

Checklist for Logbook Completion

Carefully read and complete the following, and **tick each** off in the box.

An original signed application form with a photograph for APE, Parts 1 & 2 Do not attach this to the logbook.	
Two complete copies of the logbook. Do not put these in a ring binder. Fasten the pages at the top left hand side with a clip. If you can't contain each logbook in one clip it is too long.	
Logbook pages are in the correct order . Complete the checks below and come back to this one.	
1. A copy of the application form	
2. This checklist completed.	
3. A signed and witnessed statutory declaration about your work	
4. A tally sheet showing your hours, signed by you	
5. A statement of practical experience	
6. Logbook project record sheets in chronological order, numbered	
7. A summary of your mandatory experience sheets in each category	
8. A list of the architects you have worked with and/or been taught by.	
9. A certified copy of your architecture degree . This must be the final sheet.	

Have you checked off each box? Yes / No – go back and do so.

Failure to comply with these requirements can result in your logbook being rejected. You should be able to demonstrate that you can follow instructions.