



Periodic Assessment Form

To be completed by the Intern Architect and approved by the Regulator with every logbook submission.

NAME OF INTERN ARCHITECT: _____

FOR EXPERIENCE PERIOD FROM _____ TO _____
year / month / day year / month / day

INTERN COMMENTS: _____

SUMMARY OF REVIEWED EXPERIENCE

| A | Design / Construction Documents | TOTAL HOURS REQUIRED | HOURS FROM LAST PERIOD | HOURS IN THIS PERIOD | TOTAL HOURS TO DATE | TOTAL HOURS REMAINING |
|--------------------------------------|--------------------------------------|----------------------|------------------------|----------------------|---------------------|-----------------------|
| 1 | Programming | 80 | | | | |
| 2 | Site Analysis | 80 | | | | |
| 3 | Schematic Design | 120 | | | | |
| 4 | Engineering Systems Coordination* | 120 | | | | |
| 5 | Building Cost Analysis* | 80 | | | | |
| 6 | Code Research* | 120 | | | | |
| 7 | Design Development | 320 | | | | |
| 8 | Construction Documents | 1080 | | | | |
| 9 | Specifications & Materials Research* | 120 | | | | |
| 10 | Document Checking and Coordination* | 80 | | | | |
| | Additional required hours (Part A) | 600 | | | | |
| | Subtotal | 2800 | | | | |
| B Construction Administration | | | | | | |
| 11 | Bidding & Contract Negotiation | 80 | | | | |
| 12 | Construction Phase – Office | 120 | | | | |
| 13 | Construction Phase – Site | 120 | | | | |
| | Additional required hours (Part B) | 240 | | | | |
| | Subtotal | 560 | | | | |
| C Management | | | | | | |
| 14 | Project Management | 120 | | | | |
| 15 | Office Management | 80 | | | | |
| | Additional required hours (Part C) | 80 | | | | |
| | Subtotal | 280 | | | | |
| | Additional required hours (any area) | 80 | | | | |
| | TOTAL | 3720 | | | | |

REVIEWED BY: _____ DATE: _____

*May occur in multiple phases of a project.

NOTE: Total Hours Required will be considered the minimum number of required hours. Regulators may require additional experience.