

Checklist for Logbook Completion

Carefully read and complete the following:

1. Your logbook can be submitted online via the ARBV website. Please refer to the 'Instructions for Submitting your Logbook' document under the APE Resources tab of our website. Please see below for what must be included.
2. APE Candidate Information Summary as the <u>first page</u> of your logbook PDF document. This form is available under APE Resources on our website.
3. A statement of practical experience
4. A signed and witnessed statutory declaration about your work (form available under APE Resources on our website)
5. A summary of your mandatory experience in each category with the green 'requirements achieved' box highlighted (minimum 3300 hours).
6. Logbook summary sheets
7. Logbook project record sheets
8. A list of the architects you have worked with and/or been taught by
9. A copy of your architecture degree . This must be the final sheet. (Include the AACA letter if you have completed an RAE/RGE).
10. Check the file size is no greater than 5MB

Logbooks are to be submitted during the specified submission dates. Logbooks received outside these times and dates **will not be accepted**. You **MUST** submit logbooks through the ARBV website as a single PDF file in the order above. Do not e-mail your logbook. No file greater than 5MB will be accepted by this office. Zipped files are also unacceptable. The file name should be your name only with no other words (eg. John Smith). Send your logbook only once. We will reply to all submissions, but this may take some time, so please be patient.

Failure to comply with these requirements can result in your logbook being rejected. You should be able to demonstrate that you can follow instructions. **On submission of your logbook you will be prompted for payment. You can pay online with credit card or PayPal, or send us a cheque or money order.**