



# 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

	TOTAL HOURS REQUIRED	HOURS FROM LAST PERIOD	HOURS IN THIS PERIOD	TOTAL HOURS TO DATE	TOTAL HOURS REMAINING
<b>A Design / Construction Documents</b>					
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				
<b>Subtotal</b>	<b>2800</b>				
<b>B Construction Administration</b>					
11 Bidding & Contract Negotiation	80				
12 Construction Phase – Office	120				
13 Construction Phase – Site	120				
Additional required hours (Part B)	240				
<b>Subtotal</b>	<b>560</b>				
<b>C Management</b>					
14 Project Management	120				
15 Office Management	80				
Additional required hours (Part C)	80				
<b>Subtotal</b>	<b>280</b>				
Additional required hours (any area)	80				
<b>TOTAL</b>	<b>3720</b>				

**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.