



GUIDE TO MIJN.BEROEPSERVINGPERIODE.NL (INDEPENDENT ROUTE)

This document is intended for participants taking the **independent route** for the Professional Traineeship. It contains information on your professional traineeship and on managing the personal page.

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MASTER'S DIPLOMA

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.

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 *Employer Statement* form is available on the [Downloads](#) page.

NB: Please clearly indicate if you change jobs and note the name and details of the relevant contact person. In that case you should also write it in your timeline. and upload a **new employment statement**.

MENTOR

Before entering the program, you must find a mentor from your own discipline to supervise you throughout your professional traineeship. Your mentor may be an experienced and registered colleague within your office or organisation, 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 on the [Downloads](#) page.

NB: Should the collaboration with a mentor be terminated, you are required to notify the Architects Registration Bureau of this in writing immediately. The mentor will need to complete an evaluation form which you can upload for your next meeting. Remember also to ask **your new mentor** for a mentor statement which you should also upload.

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 and *Instructions for the Personal Progress Plan (PPP)* are also available on the [Downloads](#) page.

LOGBOOK

During your professional traineeship you record your experiences in your logbook. **You arrange them per final term**, by reference to the different projects you worked on. For each final 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: **no more than 4 pages per final term, and upload a PDF which doesn't exceed 24 MB.**

The extended *Directions for keeping a logbook* are available on the [Downloads](#) page. Please **follow these directions carefully**, so you know how to set up your logbook. If you don't comply with these directions the Committee will not be able to assess your Professional Experience adequately!!

MODULES

In preparation of 'lifelong learning' following several modules is obligatory during your Professional Traineeship. You are expected to follow at least 1 module per year. 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, not provided by one of the above, is also eligible as a module, please contact the Dutch Architects Register Bureau beforehand by email at info@beroepservingperiode.nl.
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.

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. In all other cases either the acquired experience may count as professional experience, or you can register directly (Dutch Master diploma before January 1st, 2015), or you can have your European registration transferred.

ACTIVATE YOUR ACCOUNT AT MIJN.BEROEPSERVINGPERIODE.NL

You can apply for the Professional Traineeship at mijn.beroepservingperiode.nl.
After you have been accepted as a Professional Traineeship participant, you will receive an email that tells you how to activate your account. You can then log in and access your personal page.

LOG IN AND NEW PASSWORD

Log in here: <https://mijn.beroepservingperiode.nl/user/>
Request a new password here <https://mijn.beroepservingperiode.nl/nl/user/password>

PERSONAL PAGE

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

MIJN.BEROEPSERVINGPERIODE.NL nederlands

My page | Committee Members | Downloads | Edit my page | Log out

Test Kandidaat

View Edit

	<p>Beroepservingperiodesnr.: Your discipline: You want to complete the professional traineeship via the: Professional traineeship starting date :</p>	<p>620 Architect de zelfstandige route July 4, 2018</p>
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Progress Personal details My files

Listed on your personal page are:

- Your name and photo if you have uploaded one
- Your professional traineeship number
- The discipline for which you have applied
- Your chosen option ('independent route' in your case)
- The date your professional traineeship starts
- Below your photo are 3 tabs labelled:
 - Progress
 - Personal details

- My files

PROGRESS

Under the tab 'Progress' you will find the status of your intake, interim and final meetings and, after you finish your professional traineeship, that you met the required standards (i.e. that you successfully completed the Professional Traineeship) and the date on which your certificate was awarded.

Progress	Personal details	My files
Intake meeting		
Startgesprek aanvragen:		Nog niet alle bestanden zijn geupload
Betaling ontvangen startgesprek:	<input type="checkbox"/>	
Gespreksdatum:		<nog niet gepland>
Gespreksverslag:		<nog geen document geupload>
Startgesprek voltooid:	<input type="checkbox"/>	
Interim meeting		
Tussengesprek aanvragen:		Nog niet alle bestanden zijn geupload
Betaling ontvangen tussengesprek:	<input type="checkbox"/>	
Gespreksdatum:		<nog niet gepland>
Gespreksverslag:		<nog geen document geupload>
Tussengesprek voltooid:	<input type="checkbox"/>	
Final meeting		
Eindgesprek aanvragen:		Nog niet alle bestanden zijn geupload
Betaling ontvangen eindgesprek:	<input type="checkbox"/>	
Gespreksdatum:		<nog niet gepland>
Gespreksverslag:		<nog geen document geupload>
Eindgesprek voltooid:	<input type="checkbox"/>	
Certificering		
Met required standards:	<input type="checkbox"/>	
Date of certificate:		<nog niet uitgereikt>

PERSONAL DETAILS

Here you will find the personal details you entered in your Professional Traineeship application.

MY FILES

Under the tab 'My files' you see all files that you have uploaded for the intake, interim and final meetings.

Progress	Personal details	My files
Startgesprek		
Werkgeversverklaring:		<nog geen document geupload>
Mentorverklaring:		<nog geen document geupload>
POP:		<nog geen document geupload>
Logboek:		<nog geen document geupload>
Overige documenten:		<nog geen document geupload>
Tussengesprek		
POP:		<nog geen document geupload>
Logboek:		<nog geen document geupload>
Mentor evaluatie 1:		<nog geen document geupload>
Overige documenten:		<nog geen document geupload>
Eindgesprek		
Logboek:		<nog geen document geupload>
Certificaten modules:		<nog geen document geupload>
Mentor evaluatie 2:		<nog geen document geupload>
Overige documenten:		<nog geen document geupload>

MENU ON TOP OF THE SCREEN

The menu offers the options:

- My page
- Request meeting
- Committee members
- Downloads
- Edit personal page
- Log out

MY PAGE

The menu option 'My page' opens your personal page.

REQUEST MEETING

The menu option 'Request meeting' enables you to request a meeting with the committee members. Indicate your discipline and the phase for which you request the meeting. Also indicate your preferred month for the meeting. Note that there must be a minimum of 4 weeks between the date of your request and the meeting itself, and that the costs must have been paid before the meeting takes place. We advise you to request the first meeting 3-6 months after you start your professional traineeship.

Before applying for the **intake meeting**, you must upload the following documents:

- Employer's certificate;
- mentor statement;
- PPP;
- (the set-up of) your logbook;
- optional: an exemption form if you wish to discuss a request for *total exemption*. NOTE: this only applies if you have both a non-European qualifying diploma and accomplished a verifiable (certified) professional traineeship). Partial exemptions are not given. Any extra professional experience should be part of your logbook.

PLEASE NOTE:

Take care to upload all your documents in **PDF** format. Please **no Word documents or Excel tables!**

You will receive an invitation and an invoice for the meetings. Make sure you upload your documents at least 2 weeks before your start meeting, so the Committee can study them. **Please set up your PPP and logbook according to the 'Directions for keeping a logbook'.**

Your mentor must attend the start meeting. With the Professional Traineeship Committee you discuss your Personal Progress Plan and your acquired experience. You and your mentor are also free to ask questions. An approximate target date is set for the interim meeting. If necessary the Committee will also advise you how to improve planning and recording your professional experience in your PPP and your logbook.

A written report and the advice of the Committee will be uploaded on your personal page, provided you have made the payment for the start meeting. If you're slightly more than halfway of your Professional Traineeship, you can apply for an interim meeting.

Before applying for the **interim meeting**, you must upload the following documents (at least **2 weeks** in advance):

- PPP (complemented with updates so changes are clearly visible for the Committee, e.g. by using different colours)

- Logbook (updated in the same manner, with different colours for the updates)
- Evaluation by your mentor.

After all documents have been received and examined, you receive confirmation by e-mail of the date of the interim meeting and an invoice for the interim meeting. Your mentor must also attend the interim meeting. Together with your mentor and the Professional Traineeship Committee, you discuss the progress in your knowledge, understanding and skills, based on your logbook and in relation to the required standards. You also discuss your work situation and your PPP for the remainder of your professional traineeship. A written report and the advice of the Committee will be uploaded on your personal page, after you have made the payment for the interim meeting.

Before applying for the **final meeting**, you must upload the following documents (at least **2 weeks** in advance):

- PPP (complemented with updates so changes are clearly visible for the Committee, by using different colours)
- Logbook (updated in the same manner, with different colours for the updates)
- Evaluation by your mentor
- Certificates of completed modules.

After verification of the submitted material, the Professional Traineeship Committee assesses globally whether you have completed the professional traineeship. If that is the case, the final meeting is scheduled and you will receive the relevant invoice. Your mentor does not attend this meeting. You discuss with the Committee whether you meet the required standards set by the Professional Traineeship Regulation. 15 Minutes after the meeting you will be given the decision of the Committee. A written report and the advice of the Committee will also be uploaded on your personal page.

If the result is positive, you will receive a certificate to indicate that you satisfy the requirements of the Professional Traineeship Regulation. If the result is negative, the Committee will specify clearly the areas where additional work is required. You may also lodge an objection against a negative decision.

COMMITTEE MEMBERS

The menu option 'Committee members' provides access to an overview of committee members and the disciplines that each member represents. The page also contains a photo and short description of each committee member. You always conduct your meetings with committee members from your own discipline. The committees are independent and advise the Architecten Register. They don't assess the aesthetic qualities of your work, but the quality of your professional traineeship.

DOWNLOADS

The menu option 'Downloads' lists all available downloads. **These contain important information on preparation and successfully completing the independent route in the correct manner.**

NB: Read the downloads very carefully to find out which documents are relevant to your phase of the professional traineeship. **Downloads are renewed regularly; make sure for every meeting to check and use the last version!**

EDIT PERSONAL PAGE, ACCOUNT AND FILES

The menu option 'Edit personal page' allows you to edit your personal details. You can also edit your account details such as the email address and/or password linked to your account. In addition, you can upload your files for the meetings here.



NOTE: Changes and uploads are saved only after you click on the 'Save' button at the bottom of the page!



LOG OUT

If you use the system on a public computer, you must 'log out' after you have saved all the changes. Logging out on your private computer is not necessary. You remain logged in even after closing your browser.