



GUIDE TO THE BEROEPSERVARINGPERIODE (BEP - INDEPENDENT ROUTE)

This document is intended for participants taking the **independent route** for the Professional Traineeship (BEP). It contains information on your BEP and on managing your personal page on the portal.

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CONTACT

The independent route of the BEP is facilitated by the BEP department of the Architecten Register. We organize your meetings with your committee, check your documents and contact you about your BEP. For all questions about this you can reach us at bep@architectenregister.nl.

For all questions prior to or following the BEP, such as checking your diploma, invoices and registration in the Architecten Register you can reach the front office of the Bureau Architectenregister, through <https://www.architectenregister.nl/contact/>.

MASTER'S DEGREE

To participate in the professional traineeship, you must have graduated from a recognized (usually master's) study programme in architecture, urban design, landscape architecture or interior architecture. To prove this, your application must include a certified copy of your diploma. **Note:** Only paper diplomas can be assessed, so have a copy of your diploma certified by your university. A digitally certified copy as issued by DUO contains insufficient information on your discipline.

The Bureau Architectenregister can also certify your diploma; please make an appointment for this and come by with your original diploma.

WORK

To participate in the professional traineeship, you must work at least 20 hours a week, either in paid employment or as a self-employed person. If you work 32 hours a week, the professional traineeship takes approximately two years to complete. The professional traineeship period will be extended proportionally if you work less than 32 hours a week. If you work less than 20 hours a week, you cannot participate in the professional traineeship. The '*Employment Statement*' form is available at the tab 'templates and manuals', under 'templates'.

NB: Please clearly indicate if you change jobs. In that case you should also write it in your timeline. and upload a **new employment statement**. All professional experience gained after your master diploma can be used for your BEP.

MENTOR

Before entering the program, you must find a mentor **from your own discipline** to supervise and coach you throughout your professional traineeship. Your mentor may be an experienced and registered colleague within your office or organization, but he or she may also work elsewhere. Your mentor has been registered in the Register of Architects **for at least three years**.

The '*Mentor Statement*' form is available at the tab 'templates and manuals', under 'templates'. Upload the completed form at the tab 'employment and mentor statements' at 'mentor statement', using the 'edit' button.

Your mentor should be present at your start and interim meeting. You can decide for yourself whether you want your mentor to be there at your final meeting.

New mentor:

Should the collaboration with a mentor be terminated, change this on your personal page. The previous mentor will need to complete an **evaluation form previous mentor** (available at the same tab) which you can upload for your next meeting. Remember also to ask **your new mentor** for a

mentor statement which you should also upload. If applicable, your new mentor will also need to complete an **evaluation form** for the remaining period prior to your next meeting.

PPP

To take part in the professional traineeship, you must draw up a Personal Progress Plan (PPP). In your PPP you indicate with which projects you will reach the required standards of the Professional Traineeship Regulation. Please use the PPP form provided. This form is available at the tab 'templates and manuals', under 'templates'. Read the 'Instructions for the Personal Progress Plan (PPP)' carefully; this is also available at the tab 'templates and manuals', under 'manuals'.

LOGBOOK

During your professional traineeship you record your experiences in your logbook, **arranged per end term**, by reference to the different projects you worked on. This is the most important document the committee uses to assess your progress, so make sure you upload it in time! The extended 'Directions for keeping a logbook' are available at the tab 'templates and manuals', under 'manuals'. Please **follow these directions carefully**, so you know how to set up your logbook.

For each end term you also include a short reflection, to clarify what you learned, whether your views have changed, etc.

Use a format that is easy for you to update and fill, and easy to read for the committee. Make sure you keep it compact: **limit yourself to 2 or 3 projects or 4 pages per end term, so your logbook as a whole doesn't exceed 25 MB.**

MODULES

In preparation of 'lifelong learning', following modules is obligatory during your Professional Traineeship. You are expected to follow at least 1 module per year. You can choose a module yourself: trainings, workshops or courses you need to deepen or broaden your knowledge. On the page [modules](#) you'll find several providers and modules. Please note that most modules are in Dutch. If you want to verify whether a training event, workshop or course is eligible as a module, please request approval at the tab 'request approval module'.

Enter the modules you followed in your PPP. Upload certificates or other proof of participation on your personal page. Expand and reflect on the modules in your logbook, for example: a motivation for the course, a short resume, add images, reflect on the contents, the level, are you indeed the target group, what did you learn, etc.

EXEMPTION

Exemptions are only given for the entire professional traineeship period. If (and only if) you are in possession of a non-European diploma in combination with a certified professional traineeship you could be eligible for exemption.

COMMITTEE

For each discipline committees have been composed, that assess the progress of every candidate. You are always assessed by a committee of your own discipline. 'Your' committee will follow you throughout your entire professional traineeship. All committees are independent and advise the Bureau Architectenregister. They **don't assess the aesthetic qualities** of your work, but the quality of your professional traineeship.

APPLICATION FOR PROFESSIONAL TRAINEESHIP

You can apply for the Professional Traineeship at architectenregister.nl. After you have been accepted as a Professional Traineeship participant, your account will be activated. You can then log in and access your personal page.

COSTS

Check <https://www.architectenregister.nl/en/bep/independent-individual-route/> for the actual costs of the BEP. Before you apply for your first meeting, decide whether you will pay or your employer, and in how many instalments. You can adapt the addressee on your invoice in your account. The fee is exempt from VAT. When you apply for your first meeting you will receive an invoice.

Possible costs for modules are for your own account.

NOTE: if you cancel a planned meeting within a month of the agreed date we are obliged to charge you € 160. Read more about it in our [conditions of payment](#).

PERSONAL PAGE

After logging in, you can access your personal page and a menu:

Personal data

Here you can check your personal data as entered when you applied. At the bottom of the page you find a button 'edit', which you press to enter any changes. Make sure your data are always up to date. Note: 'Billing method for annual fee' and the corresponding bank account number cannot be edited. This billing method is only applicable after you've registered. For all due payments during your BEP and for the first payments when you're registered you'll receive an e-mail containing the corresponding invoice and payment link. At 'ascription invoice' you can enter the name of your own company or your employer if the invoice should not be in your own name.

Beroepserving

Here you find all correspondence with us. You can also view your meeting reports.

In addition to this you can also find all BEP-related data here, such as information about your mentor, your employer, dates of your meetings, etc. Please keep these data up-to-date.

Meetings

At this tab you can apply for your meetings and you can find the dates of all your planned meetings.

Note: Please only apply for a next meeting after you have finished your previous meeting. Only relevant applications will be dealt with. You can enter a month of your preference. We advise you to apply for your first meeting 3-6 months after you started working, so you will really have some experience to discuss with the committee.

Documents

Here you can upload all necessary documents for each meeting. Make sure you upload all your documents at least **2 weeks before the date of your meeting** so the committee will be able to study them and prepare for your meeting. Please use the forms and manuals you find at the tab 'templates and manuals'.

Uploaded documents can't be removed. If you want to change anything you'll have to upload a new document. You can upload as many documents as you like, but the committee will only use the most recent version of a document.

Here you can also enter the modules you followed and upload the corresponding certificates.

Request approval module

If you would like to follow a non-accredited module you can apply for approval here. Press 'new', give a short description of the module, add a link and other necessary information and press 'save'. We will also react here, so check regularly for our approval.

Templates and manuals

This tab contains all templates and manuals necessary for your BEP. Use the forms and read the manuals carefully! **Templates and manuals are updated regularly; make sure you use the latest version for each meeting!**

Invoices

This is where you can check and download all invoices we sent you.

HOW DOES IT WORK?

Once you have started working and have entered your professional traineeship, after 3-6 months you apply for your first meeting. You will be assessed by a committee of your own discipline. You provide your committee with information through your PPP and your logbook. It is in your interest if the committee can prepare well: compose your documents according to the specifications, make sure to communicate clearly, and upload in time!

Each meeting will take place in the same way, via Teams. It takes approximately 50 minutes. You and your mentor will receive an invitation link for the meeting. During this time the committee will ask you about the work experience you recorded in both your PPP and your logbook. Your mentor will also be

addressed., depending on the circumstances. Two weeks after each meeting you will find the meeting report and the overview of your progress on your personal page.

Should the committee not be completely convinced that you have achieved all end terms, you will be asked to upload additions to your logbook or you will be invited to an additional meeting. When you have concluded your final meeting successfully you will receive a certificate stating you completed your professional traineeship. You can then apply for registration in the Architects' Register.

Start meeting

For your **start** meeting you need to upload:

- Employment statement;
- Mentor statement;
- PPP;
- Your logbook;
- Certificates of modules you followed (if applicable).

NOTE: Please upload all documents as PDF at the designated place, so they are easy to find for everybody.

You will receive an invitation for your first meeting and an invoice by e-mail. Make sure all your documents are available for the committee at least 2 weeks before your meeting. Set up **your PPP and your logbook according to the requirements you find in 'Directions for the PPP' and 'Directions for keeping a logbook'**.

After your first meeting you will find the meeting report and the overview of your progress per end term on your personal page.

When you're well over halfway your BEP trajectory you can apply for your interim meeting.

Interim meeting

For your **interim meeting** you have to supplement and upload the following documents:

- PPP (**supplemented** in such a way that changes and additions are clear to the committee);
- Logbook (**supplemented** in such a way that changes and additions are clear to the committee);
- Your mentor's evaluation;
- Certificates of modules you followed.

Make sure these documents are uploaded **2 weeks before your meeting**.

After your interim meeting you will find the meeting report and the overview of your progress per end term on your personal page.

When you feel that you've reached all end terms' you can apply for your final meeting.

Final meeting

Only apply for your final meeting when you're certain that you've reached all competences and end terms and when you've followed at least two modules. For your **final meeting** you have to supplement and upload the following documents, **2 weeks before your final meeting**:

- PPP (**supplemented** in such a way that changes and additions are clear to the committee);
- Logbook (**supplemented** in such a way that changes and additions are clear to the committee);
- Your mentor's final evaluation
- Certificates of modules you followed.

Your mentor doesn't have to be present at the meeting; you decide it yourself. After the final meeting the committee will ask you to leave the meeting and immediately log on again. You will be called back in from the lobby and the committee will tell you straight away what their verdict is. Should the committee not be completely convinced that you have achieved all end terms, you will be asked to upload additions to your logbook or you will be invited to an additional meeting.

When you have concluded your final meeting successfully you will receive a certificate by mail stating you completed your professional traineeship. You can then authorize the Bureau Architectenregister to register you automatically.