

Submission and Enforcement of Architectural Experience Policy

Purpose

To ensure that there is proper and timely submission of Canadian Experience Record Books (CERB) by Syllabus students so that the RAIC may document and review work experience.

Revision History

Issued Date	Review Date	Approved Date	Approved By
September 1, 2017	June 26, 2017		Don Ardiel
	August 2, 2017	August 2, 2017	Don Ardiel

Effective Date: September 1, 2017.

Statement

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.

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

The tool which allows a Student to record architectural experience required to satisfy the RAIC Syllabus Professional Diploma in Architecture 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.

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 Fellows Convocation at the annual Architecture Canada / RAIC Festival of Architecture.

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.