



The Association of Architectural Technologists of Ontario (AATO)

2355 Derry Rd E, Unit 38, Mississauga, ON L5S 1V6

Email: aato@bellnet.ca

Fax: (905) 405-9882

EXPERIENCE RECORD SUMMARY

*** NOTE: Each column to be completed weekly, for the Intern Upgrading Program update**

Period of Employment: From: _____ To: _____

Name:	Month:	Month:	Month:
Address:	Week 1	Week 2	Week 3
Employer:	Week 4	Week 5	Week 6
	Week 7	Week 8	Week 9
	Week 10	Week 11	Week 12
	Week 13	Week 14	Week 15

TYPE OF CONSTRUCTION	New Construction													
	Alterations/Additions													

TIME RECORD Report principal weekly employment by X for each type of construction and project type, project size and type of work.	Mercantile														
	Industrial														
	Institutional														
	Residential														
	Other (Specify):														
	Small (Cost below \$200,000)														
	Medium (\$200,000 to \$2,000,000)														
	Large (Cost above \$2,000,000)														
	Preliminary Drawings														
	Working Drawings/Detailing														
	Specifications														
	Checking Shop Drawings														
	Project Management/Administration														
	Other (Specify):														

RESPONSIBILITY RECORD Report significant responsibilities discharged each week by marking O when performed as observer or R when performed as employer's representative	Interview with Client														
	Interview with Consultant														
	Interview with Contractor														
	Attend Job Meeting														
	Interview Municipal Building Dept.														
	Interview Factory Inspector														
	Interview Fire Marshall														
	Participate in Tendering Procedure														
	Field Inspection														
	Prepare Change Order														
	Approve Drawing & Issue Certificate														
	Report Client Interview														
	Report Meeting with Consultant														
	Report Meeting with Authority														
	Report Job Meeting														
Field Report															

Employer's certificate: I certify that the above report is, to the best of my knowledge, a true record of the experience gained by the candidate while in this employment.

Date: _____

Signed: _____

Phone Number: _____

Print Name: _____

Email Address: _____

Title: _____