



INTERN UPGRADING PROGRAM

PART I

PROGRAM OUTLINE

for
Intern Architectural Technologists and
Intern Registered Building Technologists

Administered by
The Certification Board and
The Board of Examiners of
The Association of Architectural Technologists of Ontario

PART I - ACADEMIC UPGRADING

Part I of the Intern Upgrading Program is intended to assist the Intern Architectural Technologist and Intern Building Technologist to obtain the necessary qualifications in order for the Board of Examiners to recommend them to the Certification Board for entry into Part 2 (Lecture Series) and Part 3 (Examinations) of the Accreditation process. The Program is a continuing extension of the courses offered at the Colleges of Applied Arts and Technology/Polytechnic Institutes.

The Program is intended to be:

- Flexible: many avenues for the members to seek learning and experience.
- Accessible: access for members from all parts of the province.
- Practical: related to current industry standards and practices.
- Achievable: structured to enable successful completion of the Program by a majority of candidates.

The Program takes into account, and gives credit for, all equivalencies for educational and work experience.

PART 1 - WORK EXPERIENCE REQUIREMENTS

Most Members are required to complete an Intern period of work experience and they are asked to monitor and record their activities on work experience record sheets which are supplied by the Association. These are then to be submitted to the AATO on a quarterly basis by the Intern.

Intern Architectural Technologist and Intern Building Technologist Academic Upgrading Programs

The Certification Board chooses one of the following academic upgrading programs for each member, which must be completed prior to entry into Parts 2 and 3. These programs are determined by academic qualification, year of graduation and related work experience.

Full program (new graduates and graduates with less than 3 years suitable work experience):

- completion of 4 approved courses
- attendance at 4 approved seminars
- completion of minimum 3 years work experience period.

2/3 program (graduates with 4-6 years suitable work experience):

- completion of 3 approved courses
- attendance at 3 approved seminars
- completion of minimum 2 years Intern period

1/2 program (graduates with up to 9 years suitable work experience):

- completion of 2 approved courses
- attendance at 2 approved seminars
- completion of minimum 1 year Intern period

1/3 program (graduates with up to and over 12 years suitable work experience):

- completion of 1 approved course (may be waived)
- attendance at 2 approved seminars (may be waived)
- Intern period at the discretion of the Certification Board

PROGRAM PROJECTS

The Intern Architectural Technologist and Intern Building Technologist are required to complete approx. 150 hours of upgrading (4 courses and 4 seminars) over the Intern period.

SUGGESTED COURSE TOPICS

All courses are required to be taken through approved educational institutions (e.g. colleges/AATO Chapters/professional associations). Those indicated with * may be either courses or in the form of projects and reports which must be pre-approved by the Board of Examiners. The following list is intended as a *guideline*.

- *Computer Aided Design and Drafting*
- *Computer Literacy*
- *Specifications Writing*
- *Construction/Contract Law*
- *Quantity Surveying*
- *Energy Conservation*
- *Building Science*
- *Small Business Management*
- *Labour Relations*
- *Construction Supervision/Inspection*
- **New Product Research Testing: new products and/or systems relevant to the industry*
- **History of Architecture: course or report based on research of the influence of early architectural trends on modern building design and construction.*
- *Landscape Design*
- **Building Systems: research and analysis of the structural, mechanical, electrical or lighting system(s) of an existing or proposed project, including energy use, analysis and system costing.*
- **Life Cycle Costing: project and report on life cycle costing principles and analysis of an existing project.*
- **Renovations/Retrofit: course or in-depth report on an actual renovation/retrofit project, including historical restorations.*
- *Building Codes*
- **Building By-laws: a report on a hypothetical building and site complying with local and regional building by-laws. Project assessed and approved in cooperation with the local Building Inspector.*
- *Interior Design*
- **Development of a Large Project: report on a recent building project, including client requirements, design consideration, drawing development and construction, and describing the use of unusual features and systems.*
- **Other: courses/projects of special interest suggested by the candidate.*

PART 2 - LECTURE SERIES

The Lecture Series covers 2 days and is held annually in Toronto. The following topics are covered:

- **Contract Law:** presented by a professional Architect or Legal Advisor.
- **Construction Bonds and Insurances:** presented by an Insurance Advisor.
- **Building Codes and Safety Acts:** presented by a Chief Building Official.
- **Business Practices and Accounting:** presented by a professional Accountant.
- **Construction Lien Act:** presented by a solicitor.
- **Liability Insurance:** presented by an Insurance Advisor.
- **AATO, its Structure and Bill Pr40:** presented by a member of the AATO Council.
- **Professional Conduct, Ethics & Practice:** presented by a member of the AATO Council.

PART 3 – EXAMINATIONS

The Examinations form Part 3 of the Accreditation process. The morning session of the Examinations is based on the 8 topics covered in PART 2 (Lecture Series). The afternoon session contains questions requiring technological answers and is designed to determine technological competence. Intern Architectural Technologists are required to complete both the morning and afternoon session of the Examinations. Intern Building Technologists are required to complete the morning session only. The Examinations are held annually.

Consideration may be given to holding 'distance' examinations for participants living in remote areas. Written applications to the Certification Board are required.