession.

Signature of Mentor:……………………………………..………………………………………………..

Date:……………………………………………………………….………………………………………