

Professional Traineeship BEP

Introduction

For anyone considering completing the Professional Traineeship through the independent route

What will you find in this introduction?

An introduction to the entry requirements, the structure of the programme, the roles of your mentor and the committee, and what you need to arrange before you can start.

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Table of contents

pag.

1.	The Professional Traineeship	3
2.	Is the independent route for you?	3
3.	Entry requirements	4
4.	Your mentor	5
5.	Your employer	5
6.	The committee	5
7.	The BEP programme in five steps	6
8.	PPP and logbook	6
9.	Modules	7
10.	The three committee meetings	7
11.	Applying for the BEP	8
12.	Costs	8
13.	Checklist before applying	9
14.	Common situations	9
15.	Other questions	10

1. The Professional Traineeship

De The Professional Traineeship (BEP) is a programme in which you gain practical experience in the discipline in which you wish to be registered: interior architecture, architecture, landscape architecture or urbanism. After successfully completing the programme, you can be registered in the Architectenregister.

This introduction concerns the independent route, the BEP. In this route, you organise your own development together with your mentor. You record your experience in a Personal Progress Plan (PPP) and a logbook. At three stages, you discuss your development with an independent committee from your own discipline.

Important

During the BEP, you may not yet use the protected title of interior architect, architect, landscape architect or urbanist. Variations such as 'junior architect' are also not permitted. You may only use the title after you have been registered in the Architectenregister.

2. Is the independent route for you?

The independent route is suitable if you want to take responsibility for your professional experience and the required modules. There is no fixed curriculum. You schedule the committee meetings yourself, at stages that reflect your development.

You are not on your own. Your mentor supports you throughout the programme, and the committee provides direction for your further development during the start and interim meetings. You remain responsible for your planning, documents and progress.

3. Entry requirements

To take part in the BEP, you must meet three basic requirements:

- You hold a recognised (master's) degree in the discipline in which you wish to be registered.
- You work an average of at least 20 hours per week in that same discipline, either as an employee or as a self-employed professional.
- You have a mentor from the same discipline who has been registered for at least three years and is professionally active.

3.1 Degree

When you apply, you must send us a certified paper copy of your degree certificate, your diploma. Alternatively, you can make an appointment to bring the original certificate to the Architectenregister. If you hold a foreign degree, first have your qualification assessed to determine whether it is recognised in the Netherlands and whether you are required to complete the Professional Traineeship.

Dutch qualifications:

<https://www.architectenregister.nl/en/register/dutch-qualifications>

Foreign qualifications:

<https://www.architectenregister.nl/en/register/foreign-qualifications>

3.2 Work and professional experience

For the BEP, you may use relevant professional experience gained after obtaining your master's degree. You describe your own work, responsibilities and personal development. The focus is not solely on the project outcome or the quality of the design.

3.3 Duration

If you work at least 32 hours per week, the BEP takes approximately two years. If you work fewer than 32 hours on average, the programme will take proportionally longer. If you work fewer than 20 hours per week on average, you cannot take part. You must complete the BEP within six years of applying.

4. Your mentor

You choose your own mentor. Your mentor must be from the same discipline, have been registered for at least three years and be professionally active. A mentor based outside the Netherlands may be registered in a foreign professional register.

Your mentor may be a colleague or employer, but may also work outside your organisation. Agree how often you will meet and how your mentor will support you. In any event, involve your mentor in your PPP, logbook, planning and choice of modules.

- Your mentor must attend the start and interim meetings.
- You decide whether your mentor attends the final meeting.
- Before the interim and final meetings, your mentor completes an evaluation.

5. Your employer

The Professional Traineeship is supported by the profession. Your employer can make an important contribution by providing suitable work and allowing time for mentoring, maintaining your documents, attending meetings and completing modules. Discuss in advance what support will be available and which costs your employer may reimburse.

If your mentor is also your employer, the Professional Traineeship Regulations require your mentor to enable you to attend professional experience modules during normal working hours and to provide suitable work.

6. The committee

Your meetings are conducted by two independent committee members from your own discipline. The committee assesses your progress on the basis of your PPP, logbook, mentor evaluations and the meeting itself.

The committee does not assess the aesthetic quality of your projects. The focus is on your own professional experience, development and reflection, and on whether you meet the statutory competencies and end terms.

7. The BEP programme in five steps

- Apply for the BEP.
- Attend the online start meeting with your mentor and the committee.
- Attend the online interim meeting with your mentor and the committee.
- Attend the final meeting at the Architectenregister in The Hague.
- After successful completion, and with your consent, the registration process in the Architectenregister will be initiated.

You request each meeting yourself. Only schedule a meeting when your documents give a clear picture of your development and you have discussed with your mentor whether you are ready.

8. PPP and logbook

In your Personal Progress Plan (PPP), you describe how you are working towards the three competencies and 24 end terms. You record the experience you have already gained, the modules you have completed and how you plan to gain the remaining experience. Update your PPP before every committee meeting.

In your logbook, you show the relevant professional experience you have gained for each end term. Make clear what your own role and responsibilities were, what you did and what you learned. The logbook is not a portfolio or a complete project presentation.

After applying

The portal contains the participant manual, the PPP template and the detailed manual for setting up your logbook.

9. Modules

During the BEP, you complete modules: training courses, lectures, workshops or other activities that contribute to your professional development and help you achieve the end terms. You are free to choose the subjects and providers. An activity does not have to be offered by an accredited provider.

- For a BEP lasting no more than two years, you must complete at least two modules.
- If your BEP lasts longer than two years, you must complete at least one additional module for every additional BEP year that has begun.
- One module comprises at least four hours. Shorter activities may be combined to form one module.
- A multi-day activity counts as one module.
- Submit non-accredited activities for approval. Accredited modules do not require prior approval.

An accredited module can be useful because it is often specifically aimed at one or more end terms. Other activities are also possible. Choose something that relates to what you want to learn or develop and, when requesting approval, explain why the activity is relevant to your BEP.

List completed modules in your PPP and reflect in your logbook on how they have contributed to your development.

10. The three committee meetings

10.1 Start meeting

The start meeting is an assessment, not a general introduction to the BEP. Do not request it too early. Your logbook should already demonstrate relevant professional experience through projects for approximately 25 to 30% of the end terms.

Set up your PPP and logbook in the prescribed structure before the meeting. The meeting takes place online and your mentor attends.

10.2 Interim meeting

At the interim meeting, you discuss your progress and the experience gained since the start meeting. This is the last regular opportunity for the committee to give targeted advice on what you still need to do before the final meeting. The meeting takes place online and your mentor attends.

10.3 Final meeting

Only request the final meeting when you are confident that you meet all competencies and end terms and have completed the required modules. The final meeting takes place at the Architectenregister in The Hague. Your mentor may attend, but this is not compulsory.

11. Applying for the BEP

You can start the independent route at any time of year. Once your application and the required documents have been processed, your account will be activated. You will then have access to your personal page in the portal and to all manuals, templates and forms.

Before applying, read the current information on the website. If you then have a substantive question about the BEP or an exceptional education or experience situation, contact the BEP department at bep@architectenregister.nl.

BEP independent route:

<https://www.architectenregister.nl/en/register/professional-traineeship/bep-independent-route>

12. Costs

Current fees, payment terms and cancellation conditions are published on the website. Modules may also involve additional costs.

BEP invoices are issued in your personal name. You may agree with your employer that they will reimburse some or all of the costs.

Fees and payment terms:

<https://www.architectenregister.nl/en/payment-conditions>

13. Checklist before applying

- Check whether your degree provides access to registration in the relevant discipline.
- Make sure you can gain relevant professional experience for an average of at least 20 hours per week.
- Find a mentor from the same discipline who meets the registration requirement.
- Discuss with your employer or client what experience and support you need.
- Read the current information on the website about the independent route, costs and payment terms.
- Gather the required degree and application documents.

14. Common situations

14.1 Can I change employer or mentor?

Yes. Report the change on time, update your details in the portal and include the change in the timeline in your logbook.

14.2 Can my mentor be registered outside the Netherlands?

Yes. Your mentor must be from the same discipline, have been registered for at least three years and be professionally active. If your mentor is registered outside the Netherlands, provide evidence of that registration.

14.3 Can I take part as a self-employed professional?

Yes. You can complete the BEP as an employee or a self-employed professional, provided you gain relevant professional experience for an average of at least 20 hours per week and have a mentor who meets the requirements.

14.4 Can I work outside the Netherlands during the BEP?

Yes. You may also gain relevant professional experience outside the Netherlands. If you have both a foreign degree and a workplace outside the Netherlands, contact the BEP department before applying so that we can determine which route applies.

14.5 Which professional experience counts?

You may use all professional experience gained after obtaining your master's degree for your BEP. This includes experience gained after your master's degree but before the formal start of your BEP. Experience gained before obtaining your master's degree is not applicable.

15. Other questions

If you have a question, first consult the website and this introduction. If you cannot find the answer, contact the BEP department at bep@architectenregister.nl

For questions about degrees, invoices and registration, use the Architectenregister contact form.

Contactform:

<https://www.architectenregister.nl/en/who-we-are/contact>