

RAIC | IRAC

Royal Architectural Institute of Canada
Institut royal d'architecture du Canada

Don Ardiel, Director, Syllabus
Brynne Campbell, Registrar

Thursday, May 9, 2019

8:00 pm AST | 7:00 pm EST | 6:00 pm CST | 5:00 pm MST | 4:00 pm PST



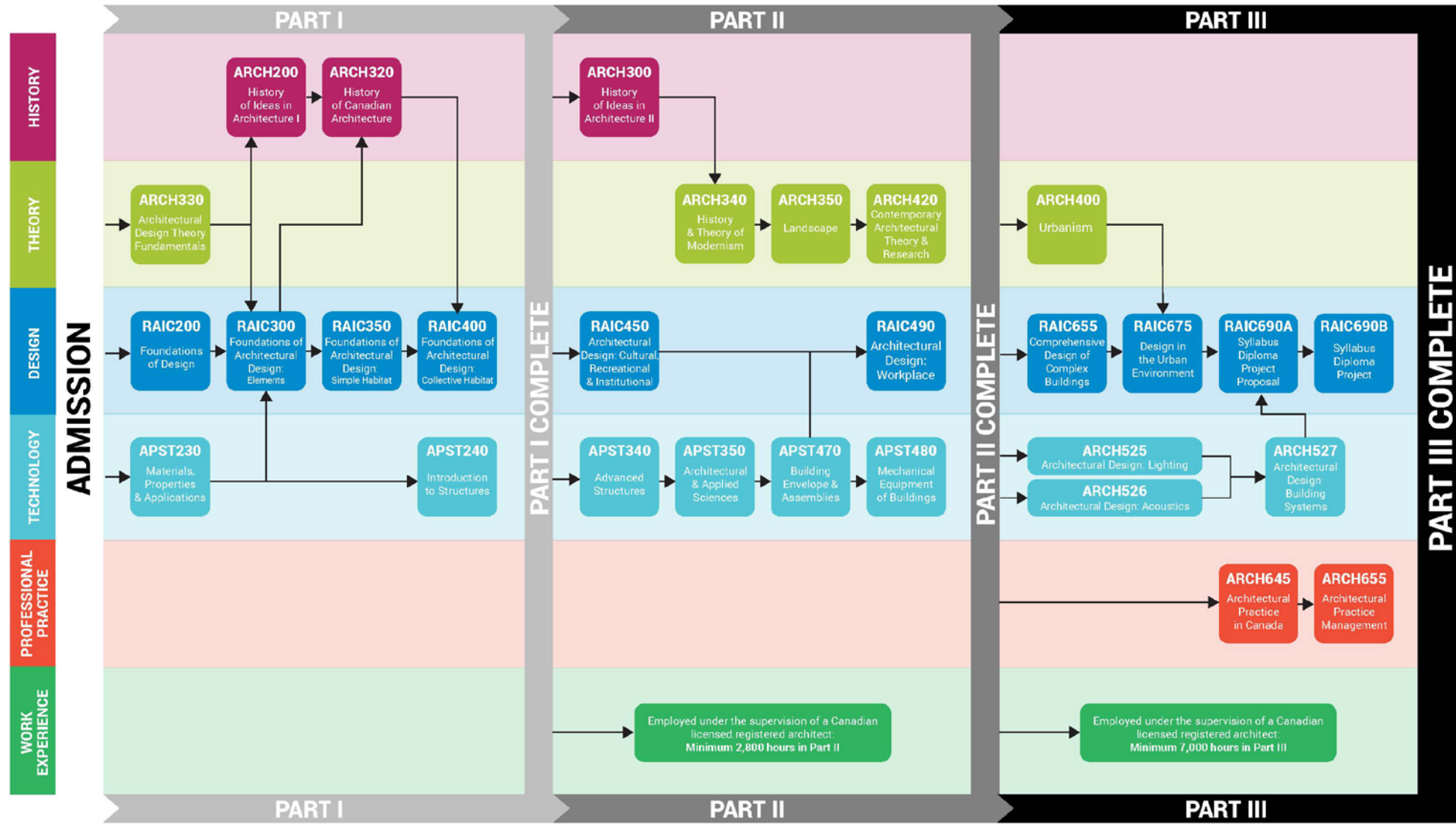


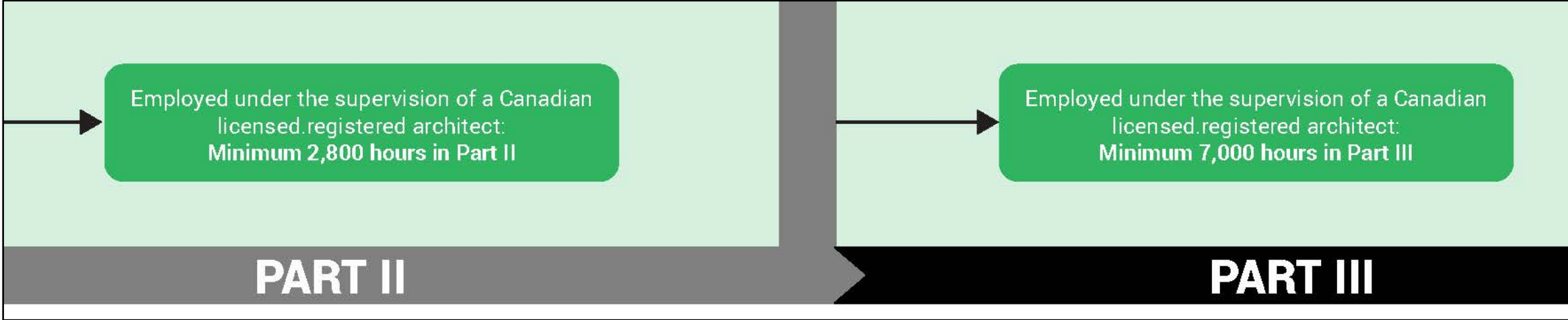
Webinar Agenda:

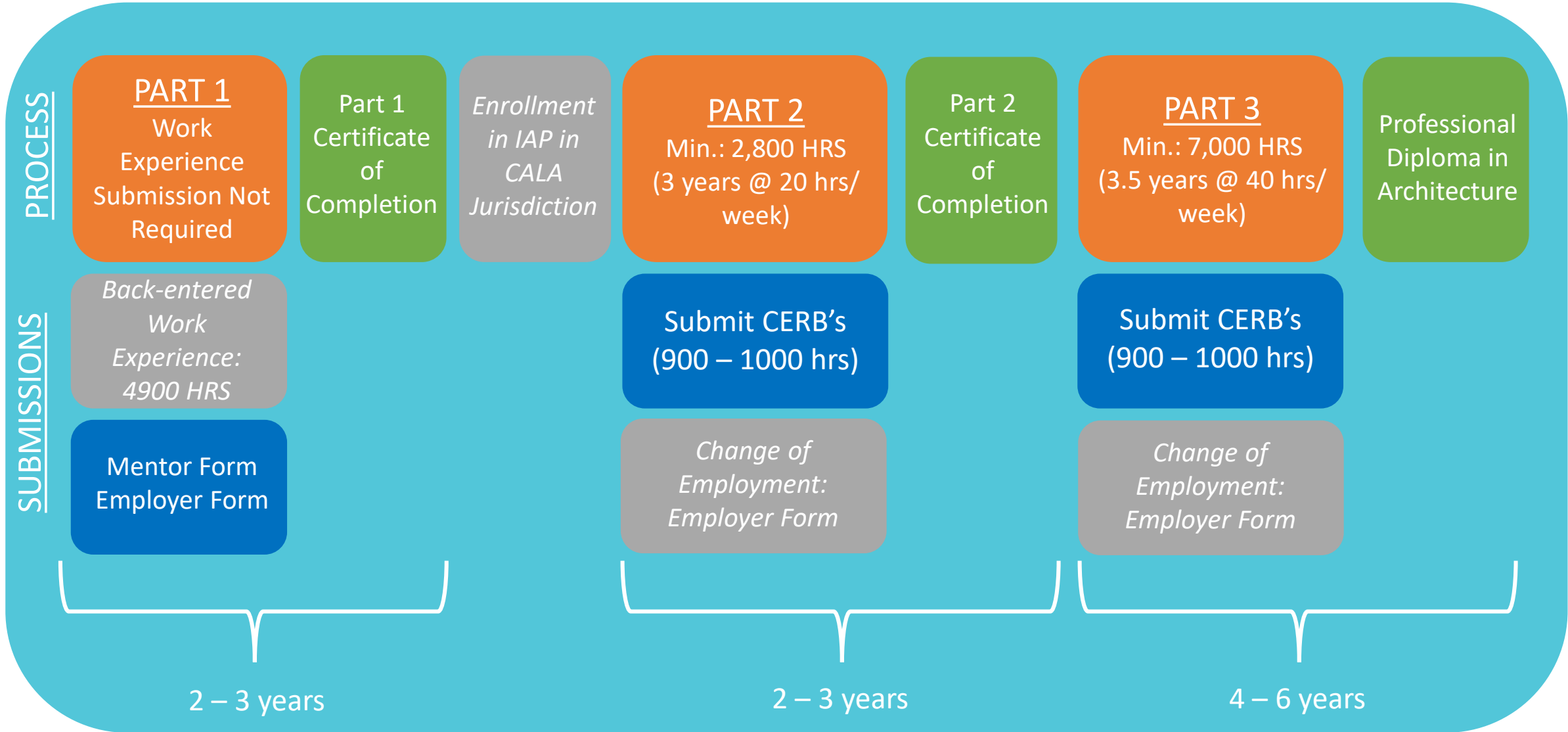
- RAIC Syllabus Work Experience Requirements
- Architectural Experience Manual
- Roles and Responsibilities
- Canadian Experience Record Book (CERB)
- Director Review Process of CERB Submissions
- Submission and Enforcement of Architectural Experience Policy

Work Experience Requirements











Work Experience Requirements – Overview

- Students are **required** to seek and obtain work experience while registered in the RAIC Syllabus program
- Required number of hours: **9800 Hours of Work Experience in 3 major categories and 15 sub-categories**
 - Design/ Construction Documents
 - Construction Admin
 - Management
- No limit to the amount of overtime architectural experience



Work Experience Requirements – Overview

(cont'd.)

- Minimum of 2,800 hours in Part 2
- Minimum of 7,000 hours in Part 3
- No work experience is required in Part 1, but students may back-enter up to 4900 hours gained immediately prior to entering Part 2 of the program (2450 in Part 2, 2450 in Part 3)
- Upon completion of the Professional Diploma in Architecture the student must have their education certified by CACB and then contact their CALA jurisdiction to review work experience hours and complete Internship requirements



Work Experience Requirements – Overview

(cont'd.)

- The requirements for logging experience and qualifying hours vary (slightly) from province to province
 - e.g. Hour limits on public sector employment
- It is the student's responsibility to contact the regulator in their province and find out the experience requirements for acceptance into the intern program.
- We do not want a student to find that some of their experience does not qualify in their particular jurisdiction.



Grandfathered Students

- Students who have completed more than half of the required courses under Part II or have completed Part II altogether by **August 2013** will be grandfathered under the pre-2013 work experience model and are required to complete **5,340** hours in total with minimum hour requirements in each of the 15 categories

Architectural Experience Manual



RAIC SYLLABUS
Architectural Experience Manual

RAIC SYLLABUS
Architectural Experience Manual

May 07, 2019



This document acknowledges content extracted and/or modified from the
Canadian Architectural Licensing Authorities (CALA) Internship In Architecture Program (IAP)
Third Edition, January 2012

- Extracted/ modified from the CALA Internship in Architecture Program, Third Edition
- <https://raic-syllabus.ca/architectural-experience-manual>
- Students are responsible for reading the Manual

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Roles and Responsibilities





Role of the Student

- Student's responsible to adhere to the work experience requirements of the RAIC Syllabus program
- Student's responsible for discussing requirements with their provincial regulator
- Secure appropriate employment in order to fulfill all work experience requirements
- Find an appropriate Mentor and meet with them
- Submit required forms
- Submit complete and concise copies of the Canadian Experience Record Book every 900 - 1000 hours



Role of the Supervisor

- Architect within the architectural practice or eligible employment situation who personally supervises and directs the Student
- Must be registered/licensed in the CALA jurisdiction in which the Student is gaining architectural experience
- Must be an architect with a license to practice in a provincial or territorial jurisdiction
 - May be an architect employed by a holder of a license to practice
 - May be a licensed architect working in the public sector
 - May not be a retire architect
 - May not be an engineer, interior designer, or construction contractor



Role of the Mentor

- A Mentor is **mandatory** and integral to the Syllabus process, and **may** be required by the CALA jurisdiction
- Must be an Architect **not** employed at the Student's place of employment, who acts as an independent guide / advocate
- The Student must meet with the Mentor at least three times a year for regular reviews
- The Mentor **must** meet with the Student prior to the submission of each section of CERB, when the Student has recorded between 900 – 1000 hours of experience



Role of the Mentor

- The mentor may be a retired architect who maintains their membership in a provincial association, but in provinces with two stage-licensure, is not required to have a certificate of practice.



Role of the RAIC

- Registrar
 - Collect CERB's and maintain a log of work experience
 - Advises students if CERB submissions are late
- Director
 - Review student work experience and CERB's
 - Update CERB Log
 - Provide summary and recommendations

Canadian Experience Record Book





CERB's – Overview

- Copies of duly completed CERB sections are to be uploaded on the student portal every **900 – 1000 hours**
- Submitted within **8 weeks** of the last date of entry
- Failure to submit will result in late fees and review of status
- CERB's are reviewed by the Director



CERB's – Overview (cont'd.)

- Once reviewed, the Director may send a review summary
 - In the early years of experience, review will be sent if the Director finds something of note in the experience log
 - In later years reviews may become more frequent
- Originals to be submitted to your CALA Jurisdiction as required
- Must complete required hours in each category, not just the overall minimum total hours (9800 hours)
- Experience must satisfy the required hours and must include a variety of occupancies (minimum of four), project types, complexities and sizes

Back Logged Work Experience Hours

- A Syllabus Student may record up to seven continuous years of Canadian architectural experience acquired immediately prior to becoming a Student and throughout Part I studies.
- **Must** be signed by an Architect (Supervisor)
- Does not need to be signed by a Mentor
- **Maximum of 4900 Hours** of experience can be back-entered in the CERB and applied as follows:
 - Part 2 – 2450 Hours
 - Part 3 – 2450 Hours
- **Must** be submitted at the beginning of Part 2



Instructions for Completion of CERB

- Once you have reached **900 – 1000 hours** of experience (approximately 6 months), or at a change of employment, the Student **must** submit the signed, dated and certified CERB
- **Student**
 - Sign and date each page of the CERB as indicated
- **Supervisor**
 - Complete the Comments and Declaration portion
 - Sign and date
- **Mentor**
 - Complete the Mentor Declaration portion
 - Sign and date



Instructions for Completion of CERB

- Once the CERB is completed
 - Submit a copy of the CERB to the Registrar within 8 weeks (upload to RAIC Syllabus Student Portal)
 - Submit original to CALA jurisdiction
 - Retain a copy for your records

CERB Review Process





CERB Review Process

- Reviewed by the RAIC Syllabus Director
- Look at signatures
- Review the descriptions of each submitted project
- Review supervising architects comments
- Review the Log
- Review the Experience Summary



Signatures

- Director first reviews the CERB for all required signatures and dates
 - Student
 - Supervisor
 - Mentor (not in the case of back-entered hours)



Descriptions

- Description of the scope of the project, occupancy, new construction, renovation, adaptive reuse. (Need not be more than 2 to 4 sentences.)
- If there were particularly challenging aspects of the project and/or complex problems that the student resolved or helped resolve. (One or 2 sentences if appropriate.)
- The student's role described in terms of the 15 categories of practice. (List, for example: "Construction Documents: Site Plan, floor plans, sections, elevations, and envelope details")
- Is there a diversity of occupancy types?



Supervising Architects Comments

- Do the comments appear to reflect or align with the work that the student claims to have done?
- Does the supervising architect provide direction for meaningful advancement and constructive criticism?



Hours Log

- Does the profile of experience hours reflect the description of the student's work? i.e. if the student describes doing schematic design for two months, the log should reflect an appropriate number of hours in this category.



Experience Summary

- Are there categories of practice in which the student has no experience hours logged over several books?
 - For example, the student is involved exclusively or predominantly in custom residential and has no experience in tendering.
- Is there a diversity of occupancy type? A minimum of four occupancy types are required over the course of a student's experience.

Submission and Enforcement of Architectural Experience Policy





Submission and Enforcement Policy

- New policy came into effect September 1, 2017
- Students must submit CERB's every **900 – 1000 hours**, and within **8 weeks** of the last date of entry
- Failure to submit completed CERB's on time will result in the charging of late submission fee
- Submissions of more than 1000 hours will result in the charging of late submission fee



Submission and Enforcement Policy (cont'd.)

- Experience hours submitted more than **three years (36 months)** past the date of last entry will result in immediate student suspension
- Suspension of students for non compliance with experience book submissions over three years (36 months) comes into effect January 1, 2018
- Policy available online: <https://raic-syllabus.ca/submission-and-enforcement-architectural-experience>

Q+A



THANK YOU!

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