INTERN DEVELOPMENT PROGRAM GUIDELINES

2005-2006

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TABLE OF CONTENTS

INTRODUCTION 5

I THE INTERN DEVELOPMENT PROGRAM: AN OVERVIEW 7
- IDP Purpose and Objectives
- IDP Organization

II ARCHITECTURAL REGISTRATION AND IDP 8
- Education Requirement
- Training Requirement
- Examination Requirement
- Registration in Other States

III HOW IDP WORKS 10
- IDP Training Requirement
- IDP Mentorship System
  - Supervisor Responsibilities
  - Mentor Responsibilities
- IDP Record-Keeping System
- IDP Supplementary Education
- Frequently Asked Questions About IDP

IV THE IDP PROCESS: GETTING STARTED 13
- Identifying a Supervisor
- Selecting a Mentor
- Establishing a Record of IDP Activity

V THE IDP PROCESS: MAINTAINING PARTICIPATION 14
- Changing Employment
- Deferring Repayment of Student Loans

VI INFORMATION FOR FOREIGN APPLICANTS 15
- Education
- Training
- Examination

VII THE IDP PROCESS: APPLYING FOR EXAMINATION 16
- Epilogue

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APPENDICES

A IDP RESOURCES 18

B **IDP TRAINING REQUIREMENT 20**

C IDP ENTRY POINTS 21

D ESTABLISHING AN NCARB COUNCIL RECORD & COUNCIL RECORD FEES 21

E **TRAINING SETTINGS—MAXIMUM TRAINING UNITS ALLOWED & CONDITIONS AFFECTING IDP TRAINING 22**

F SAMPLE EMPLOYMENT VERIFICATION FORM 24

G IDP TRAINING AREA DESCRIPTIONS & RECOMMENDED CORE COMPETENCIES 27

H SUPPLEMENTARY EDUCATION CONDITIONS 44

I APPLYING FOR EXAMINATION/ REGISTRATION 45

INDEX 46

*The technical information in this document is based on NCARB certification requirements, conditions, and procedures in effect from July 1, 2005 to June 30, 2006. You should compare these criteria with those established by your state registration board.

I HEAR AND I FORGET.

I SEE AND I REMEMBER.

I DO AND I UNDERSTAND.

—*Confucius*

Introduction

Your education as an architect typically begins in a school of architecture. But it does not end there. Training in architectural firms, continuing education, and professional practice further the educational process. Schools and firms offer many opportunities for acquiring knowledge and skills; however, you must take responsibility for developing your competencies to the fullest.

State registration requirements establish the minimum criteria for legally practicing architecture. The most broadly accepted training requirements are encompassed in the Intern Development Program (IDP).* Participation in IDP reflects your commitment to acquiring the comprehensive training that is essential for competent practice.

IDP responds to your professional development needs by providing a wide range of resources that enhance day-to-day experience. The IDP training requirement establishes levels of training in important areas of architectural practice. Through the IDP mentorship system, you receive advice and guidance from practitioners. The IDP record-keeping system facilitates the documentation of internship activities, while the IDP supplementary education system provides a variety of learning resources designed to enrich training.

This edition of *IDP Guidelines* supersedes previous editions and incorporates additional material useful to students, educators, interns, practitioners, firms, the American Institute of Architects (AIA) components, registration boards, and the network of local, state, regional, and national representatives who support IDP. It explains key objectives and procedures, describes program resources, and provides technical information.

Sections I and II are primarily for those persons who are unfamiliar with IDP and/or the architectural registration process. Section I explains the program's purpose, objectives, and organization. Section II places IDP in the context of architectural registration. The purpose of registration is explained and general requirements—education, training, and examination—are reviewed.

Section III describes how IDP works. Each of the program's objectives is reviewed in terms of resources and registration requirements.

Sections IV–VI review activities undertaken in distinct phases of program participation: getting started, maintaining participation and applying for examination. If you are already familiar with the basic program principles and registration requirements, you should refer to these sections for clarification of key procedures and conditions affecting IDP training.

Please note information in bold type. It signifies important program definitions and procedures.

A new IDP resource, the *Emerging Professional's Companion* (EPC), replaces the AIA Supplementary Education Handbook. The EPC is a free web-based professional development resource designed to improve the quality of internship training. EPC activities challenge interns to develop the awareness, understanding, and skills needed to achieve the core competencies identified in each IDP Training Area (see Appendix G). Interns can acquire "elective" credit through verified completion of beginner-, intermediate-, and advance-level exercises that provide exposure to key practice issues, including liability; health, safety, welfare; and ethical dilemmas.

The shift from school to office is not a transition from theory to pragmatism. It is a period when theory merges with pragmatism. Internship is, in many ways, the most significant developmental period in your career as an architect. It's a time when you apply your formal education to the daily realities of architectural practice; acquire comprehensive experience in basic practice areas; explore specialized areas of practice; develop professional judgment; continue your formal education in architecture; and refine your career goals.

Participation in the Intern Development Program better prepares you for both the Architect Registration Examination and the wide range of career opportunities that lie beyond registration. Enjoy the IDP experience!

*Throughout this document, the term "intern" refers to any individual in the process of satisfying a registration board's training requirements. This includes graduates from recognized architecture programs, architecture students who acquire acceptable training prior to graduation and other qualified individuals identified by a registration board.

THE IMPORTANT THING IS

NOT TO STOP QUESTIONING.

—*Albert Einstein*

I

The Intern Development Program: An Overview

Historically, most interns were trained by mentors. A daily, working relationship allowed the experienced practitioner to transfer knowledge and skills to the apprentice. However, such a sustained learning environment became less attainable as architectural practice grew more complex. With the decline of mentorship, interns lacked a structured transition between formal education and architectural registration. A deficiency emerged in the preparation of competent architects.

IDP Purpose and Objectives

The Intern Development Program (IDP) was created to remedy this deficiency. IDP is a profession-wide, comprehensive program that contributes to the development of competent architects who can provide exemplary architectural services. A comprehensive internship program is necessary to acquire and reinforce the discipline, integrity, judgment, skills, knowledge, and quest for learning that must serve the registered architect for a lifetime. IDP has five objectives:

- define areas of architectural practice in which interns should acquire basic knowledge and skills;
- encourage additional training in the broad aspects of architectural practice;
- provide the highest quality information and advice about educational, internship, and professional issues and opportunities;
- provide a uniform system for documentation and periodic assessment of internship activity; and
- provide greater access to educational opportunities designed to enrich training.

IDP Organization

The program is monitored by the IDP Coordinating Committee, which is composed of representatives of the American Institute of Architects (AIA), the American Institute of Architecture Students (AIAS), the Association of Collegiate Schools of Architecture (ACSA), the National Associates Committee (NAC), and the National Council of Architectural Registration Boards (NCARB). The Council of Architectural Component Executives (CACE) and the Society of Design Administration (SDA) maintain liaisons with the Coordinating Committee.

The IDP Coordinating Committee has developed and identified several resources used to facilitate IDP activities in offices, AIA components, and architectural schools. These resources are listed in Appendix A.

AIA, as the professional society, has primary responsibility, through its state and local components, for identifying, organizing, and educating IDP supervisors and mentors. The AIA also develops supplementary education resources and the system to deliver them to interns.

AIAS collaborates with the IDP Coordinating Committee on matters related to student concerns about internship and registration. Through its publications and network of student chapters, AIAS keeps students advised on IDP and related issues.

ACSA is the organization of architectural schools. ACSA's role in IDP is to present the program to students and educators, keep them advised on new developments, and assist educator coordinators in their activities.

NCARB, as a federation of all registration boards of the United States, sets national standards for architectural registration. NCARB interprets these standards, maintains records, and acts as the central clearinghouse and contact point for all interns, architects, and registration boards in matters dealing with the registration and professional conduct of architects. NCARB is responsible for establishing, interpreting and enforcing the IDP training requirement.

NAC, representing AIA associate members, coordinates their concerns with the IDP Coordinating Committee.

CACE represents the executive staff who support IDP activities in AIA state and local components.

SDA represents architectural office administrators who support IDP activities in firms and organizations.

The **IDP Coordinating Committee** monitors IDP through input from program participants. IDP is organized by state coordinators, local coordinators, and educator coordinators.

The **state coordinator** is appointed by the state AIA component or the state registration board. State coordinators monitor IDP's progress and assist participants in understanding the program through group presentations and statewide communication efforts.

Local coordinators assist the state coordinator through local AIA components.

Educator coordinators are faculty members appointed by a school of architecture. These individuals provide faculty and students with information about internship opportunities and registration requirements.

Member board liaisons are the state registration boards' IDP representatives. Liaisons meet periodically with students, interns, and program coordinators to explain the IDP training criteria, state registration requirements, and NCARB certification standards.

II

Architectural Registration and IDP

Regulation of the profession of architecture, including the registration of practitioners, is a function of each state exercising its power to protect the health, safety, and welfare of the people. Registration is an administrative process resulting in the granting of a license to practice architecture within a state.*

All 50 states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands have established architectural registration boards to regulate the profession. These boards constitute NCARB's membership. Each board has established a set of registration requirements that, when satisfied, results in the granting of an architectural registration.

Although registration laws vary among states, **all boards require satisfaction of an education requirement, a training requirement and an examination requirement. These requirements are discussed below.**

NCARB publishes a document displaying each board's registration requirements (refer to Appendix A), and this is shown at www.ncarb.org/stateboards/index.html. **For more detailed information regarding your board's requirements, you must contact your board directly.**

Education Requirement

Historically, individuals seeking an architectural license could qualify for a registration examination after "apprenticing" in an architect's office for a specified number of years. In addition to apprenticeship, or training, the majority of NCARB member boards now require post-secondary education in architecture to qualify for examination.

Approximately 70 percent of the boards have established as their education requirement a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or a professional degree in architecture from a Canadian program accredited by the Canadian Architectural Certification Board (CACB). NAAB- and CACB-accredited professional degree programs include Bachelor of Architecture programs and Master of Architecture programs. These programs typically require between five and eight years of post-secondary education. **NAAB and CACB do not accredit four-year "pre-professional" degree programs in architecture (e.g., bachelor of arts in architecture, bachelor of science in architecture, bachelor of environmental design, etc.).** Most pre-professional degree programs are components of Bachelor of Architecture and Master of Architecture programs. Some schools have established Master of Architecture programs for those whose undergraduate degrees were in other disciplines. A list of NAAB-accredited programs can be found at www.naab.org.

Some registration boards requiring a professional degree in architecture from an NAAB-accredited program also accept other education assessed as equivalent (e.g., a professional degree in architecture from a foreign institution). For a guide to equivalency requirements, refer to NCARB's *Education Standard*. The *Education Standard* is available at www.ncarb.org/forms/educstand.pdf.

An EESA-NCARB Evaluation Report from the National Architectural Accrediting Board stating that you have met the NCARB education requirement is required for applicants with a degree in the field of architecture granted by an academic institution outside the U.S. and Canada (see www.naab.org >EESA).

Not all boards require a professional degree from an NAAB-accredited program (or equivalent education) to satisfy their education requirement. **For more detailed information regarding your board's requirements, you must contact that board directly.**

Training Requirement

Every NCARB member board requires that interns acquire experience under a registered architect's direct supervision. Many boards also accept some experience acquired under the direct supervision of other professionals (e.g., professional engineer, interior designer, landscape architect, planner, or general contractor). The specific amount and quality of experience constitute a board's training requirement.

*The term "licensure" is often used to denote the actual issuance and maintenance of an architectural license. Since licensure is a part of the registration process (and to avoid confusion), this document will use the terms "registration" and "registered" in lieu of "licensure" and "licensed."

Architectural Registration and IDP

All boards require a minimum period of training. Most boards that require you to have a professional degree from an NAAB-accredited program (or equivalent education) require three years of training. For boards with different education requirements, the training period varies considerably, depending upon the type and extent of previous education. Contact your board for details.

A specified training period has existed since the first architectural registration laws were enacted. More recently, boards began requiring training in specific areas of architectural practice.

Most boards have adopted the training requirement established for IDP as their training requirement for registration. You should compare your board's training requirement with the IDP training requirement. Any differences should be carefully noted. Where differences exist, you must first comply with your board's requirement; however, satisfaction of the IDP training requirement is required to facilitate future registration in other states.

Examination Requirement

Every NCARB member board requires interns to pass the NCARB Architect Registration Examination (ARE) to satisfy its examination requirement. The ARE is administered on a year-round basis and covers:

- pre-design;
- general structures;
- lateral forces;
- mechanical and electrical systems;
- building design / materials and methods;
- construction documents and services;
- site planning;
- building planning; and
- building technology.

The content of the ARE is based on the knowledge and skills required of a newly registered architect, practicing *independently*, to provide architectural services. The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety, and welfare.

For more information concerning the ARE, refer to NCARB's *ARE Guidelines,* or download them from www.ncarb.org/forms/areguide.pdf.

Registration in Other States

Uniformity of requirements among registration boards is important primarily because of the architectural profession's mobility. Architects customarily work not only in the state where they live, but also in several other states.

Once you have been granted an initial license, you may acquire licenses in other states if you comply with those states' education, training, and examination requirements. Since many boards have uniform requirements, agreements have been developed which allow licenses to be granted without additional qualification. One way boards facilitate this process is by recognizing architects who hold an NCARB Certificate. In most cases architects holding an NCARB Certificate are qualified to receive a license without satisfying additional education, training, or examination requirements.

NCARB grants a Certificate to qualified architects through an administrative process called certification. Qualifications for an NCARB Certificate include a current license issued by an NCARB member board and satisfaction of NCARB's education, training, and examination requirements. These requirements are described in NCARB's *Handbook for Interns and Architects*. This publication is available at www.ncarb.org/forms/handbook.pdf.

Because many boards have adopted NCARB's education, training, and examination requirements as their registration requirements, NCARB certification is often confused with registration. The two processes serve similar purposes, but with respect to practicing architecture, they are significantly different.

An NCARB Certificate does not allow you to practice architecture. As explained at the beginning of this section, you must acquire an architectural license to practice within a state. After your initial license is granted, the NCARB Certificate facilitates registration in other states. Many boards will register out-of-state architects only if they have an NCARB Certificate. See www.ncarb/stateboards/index.html for more information.

III

How IDP Works

IDP helps you achieve comprehensive exposure to architectural practice. To understand how IDP works, you must first become familiar with those resources designed to fulfill each of the program's objectives.

IDP Training Requirement

The IDP training requirement is the program's foundation. To satisfy this requirement, you must complete specific periods of training in four major categories: design and construction documents, construction contract administration, management, and related activities (professional and community service). You are also encouraged, but not required, to gain training in areas beyond the traditional scope of architectural practice.

Each of the IDP training categories is subdivided into training areas. In order to satisfy the IDP training requirement, a specific period of training must be completed in each training area.

In IDP, training is measured in training units. **One training unit equals eight hours of acceptable experience.** Appendix B displays the required training units for each IDP training category and area.

You earn training units for training acquired under the direct supervision of a qualified professional in one of two ways. Through participation, experience is acquired by performing a particular task. This is the best way to satisfy the program's training objective. Experience through observation occurs when you work with a professional who is performing the task.

A description of each IDP training area and recommended intern activities is found in Appendix G. Conditions governing satisfaction of the IDP training requirement can be found in Appendix E.

It is important to remember that differences may exist between the IDP training requirement and related conditions presented in this document and those established by a particular registration board. You must first comply with your board's training requirement; however, compliance with the IDP training requirement is required to facilitate future registration in other states.

IDP Mentorship System

The architectural profession has a responsibility to provide interns with the best possible advice relating to day-to-day training and long-range career plans. Within IDP, two key individuals share this responsibility: the supervisor and the mentor.

The **supervisor** is the individual within the firm or organization who supervises you on a daily basis, regularly assesses the quality of your work and periodically certifies your documentation of training activity. **You and your supervisor must both work in the same office under circumstances where personal contact is routine.** The supervisor is responsible for:

- providing reasonable opportunities for the intern to gain adequate experience in each IDP training area;
- meeting regularly with the intern to review progress and verify the intern's IDP training report;
- encouraging the intern to participate in seminars and utilize other supplementary education resources; and
- conferring, if needed, with the intern's mentor.

Supervisors are usually registered architects; however, in certain cases you may be supervised by others experienced in the tasks you are performing (e.g., engineers, landscape architects, interior designers, planners, or contractors). The impact of such circumstances on satisfying the IDP training requirement can be found in Appendix E.

The **mentor** is a registered architect, usually outside your firm, with whom you meet periodically to review your training progress and discuss your career objectives. In many respects, the mentor has a traditional role that is as old as the profession itself. You may have your supervisor be your mentor. The mentor is responsible for:

- meeting regularly with the intern to review training progress and to sign the intern's IDP training report;
- suggesting additional training and supplementary education activities;
- providing guidance to enhance the intern's professional growth; and
- conferring, if needed, with the intern's supervisor.

IDP Mentor/Intern Code of Conduct

- Both mentor and intern should discuss expectations and come to an agreement on such issues as: the length of the relationship; frequency and types of meetings and other activities; how to give each other feedback; and mentor and intern responsibilities.
- Confidentiality is an absolute requirement, for both mentor and intern, with regard to personal and professional issues.
- Mentoring is not intended to be a recruitment opportunity for the mentor, nor is it a networking opportunity for the intern.
- Mentors and interns must respect each other's available time, while effectively addressing the intern's issues and goals.
- Relationships between mentors and interns, other than professional, are discouraged.

III

How IDP Works

IDP Record-Keeping System

You are responsible for maintaining a continuous record of training and supplementary education activities during your participation in IDP. This record has several functions. For you, it identifies areas where training is being acquired and areas where deficiencies exist; for supervisors, it is an assessment and personnel management tool; and for registration boards, it is verified evidence of compliance with the IDP training requirement.

You may develop your own daily record-keeping resources or use NCARB's downloadable Excel spreadsheet available at www.ncarb.org/idp/idpworkbook.html (see figure below). Many firms have time-management systems which can accommodate the IDP training categories and areas.

NAME

Training Unit Log — Enter Start Date for Workbook 1/16/00

Week One: enter date range

	Hours							Total Hours for Week	Units for Week	Total Units in Workbook
DESIGN & CONSTRUCTION DOCUMENTS	Sun	Mon	Tues	Wed	Thurs	Fri	Sat			
Programming		6.00						6.00	0.75	0.75
Site and Environmental Analysis			2.00					2.00	0.25	0.25
Schematic Design				3.00				3.00	0.38	0.38
Engineering Systems Coordination					3.00			3.00	0.38	0.38
Building Cost Analysis		2.00				3.00		5.00	0.63	0.63
Code Research								0.00	0.00	0.00
Design Development								0.00	0.00	0.00
Construction Documents								0.00	0.00	0.00
Specifications and Materials Research								0.00	0.00	0.00
Document Checking and Coordination								0.00	0.00	0.00
								19.00	**2.38**	**2.38**
CONSTRUCTION ADMINISTRATION										
Bidding and Contract Negotiation								0.00	0.00	0.00
Construction Phase -Office								0.00	0.00	0.00
Construction Phase -Observation					3.00			3.00	0.38	0.38
								3.00	**0.38**	**0.38**
MANAGEMENT										
Project Management								0.00	0.00	0.00
Office Management		3.00		3.00	3.00	4.00		13.00	1.63	1.63
								13.00	**1.63**	**1.63**
RELATED ACTIVITIES										
Professional & Community Service	2.00						4.00	6.00	0.75	0.75
Construction								0.00	0.00	0.00
Code Compliance		2.00						2.00	0.25	0.25
Field Measurements	2.00			2.00	2.00	2.00	2.00	10.00	1.25	1.25
Other/Please Specify								0.00	0.00	0.00
								18.00	**2.25**	**2.25**
Hours Logged Per Day	4.00	13.00	2.00	8.00	11.00	9.00	6.00	**53.00**	**6.63**	**6.63**

NCARB has developed a nationally recognized record-tracking system. The NCARB system involves establishing an NCARB Council Record. The Council Record is a detailed, verified record of your education, training, and character. Maintained at NCARB's Washington, DC's office, the Council Record is used to compile qualifications for examination, registration, and NCARB certification.

Most registration boards require the Council Record to verify your qualifications for examination and/or registration. You should contact your board regarding acceptable record-keeping procedures.

Specific steps in establishing an NCARB Council Record, documenting IDP training, and applying for examination are covered in Sections IV, V, and VI.

IDP Supplementary Education

Supplementary education serves two primary functions: (1) to expand upon knowledge and skills acquired through training and (2) to keep abreast of new information affecting architectural practice. **Supplementary education is not designed to substitute for required training in each IDP training area; rather, it enriches day-to-day experience.**

You may earn training units for a post-professional degree in architecture if the degree follows receipt of a professional degree in architecture from a program accredited by NAAB or CACB (e.g., Bachelor of Architecture or Master of Architecture degree). A post-professional degree can be at the master's or doctorate level.

You may also earn training units by completing supplementary education resources recognized by your registration board. The AIA offers a wide range of continuing education programs at the national, regional, state, and local levels. The AIA also approves programs offered by other professional organizations, educational institutions, or private consultants.

The *Emerging Professional's Companion* (EPC), a web-based professional development resource (www.epcompanion.org/), consists of learning activities related to the IDP training areas. The EPC describes fundamental practice issues, asks key questions, and defines learning strategies. The EPC also provides other resources that can help you clarify issues, address problems, and answer questions. **You earn one elective training unit for each completed learning activity.**

Training units may be earned for AIA-approved continuing education programs by multiplying the number of AIA learning unit hours by a factor of 0.25. An AIA transcript must accompany IDP training reports to document completion of AIA-approved programs. Refer to Appendix A for further information regarding AIA-approved programs.

Appendix H contains the NCARB conditions affecting supplementary education. Compare your board's conditions governing supplementary education with those presented in Appendix H. Where differences exist, you must first comply with your board's conditions.

Frequently Asked Questions About IDP

What is the Intern Development Program?
The Intern Development Program (IDP) is a set of resources that, when used in a systematic manner throughout the internship period, contributes to the development of competent architects. IDP is not a series of registration requirements and conditions, nor is it a study program for passing the Architect Registration Examination. The program's major objectives are listed in Section I.

How do I enroll in the program? What does it cost to participate?
Interns may begin participation in IDP by taking the following steps:

- Request an IDP Information Package from NCARB (see Appendix A for address and web site). This package includes an application.
- Identify an IDP supervisor and select an IDP mentor. Refer to Section IV for general selection criteria.
- Develop a personal record-keeping system for documenting training on a daily, weekly, and monthly basis or use NCARB's Training Unit Workbook (see Appendix A).
- Submit the application to NCARB to establish an NCARB Council Record for documentation purposes.
- Document all previous acceptable training in accordance with your state registration board's training requirement and conditions.

The cost of participating in IDP varies, depending on which resources are used. Refer to Appendix D for specific information.

Do I need an accredited professional degree in architecture to participate?
The level of post-secondary education required to begin earning IDP training units varies from state to state. Most registration boards will only accept training units earned after completion of the first three years in an NAAB-accredited professional degree program or the first year of a Master of Architecture program for those whose undergraduate degrees were not in architecture. For more information, refer to Appendix C.

Can I defer repayment of my student loans by participating in IDP?
Most lending institutions will defer repayment of federally and state-insured student loans granted prior to July 1, 1993, if you comply with certain criteria. You should refer to Section V for further information.

Why should I begin documenting my training when my internship starts? Why not wait until I've completed the IDP training requirement?
To derive the maximum benefits from IDP, you should begin documenting your training at the beginning of your first acceptable employment. Retroactive documentation is discouraged for several reasons:

- Previous employers often cannot verify training units earned, resulting in a loss of training credit toward admission to the examination.
- Retroactive record-keeping usually delays the examination application process, resulting in postponement of examination and registration.
- Several registration boards place limits on the amount of previous experience that can be retroactively documented.

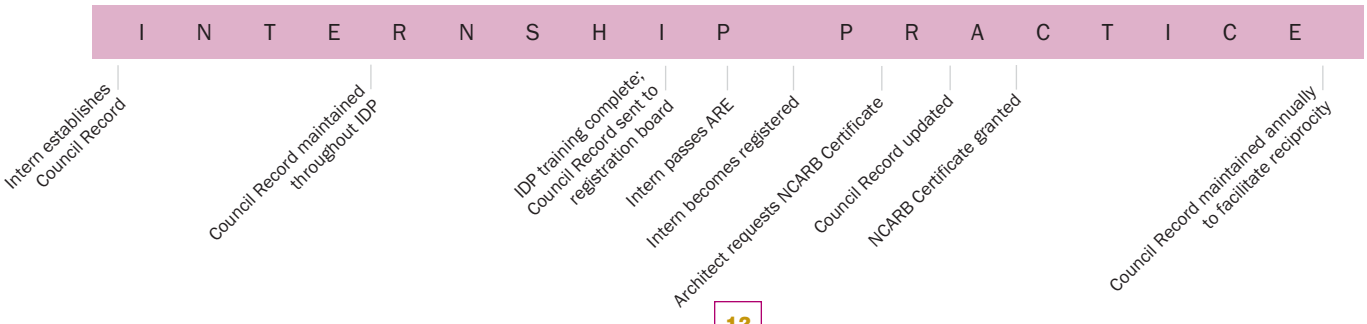
For further information on examination application procedures, refer to Section VI and Appendix I.

I'm having trouble getting the minimum training units required in several areas. Can I use supplementary education to satisfy these requirements?
No. Supplementary education can be used to supplement minimum levels of required training, but cannot serve as a substitute for such experience. More specifically, supplementary education cannot be used to satisfy the minimum training units required in IDP Training Areas 1–16.

The AIA has developed many excellent educational resources. You are encouraged to use them to augment required training and to explore the broader aspects of architectural practice. You should also discuss means of acquiring training with your mentor and refer to Appendix G for possible activities.

NCARB Council Record

IDP Training Through NCARB Certification



IV

The IDP Process: Getting Started

To benefit most from the Intern Development Program, you should start participation at the beginning of your first acceptable employment. This point is determined by the level of education that you must achieve before experience can count toward satisfying your registration board's training requirement.

The level of education varies from state to state. Some boards accept experience after graduation from high school; however, others only accept experience acquired after receiving a professional degree in architecture from an NAAB-accredited program. Refer to Appendix C for NCARB's IDP entry points.

To participate in IDP, you must (1) identify a supervisor, (2) select a mentor, and (3) develop a system for documenting your training activities.

Identifying a Supervisor

For interns to receive full IDP training unit credit, architects who serve as supervisors must hold a current license in the state where they are practicing architecture. Supervisors are expected to have a general understanding of the IDP objectives and training requirement, in order to provide broad training opportunities. Although supervisors are not responsible for documenting your activities, they must be familiar with documentation procedures. Your IDP supervisor verifies and signs your NCARB Employment Verification/IDP Training Unit Report forms (see Appendix F).

Selecting a Mentor

You should choose an IDP mentor who demonstrates a long-term commitment to your professional growth. The intern-mentor relationship personifies the architectural profession's historic mentorship system.

The mentor meets with you at least once every four months to review training progress and discuss career objectives. Mentors must hold a current architectural license; however, they do not have to be registered in the state where your firm or organization is located.

Since the mentor provides guidance from an independent perspective and is not required to certify training activities, most interns select a mentor from outside their own office; however, your supervisor in your office may serve as your mentor. **For all training occurring after July 1, 2000, your IDP mentor must sign to acknowledge your IDP Training Unit Report.**

You may select a mentor by:

- asking a personal acquaintance (e.g., faculty member, previous employer);
- asking your employer or fellow interns for recommendations;
- contacting your AIA component—many AIA members volunteer to serve as mentors; or
- contacting your state or local IDP coordinator. (See www.aia.org/idp_coordroster to find a listing of state coordinators.)

Establishing a Record of IDP Activity

You should establish a verified record of IDP training as early as possible. Continuous documentation:

- assures accurate verification;
- guides the supervisor in providing training opportunities;
- identifies areas where supplementary education may enhance training;
- provides prospective employers with a verified record of experience; and
- saves considerable time when applying for examination.

As noted in Section III, most registration boards require the Council Record to verify qualifications for examination and registration. **In addition to facilitating registration, the Council Record serves as an application for NCARB certification.**

A Council Record contains your academic transcript(s) and verification of previous and current employment, including verification of activity in the IDP training areas.

Council Records are confidential documents. NCARB will not make their contents available to anyone other than registration boards.

The procedure for establishing an NCARB Council Record is explained in Appendix D. **You should initiate a Council Record at least one year prior to your anticipated examination date. Delays in verifying education and training can result in financial penalties and/or postponement of examination and registration.**

Conditions affecting IDP training are covered in Appendices C and E. When considering employment options and documenting IDP activity, you should understand your registration board's conditions governing training.

V

The IDP Process: Maintaining Participation

You are the prime beneficiary of IDP. To gain the greatest benefit from participation, you should pursue it as a cooperative arrangement with your employer. You must recognize that employers cannot charge IDP training costs to clients; therefore, a commitment of time apart from normal working hours is often necessary to ensure that project schedules are maintained while training is being acquired.

Although firms are responsible for providing training opportunities, you are responsible for documenting your training, scheduling meetings with your supervisor and mentor, and using supplementary education resources. These activities typically involve at least two hours (beyond normal working hours) each month.

The periodic documentation of training is a fundamental program activity. Most architectural firms use daily logs for recording time spent in various project phases. These logs can be easily adapted to encompass the IDP training areas. Many interns use computer spreadsheets to display weekly and monthly activity. NCARB provides an Excel spreadsheet which may be downloaded from www.ncarb.org/IDP/idpworkbook.htm.

You should prepare employment verification/IDP training reports (see Appendix F) approximately every four months until all training requirements are satisfied. NCARB recommends that you submit these reports to the Council office on or about January 1, May 1, and September 1 (if employment is continuous).

Each time you submit a new IDP training report, NCARB will update your IDP Periodic Assessment Report, which is a detailed summary of your training progress. (A sample is shown at right). Think of the IDP Periodic Assessment Report as a tool that can help you determine where additional training is needed. You can view your IDP progress online at www.ncarb.org/Recordsvc.Logon.asp.

To maintain IDP participation, you must meet periodically with your supervisor and mentor to review the quality of your work, verify employment and IDP training reports, identify weak training areas, plan for future involvement, and refine career objectives.

Changing Employment

During the course of IDP participation, personal circumstances or external factors can result in new employment opportunities. If you change employers, the following procedures apply:

- identify a new supervisor;
- select a new mentor if your ability to maintain adequate contact with your original mentor is impaired;
- record all activity occurring prior to the change on an employment verification form and an IDP training unit report form—your report must be signed by your previous supervisor;
- indicate employment termination in the diary section of your report form;
- record your next reporting period at your new employer (after minimum duration—see Appendix E) on a new IDP training unit report form—this report must be signed by your new supervisor.

IDP PERIODIC ASSESSMENT REPORT

Name: NCARB No.: 9
Last Reporting Period: 9/ 1/2001 to 12/31/2001

Training Categories & Areas	TU's Earned This Period		TU's Earned to Date		Min. TU's Required	Add'l. TU's Required
A. DESIGN & CONSTRUCTION DOCUMENTS	Sup. Ed.	Experience	Sup. Ed.	Experience	Experience	Experience
1. Programming	0.00	4.13	0.00	7.13	10	2.87
2. Site & Environmental Analysis	0.00	0.00	0.00	2.00	10	8.00
3. Schematic Design	0.00	0.00	0.00	1.00	15	14.00
4. Engineering Systems Coordination	0.00	0.25	0.00	5.75	15	9.25
5. Building Cost Analysis	0.00	0.00	0.00	1.13	10	8.87
6. Code Research	0.00	0.00	0.00	3.30	15	11.70
7. Design Development	0.00	4.75	0.00	9.50	40	30.50
8. Construction Documents	0.00	41.00	0.00	61.00	135	74.00
9. Specifications & Materials Research	0.00	5.88	0.00	8.88	15	6.12
10. Document Checking & Coordination	0.00	0.00	0.00	0.00	10	10.00
TOTAL CATEGORY A	**56.01**		**99.69**		***350**	**250.31**
*This total includes the 275 minimum TU's required, plus 75 additional TU's that must be earned in any of the training areas 1-10.						
B. CONSTRUCTION ADMINISTRATION	Sup. Ed.	Experience	Sup. Ed.	Experience	Experience	Experience
11. Bidding & Contract Negotiation	0.00	0.00	0.00	2.00	10	8.00
12. Construction Phase - Office	0.00	4.63	0.00	15.63	15	0.00
13. Construction Phase - Observation	0.00	0.00	0.00	4.00	15	11.00
TOTAL CATEGORY B	**4.63**		**21.63**		***70**	**48.37**
*This total includes the 40 minimum TU's required, plus 30 additional TU's that must be earned in any of the training areas 11-13.						
C. MANAGEMENT	Sup. Ed.	Experience	Sup. Ed.	Experience	Experience	Experience
14. Project Management	0.00	0.13	0.00	8.13	15	6.87
15. Office Management	0.00	8.63	0.00	8.63	10	1.37
TOTAL CATEGORY C	**8.76**		**16.76**		***35**	**18.24**
*This total includes the 25 minimum TU's required, plus 10 additional TU's that must be earned in any of the training areas 14-15.						
D. RELATED ACTIVITIES	Sup. Ed.	Experience	Sup. Ed.	Experience	Experience	Experience
16. Prof. and Community Service	0.00	1.88	0.00	2.01	10	7.99
17. Field Measurements	0.00	2.75	0.00	2.75	0	0.00
TOTAL CATEGORY D	**4.63**		**4.76**		**10**	**7.99**
TOTAL	**74.03**		**142.84**		***700**	

*This total includes the 465 minimum TU's required in training categories A, B, C and D. The additional 235 TU's must be earned in any of the listed categories.
For detailed descriptions of the IDP training categories and recognized supplementary education activities, see IDP Guidelines.

Deferring Repayment of Student Loans

Repayment of federally insured student loans granted prior to July 1, 1993, may be deferred through participation in IDP. You should contact your lending institution(s) for eligibility criteria and deferment forms. Most deferment forms require two certifications. Your supervisor ("program official") must certify that you are employed in an acceptable training setting, and a registration board official must certify (1) that an internship is required for architectural registration; (2) the required length of the internship period; and (3) that a baccalaureate degree is required before entering the internship program.

Questions regarding loan repayment and deferments should be directed to the lending institution(s) or to the agency that has guaranteed your loan(s). **The American Institute of Architects and the National Council of Architectural Registration Boards are not authorized to sign deferment forms.**

Participation in a required professional internship program no longer qualifies for deferring repayment of most federally insured student loans granted after July 1, 1993, except in cases where significant economic hardship can be demonstrated. Questions regarding alternative loan repayment options must be directed to your lending institution.

VI
Information for Foreign Applicants

There is no reciprocal registration between foreign countries and the U.S. (with the exception of Canada). You cannot practice architecture in a U.S. state or territory without acquiring a license to practice in that jurisdiction. Each of the 50 states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands has an architectural registration board which regulates the profession in their jurisdiction.

To become a registered architect in a U.S. jurisdiction, you must first comply with that jurisdiction's education, training, and examination requirements. Not all jurisdictions have adopted NCARB's education and training standards. **All questions regarding your eligibility must be directed to your jurisdiction's registration board.** For the contact information for each board, see www.ncarb.org/stateboards/index.html.

Education

Many registration boards require applicants to have a professional degree from a program accredited by the National Architectural Accrediting Board (NAAB). Foreign-educated individuals, who do not hold such a degree, may be directed to have all of their post-secondary education evaluated by NAAB. Applications for an EESA-NCARB evaluation must be requested from:

National Architectural Accrediting Board, Inc.
1735 New York Avenue, NW, 3rd Floor
Washington, DC 20006
202/783-2007
www.naab.org (click on "EESA")

Fees for this service will be billed to you directly by NAAB, which is a private organization not affiliated with any architectural registration board.

Training

Most NCARB member boards require completion of the Intern Development Program (IDP) training requirement. In the IDP, training is measured in eight-hour training units. To satisfy the IDP training requirement you must earn a total of at least 700 training units, with prescribed subtotals in various training areas. Refer to Appendices B and E.

To begin documentation for the IDP, submit an application for an NCARB Council Record, which may be printed from www.ncarb.org/forms/112form.pdf.

Examination

Every NCARB member board requires interns to pass NCARB's Architect Registration Examination (ARE). Those who practice architecture outside of the U.S. or Canada must also pass the ARE to qualify for registration in the U.S. For further information, see www.ncarb.org/IDP/foreign.html.

If you have any questions, please contact NCARB at *customerservice@ncarb.org* or by calling 202/783-6500.

VII

The IDP Process: Applying for Examination

As discussed in Section II, architectural registration is an administrative process resulting in the granting of a license to practice architecture within a state. Each registration board establishes its own application procedures for examination.

A few boards allow interns to take the registration examination upon satisfaction of their education requirement (e.g., earning a professional degree from an NAAB-accredited program); however, most boards require satisfaction of education and training requirements before examination. The information in this section applies primarily to those who have satisfied (or will soon satisfy) the IDP training requirement and are seeking admission to the examination.

You should request application materials from your board at least one year prior to your anticipated examination date. You must carefully review your board's training requirement and conditions (and related application procedures) such as:

- Your board's required training period. Can this period be reduced if you satisfy the IDP training requirement in less time?
- How many years in "the office of a registered architect" are required?
- Must you satisfy your board's education and training requirements prior to the examination? After the examination?
- Will an NCARB Council Record be accepted in lieu of your board's verification documents? Is an NCARB Council Record required?
- Are references required?
- Who can be used as a reference?

You must strictly adhere to all application procedures. Failure to comply with the procedures in a timely manner can result in postponement of examination and registration.

If you have an NCARB Council Record you must, when requested, provide NCARB with written notice of your intent to apply for examination. You may make the request from our web site at www.ncarb.org/forms/req_idptran.html.

NCARB will review your Record and request (if necessary) additional employment or education information. Upon receipt of all information and the appropriate fee, NCARB will send a complete copy of your Record to your board. If the NCARB education and training requirements have been fulfilled, the transmittal will include NCARB's recommendation for your admission to the examination. The board will review your Record and make the final decision on admission. Transmittal procedures for NCARB Council Record holders are listed in Appendix I.

Epilogue

The processes of education, training, and examination culminate in receiving an architectural license, a significant achievement in your career. Professional development, however, does not end here.

Today's architects must continue to build upon their knowledge and skills. This involves keeping abreast of new trends and changes while refining and expanding basic competencies.

Some registration boards require continuing education for maintaining an architectural license. NCARB assists its member boards through the Professional Development Program, a national program that assures the public and registration authorities that architects are continually expanding their knowledge base.

Continuing education is also required for maintaining AIA membership. The AIA Continuing Education System assists members in maintaining their competence and achieving their professional goals.

While schools of architecture and firms share the responsibility for preparing interns for productive careers, the profession itself must continue to provide opportunities for architects to reinforce and extend their competencies. Only through such a sustained commitment to lifelong learning can architects meet the public's high expectations for quality service.

OPEN YOUR MIND AND LEARN TO SEE.

—Robert Hege

A

IDP Resources

AIA Resources

The following program resources are available free of charge (unless otherwise noted) from:
The American Institute of Architects
1735 New York Avenue, NW
Washington, DC 20006
800/242-3837

AIA State Components
go to:
www.aia.org/components_map

IDP State and Educator Coordinators
go to:
www.aia.org/idp_coordroster

ARE Support
go to:
www.aia.org/are

Mentoring Knowledge Spot
Including the new 2005 IDP Mentoring publication
go to:
www.aia.org/mentoring

IDP Support
For information on IDP Outstanding Firm Award, Intern Programs That Work For Firms, Intern Salary Statistics, IDP FAQ and more
go to:
www.aia.org/idp

***Emerging Professional's Companion* (EPC)**
go to:
www.epcompanion.org/

Architect's Handbook of Professional Practice*, *The Construction Specifications Institute Manual of Practice*, *Building Community* by the Carnegie Foundation for the Advancement of Teaching, and *BOCA National Building Code
to purchase call:
AIA Bookstore
800/242-3837, option 4

IDP and Continuing Education
The AIA will provide IDP Record holders who are not AIA members with a customer number that allows you to document AIA continuing education used for IDP credit. Visit the Emerging Professional's Companion (EPC) web site at www.epcompanion.org, click on the link for "First Time Users," and follow the prompts for "NCARB Record holders." The number that you are assigned will serve as your EPC login as well as your AIA continuing education customer number.

See Appendix H for more information about supplementary education.

NCARB Resources

The following program resources are available free of charge from:
National Council of Architectural Registration Boards
1801 K Street, NW
Suite 1100-K
Washington, DC 20006
Contact NCARB Customer Service: 202/879-0520
or e-mail: customerservice@ncarb.org

NCARB Member Boards and Member Board Requirements
go to:
www.ncarb.org/stateboards/index.html

IDP Training Unit Workbook
go to:
www.ncarb.org/idp/idpworkbook.html

Foreign Applicants
go to:
www.ncarb.org/reciprocity/foreign.html

NCARB Education Standard
go to:
www.ncarb.org/forms/educstand.pdf

Architect Registration Examination (ARE) Guidelines
go to:
www.ncarb.org/forms/areguide.pdf

Handbook for Interns and Architects
go to:
www.ncarb.org/forms/handbook.pdf

Application for an NCARB Council Record/Certificate and all NCARB Forms
go to:
www.ncarb.org/forms/

NCARB *News Clips*
go to:
www.ncarb.org/newsclips/index.html

NCARB's *Direct Connection* Newsletter
call NCARB at:
202/879-0520

All of the above resources are available by contacting the NCARB office.

A

IDP Resources

NAAB Resources

National Architectural Accrediting Board, Inc.
1735 New York Avenue, NW, 3rd Floor
Washington, DC 20006
202/783-2007 or e-mail info@naab.org

NAAB-accredited Professional Degree Programs in Architecture
go to:
www.naab.org/usr_doc/accredited_programs_19.pdf

Education Evaluation Services for Architects (EESA) for foreign-educated applicants
go to:
www.naab.org (click on "EESA")

ADDITIONAL RESOURCES

B

IDP Training Requirement

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. The following chart lists the IDP training categories and areas and the required training units for each.

Category A: Design and Construction Documents **Minimum Training Units Required**

1. Programming 10
2. Site and Environmental Analysis 10
3. Schematic Design 15
4. Engineering Systems Coordination 15
5. Building Cost Analysis 10
6. Code Research 15
7. Design Development 40
8. Construction Documents 135
9. Specifications and Materials Research 15
10. Document Checking and Coordination 10

Total Training Units Required 350*

This total includes the 275 minimum training units required, plus 75 additional training units that must be earned in any of the training areas 1-10.

Category B: Construction Contract Administration

11. Bidding and Contract Negotiation 10
12. Construction Phase—Office 15
13. Construction Phase—Observation 15

Total Training Units Required 70*

This total includes the 40 minimum training units required, plus 30 additional training units that must be earned in any of the training areas 11-13.

Category C: Management

14. Project Management 15
15. Office Management 10

Total Training Units Required 35*

This total includes the 25 minimum training units required, plus 10 additional training units that must be earned in either training area 14 or 15.

Category D: Related Activities

16. Professional and Community Service 10

Other Related Activities 0

Total Training Units Required 10

TOTAL IDP TRAINING UNITS REQUIRED 700*

***The required minimum in Categories A, B, C, and D totals 465 training units. The additional 235 training units may be acquired in any of the listed categories.**

C

IDP Entry Points

NCARB conditions specify that no training units may be earned prior to satisfactory completion of:

- three years in an NAAB- or CACB-accredited professional degree program;
- the third year of a four-year pre-professional degree program in architecture accepted for direct entry to an NAAB- or CACB-accredited professional degree program;
- one year in an NAAB- or CACB-accredited Master of Architecture degree program for interns with under graduate degrees in another discipline;
- 96 semester credit hours as evaluated by the National Architectural Accrediting Board Inc. (NAAB) in accordance with NCARB's Education Requirement, of which no more than 60 hours can be in the general education subject area.

For purposes of calculating years of education, 32 semester credit hours or 48 quarter credit hours shall equal one year in an academic program.

D

Establishing an NCARB Council Record & Council Record Fees

If you wish to initiate an NCARB Council Record, you must obtain an application from the Council office (NCARB; 1801 K St., NW, Suite 1100-K; Washington, DC 20006) or from www.ncarb.org/forms. Upon receipt of your completed application and application fee, the following steps are taken to compile your Council Record:

- NCARB will acknowledge your application and send transcript request forms and employment verification/IDP training unit report forms (see sample in Appendix F) to you.
- You prepare and send the forms to identified schools and employers. Each form is completed and returned directly to NCARB from the school or employer.
- You can monitor your Council Record at www.ncarb.org/Recordsvc.Logon.asp.
- Upon receipt of all requested information, NCARB will conduct a preliminary evaluation of your qualifications against the NCARB Education and Training Requirements. You will be directed to submit employment verification/IDP training reports until the Training Requirement has been satisfied. See sample IDP Periodic Assessment Report on page 14.

The time required to compile an NCARB Council Record varies considerably, depending on the number of verifications requested and the timely receipt of each item. Most Council Records take between 12 and 16 weeks to compile.

The following table lists the NCARB Council Record fees effective July 1, 2004. All other fees for NCARB Services are in accordance with the fee schedule described in NCARB's *Handbook for Interns and Architects* (latest edition). Council Record applications received after July 1, 2004, shall be subject to the current fee schedule where applicable. Fees are subject to change without notice.

Category	Description	Fee
Application	Covers NCARB services for compiling your Council Record for the first three years and includes one transmittal of your Council Record to a member registration board. (**This service period is extended if your are enrolled on a full-time basis in an NAAB- or CACB-accredited program**.) Note: Students and recent graduates (within six months of graduation) may submit $100 with the application. The balance of the application fee, plus any annual increases, is due before the Council Record is transmitted.	**$285**
Late Application	Covers NCARB services for compiling and transmitting your Council Record within the first 12 months following receipt of your application (at your request).	**$685**
Annual Maintenance	Keeps your Council Record active beyond the first three years.	**$50**
Additional Transmittals	Additional transmittal of your IDP Council Record to another registration board.	**$270**
Dishonored Check	For each dishonored check.	**$25**

E

Training Settings: Maximum Training Units Allowed & Conditions Affecting IDP Training

You earn training units when you are employed in training settings recognized by your state registration board. The following table sets forth those training settings recognized by NCARB, the maximum number of training units that can be acquired in each setting and the related IDP training conditions.

You should compare your board's training conditions with the NCARB conditions. Where differences exist, you must first comply with your board's conditions.

TRAINING SETTING		MAXIMUM TRAINING UNITS ALLOWED
A	Training under the direct supervision[1] of a registered architect[2], and when the organization's practice (a) is in the charge of a person practicing as a principal[3] and (b) encompasses the comprehensive practice of architecture, including each of the training areas in Appendix B.	No limit[4]
B	Training under the direct supervision[1] of a registered architect[2], but when the organization's practice does not encompass the comprehensive practice of architecture, including each of the training areas in Appendix B.	465 training units[4]
C	Training in a firm engaged in the practice of architecture outside the United States or Canada, under the direct supervision[1] of a person practicing architecture, who is registered neither in the U.S. nor a Canadian jurisdiction.	235 training units
D	Experience directly related to architecture under the direct supervision[1] of a registered engineer (practicing as a structural, civil, mechanical, or electrical engineer in the field of building construction) or a registered landscape architect.	235 training units Training Categories B, C, and D[5]
E	Experience (other than that noted above) in activities involving the design and construction of the built environment (such as analysis of existing buildings, planning, programming, design of interior space, review of technical submissions, engaging in building construction activities, and the like) when under the direct supervision[1] of a person experienced in the activity.	117 training units in Training Categories C and D[5]
F	Full-time teaching or research in an NAAB-accredited or CACB-accredited professional degree program.	245 training units in Training Category D
FF	Performing professional and community service when not in settings described in A through F.	10 training units in Training Area 16

E

Training Settings: Maximum Training Units Allowed & Conditions Affecting IDP Training

NCARB conditions referred to by the footnotes in the table are as follows:

[1]**"Direct supervision"** means that degree of supervision by a person overseeing the work of another, where both work in the same office in circumstances where personal contact is routine, whereby the supervisor has both control over and detailed professional knowledge of the work prepared under his or her supervision.

To earn training units in settings A through E, if you were not an employee of the organization in which you received your training, you must submit evidence that you were nonetheless working under the direct supervision of the person overseeing your work. NCARB conditions do not recognize work performed by "independent contractors" as defined by the U.S. Department of Labor.

[2]A **"registered architect"** is a person registered to practice architecture in the jurisdiction in which they practice.

[3]A person practices as a **"principal"** by being (a) a registered architect as defined above and (b) the person in charge of the organization's architectural practice, either alone or with other registered architects.

[4]**You must earn at least 235 training units in Training Setting A.**

[5]To satisfy Training Category A of the IDP training requirement, training units (including those earned from supplementary education) must be acquired when employed in Training Settings A, B, and C.

Other NCARB conditions affecting IDP training are as follows:

- **To earn training units in Training Settings A, B, C, D, and E, you must work at least 35 hours per week for a minimum period of eight consecutive weeks, or at least 20 hours per week for a minimum period of six consecutive months.**
- To earn training units in Training Setting F, you must be employed on a full-time basis.
- No experience used to obtain core or elective academic credit required for graduation in an NAAB- or CACB-accredited degree program may be used to earn training units.
- No training units may be earned for foreign training other than under the direct supervision of a person practicing architecture; however, a person with **five years of foreign practice as a principal in the office of a registered architect** shall be deemed to have satisfied the training requirement.
- Experience in training settings other than those outlined above may be accepted only insofar as NCARB considers it to be equivalent to experience earned in one or more of the recognized settings.
- In the evaluation of training, NCARB may require additional substantiation of the quality and character of your experience, notwithstanding the fact that the experience satisfies the above conditions.

For conditions affecting supplementary education, refer to Appendix H.

F

Sample Employment Verification Form

EMPLOYMENT VERIFICATION

Please use a separate form for each period of full-time or part-time employment.

APPLICANT

Please complete ALL numbered items. The release authorization (item 9 and 10) must be signed and dated BEFORE sending the form to your daily supervisor to complete items A-I. IDP applicants must complete the IDP Training Unit Report on the next page. ARCHITECT APPLICANTS NOT WISHING TO RECEIVE IDP TRAINING UNIT CREDIT MUST COMPLETE ITEM VI ON THE NEXT PAGE.

1. **NCARB File No.:** _____ 2. **Your name:** _____

3. **Your current address:** _____ City _____ State/Prov. _____ ZIP/PC _____

4. **Name of organization where previously or currently employed:** _____

5. **Organization's address during reporting period:** _____

City _____ State/Province/Foreign Country [ ] ZIP/PC _____

6. **Reporting period:** From ____/____/____ (Month Day Year) to ____/____/____ (Month Day Year) **Hours per week (including overtime):** _____

Please use a separate form for each period of full-time or part-time employment.

7. **Your status in organization:** ☐ Partner/Corporate Director ☐ Employee ☐ Other _____

8. **Check one employment description:**

		Maximum IDP Training Units (TUs) allowed—See item V for IDP Training Categories
☐ **A**	■ Organization encompasses the comprehensive practice of architecture / areas in item ■ Direct supervision by a registered architect	No limit in Categories A, B, C, and D
☐ **B**	■ Organization *does not* encompass the comprehensive prac chite ■ Direct supervision by a registered architect	465 TUs in Categories A, B, C, and D
☐ **C**	■ Organization *outside of U.S. or Canada* eng ged i ctice ect ■ Direct supervision by a foreign archite egist U.S. o a)	55 TUs in Categories A, B, C, and D
☐ **D**	■ Organization provides services direc arch ■ Direct supervision by a r red eng tered architect	235 TUs in Categories B, C, and D only
☐ **E**	■ Organization provid inv he and ion of the built environment ☐ Constr tion ☐ I ☐ Oth ■ Direc ion by a p se the ine c bove	117 TUs in Categories C and D only
☐ **F**	■ Full-ti research NA ited B-accredited professional degree program	245 TUs in Category D only
☐ **F**	erformi fessi com (volu eer) service when *not* employed in A-F above	10 TUs in Prof. & Comm. Service

I h CARB equ e person listed below with respect to my background and character. I invite full and complete resp l rel d person m any and all claims, including claims for libel and slander, which may arise out of the communication of any inform ARB by certify that all information I furnish herein or attached hereto is correct.

9. **Your sign ure:** _____ 10. **Date:** _____

SUPERVISOR

This port must be completed by your DAILY SUPERVISOR at the referenced organization. Daily super ease complete ALL lettered items. Use separate sheet if required.

A. Is all information shown above correct? ☐ YES ☐ NO If no, make corrections above or clarify below:

_____

B. Are the experiences correct as shown in item V on the IDP Training Unit Report OR in item VI on the next page? ☐ YES ☐ NO If no, please make corrections where appropriate.

C. Your title: ☐ Architect ☐ Engineer ☐ Landscape Architect ☐ Other _____

Your position in (or relationship to) the organization in item 4 above: _____

D. If employment description **A, B, C,** or **D** has been checked in item 8 above, please verify that you hold a license in the state/province or foreign country identified in item 5 above:

Lic. #: _____ or N/A State/Province/Foreign Country: [ ] Date initially granted: ____/____ (month year) or N/A

E. Your name: _____

F. Name and address of your current organization: _____

Phone number: _____ E-mail: _____

I hereby certify that all information furnished herein or attached hereto is correct.

H. Your signature: _____ I. Date: _____

G. To the best of your knowledge, rate the following:

Technical Competence
- ☐ Excellent
- ☐ Satisfactory
- ☐ Marginal
- ☐ Unsatisfactory*
- ☐ Not qualified to answer

Professional Conduct
- ☐ Excellent
- ☐ Satisfactory
- ☐ Marginal
- ☐ Unsatisfactory*
- ☐ Not qualified to answer

written explanation required

Form 123-1 9/03

SAMPLE

F

Sample Employment Verification Form

IDP TRAINING UNIT REPORT AND ARCHITECT EXPERIENCE % REPORT

IDP applicants must complete items I-V below in addition to items 1-10 on the Employment Verification form. Accurate start and end dates in item IV are mandatory. Report period dates may not overlap with other report periods. Do not project any training activities beyond the reporting period. Your daily supervisor must verify all activities.

ARCHITECT APPLICANTS NOT WISHING TO RECEIVE IDP TRAINING UNIT CREDIT MUST COMPLETE ITEM VI.

I. **NCARB File No.:** _____ II. **Name:** _____

III. **Is/Was employed by:** _____

IV. **Reporting period:** From ____/____/____ (Month Day Year) to ____/____/____ (Month Day Year) **Hours per week (including overtime):** _____

Is this your first Training Unit Report for this employment? ☐ YES ☐ NO

V. **Indicate the IDP Training Units earned in each Category during the above period. One Training Unit equals eight hours of acceptable experience. Twenty (20) Training Units per month are typical for full-time employment (35 hours/week minimum). Please limit decimal notation to two places.**

PLEASE DO NOT DETACH

Refer to item 8 on the Employment Verification form for recording IDP Training Units.

Employment Descriptions **A, B, C**

Employment Description **D**

Employment Description **E**

Employ. Des. **F or FF**

	IDP Experience	Supplementary Education[2]	VI. ARCHITECTS Indicate % of total experience in each area
Category A: Design and Construction Documents[1]			
1. Programming			
2. Site and Environmental Analysis			
3. Schematic Design			
4. Engineering Systems Coordination			
5. Building Cost Analysis			
6. Code Research			
7. Design Development			
8. Construction Documents			
9. Specifications and Materials Research			
10. Document Checking and Coordination			
TOTAL			
Category B: Construction Contract Administration[1]			
11. Bidding and Contract Negotiation			
12. Construction Office			
13. Construction Observation			
TOTAL			
Category C: Management			
14. Project Management			
15. Schematic Design			
SUBTOTAL			
Category D: Related Activities *(Please describe each activity listed in 17-20 in Diary.)*			
16. Community Service			
17.			
18.			
19.			
20.			
SUBTOTAL			
TOTAL			100%

Your AIA transcript or list of AIA Supplementary Education activities must be attached.

Must be completed by architects NOT wishing to receive training U.

DIARY

Please list any changes of employment status, supplementary education activities, etc.

MENTOR

For all employment after July 1, 2000, the IDP Mentor MUST sign and date this form where indicated to acknowledge that he or she has met with you to review training progress. The IDP Mentor does not verify IDP Training Units. Your daily supervisor may serve as your Mentor.

VII. **IDP Mentor signature (for interns only):** _____

VIII. **Date:** _____

Note 1: If employed in Experience Description D (item 8), Training Units for any activity in Category A must be recorded in Category D. If employed in Experience Description E (item 8), Training Units for any activity in Categories A and B must be recorded in Category D.

Note 2: List any supplementary education in Diary. To receive credit for programs other than AIA Supplementary Education Handbook activities, an official AIA/CES transcript must accompany this report. Refer to most current IDP Guidelines for information regarding acceptable supplementary education activities.

Form 123-2 9/03

SAMPLE

THE HEART IS THE CHIEF FEATURE OF A

FUNCTIONING MIND.

—*Frank Lloyd Wright*

G

IDP Training Area Descriptions & Recommended Core Competencies

The activities in this appendix enable you to acquire the knowledge, understanding, and skills that form core competencies related to architectural practice. You should use the activities as a tool to enhance the quality of your training.

Two types of activities—**Awareness and Understanding** and **Skills and Application**—are identified for each of the 16 IDP training areas. Awareness and Understanding Activities encompass the technical information, concepts, and principles you can articulate both orally and in writing. They refer to three important reference documents: *Emerging Professional's Companion* (EPC) (see Chapter III), *The Architect's Handbook of Professional Practice* (AHPP), 13th edition, and *The Construction Specifications Institute Project Resource Manual–CSI Manual of Practice, 5th Edition* (CSI PRM) (ISBN 0-07-137004-8). The PRM is the authoritative resource for the organization, preparation, use, and interpretation of construction documents, encompassing the entire life cycle of a facility from conception through facility management. Skills and Application Activities involve performance-based tasks that form each core competency.

You may use the information in this appendix in a variety of ways: as a checklist, a set of goals, or a map to identify how far along you are in the process. Given the wide diversity among interns' architectural educations and training settings, achievement of core competencies is not precisely correlated with the minimum training units required in each area. Some interns may achieve their objectives in the minimum required time, while others may require significantly more experience.

At the beginning of your internship, you should familiarize yourself with the training areas and activities. Analyze your current knowledge and practical skills and consider how you can acquire the core competencies most efficiently. Keep the *IDP Guidelines* with you at work so you can chart your progress. **Remember that specific office tasks will often result in competencies in more than one IDP training area. Take care to accurately prorate time among the various areas. Consult with your IDP supervisor regarding the appropriate distribution of time.** As your internship progresses, periodically discuss the activities and your particular training objectives with your supervisor, mentor, and other interns. Because the activities provide a common benchmark, sharing your progress with others can be mutually beneficial.

Category A: Design and Construction Documents

1. PROGRAMMING 28
2. SITE & ENVIRONMENTAL ANALYSIS 29
3. SCHEMATIC DESIGN 30
4. ENGINEERING SYSTEMS COORDINATION 31
5. BUILDING COST ANALYSIS 32
6. CODE RESEARCH 33
7. DESIGN DEVELOPMENT 34
8. CONSTRUCTION DOCUMENTS 35
9. SPECIFICATIONS & MATERIALS RESEARCH 36
10. DOCUMENT CHECKING & COORDINATION 37

Category B: Construction Contract Administration

11. BIDDING & CONTRACT NEGOTIATION 38
12. CONSTRUCTION PHASE—OFFICE 39
13. CONSTRUCTION PHASE—OBSERVATION 40

Category C: Management

14. PROJECT MANAGEMENT 41
15. OFFICE MANAGEMENT 42

Category D: Related Activities

16. PROFESSIONAL & COMMUNITY SERVICE 43

OTHER RELATED ACTIVITIES 43

1. Programming

Definition

Programming is the process of discovering the owner's requirements and desires for a project and setting them down in written, numerical, and graphic form. For a project to be successful, all participants, including the owner, must understand and agree on the program at the outset.

Core Competencies

At the completion of your internship, you should be able to:

- use information gathering and data collection techniques to collect, organize, and evaluate programming data
- establish the scope, design, objectives, limitations, and criteria for building projects
- develop a program that reflects the owner's requirements and desires for a project
- set forth the program requirements in written, numerical, and graphic form
- research and assess information from completed postoccupancy evaluations
- determine a project's feasibility

Awareness and Understanding Activities

Review the information, concepts, and principles contained in EPC Chapter 1; in AHPP topics 1.2, 2.3, 5.1, and 17.1; and in CSI PRM Module 1, Chapters 2.1, 2.2, 2.5 and 2.6.

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Identify the qualitative and quantitative requirements for the project, and develop questions and a checklist for an owner/user survey.

_____ Investigate and document the work process for a particular user.

_____ Prepare functional relationship/adjacency diagrams.

_____ Use efficiency factors to set gross area requirements.

_____ Relate the budget and schedule to the program.

_____ Determine client needs for phasing the project and for future growth and development.

_____ Analyze owner-supplied data and document programmatic implications.

_____ Research the legal considerations of offering programming services.

Minimum training units required: 10

NOTES

2. Site & Environmental Analysis

Definition

Site and environmental analysis involves research and evaluation of a project's context and may include environmental evaluation, land planning or design, and urban planning.

Core Competencies

At the completion of your internship, you should be able to:

- provide a coherent, logical, well-designed site plan for a specific program
- justify the site plan design based on your research

Awareness and Understanding Activities

Review the information, concepts, and principles contained in EPC Chapter 2; in AHPP topics 15.3, 15.5, and 17.3; and in CSI PRM Module 2, Chapters 2.3 and 2.5.

NOTES

Skills and Application Activities:

Activity Achieved?

Document and evaluate the following issues for a specific project:

_____ Building location options on the site.

_____ Regulatory restrictions (e.g., parking, zoning, building codes, ADA) for the site.

_____ Natural conditions (e.g., topography, vegetation, climate considerations, orientation) on the site.

_____ Constructed conditions (e.g., infrastructure, building foundation).

_____ Access to utilities.

_____ Environmental hazards.

_____ Input from consultants (e.g., landscape architect, geotechnical engineer).

_____ Input from groups with community interest (e.g., community organizations, historic preservation organizations).

_____ Information from public agencies with jurisdictional authority (e.g., zoning, planning, building, fire).

_____ Feasibility of alternative sites.

Minimum training units required: 10

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

3. Schematic Design

Definition
Schematic design is the development of graphic and written conceptual design solutions to the program for the client's approval.

Core Competencies
At the completion of your internship, you should be able to:

- develop alternative solutions to a specific program
- document and present your solutions to a client for selection and approval

Awareness and Understanding Activities
Review the information, concepts, and principles contained in EPC Chapter 3; in AHPP topic 18.3; and in CSI PRM Module 4, Chapters 4.1, 4.2, 4.3, 4.8.

Skills and Application Activities:

Activity Achieved?
Complete the following activities for a specific project:

_____ Develop alternative conceptual design proposals that address the program.

_____ Evaluate engineering systems appropriate to the project.

_____ Prepare volume and area calculations and evaluate the cost of alternative design proposals.

_____ Prepare a presentation package, including drawings and models, to show the client.

_____ Prepare an oral and written presentation to communicate the intent of the designs to the client.

_____ Review the selected schematic design with the client and revise the design based on the client's feedback.

_____ Coordinate consultants' activities relative to the schematic design.

_____ Incorporate relevant code requirements into the schematic design.

Minimum training units required: 15

NOTES

4. Engineering Systems Coordination

Definition

Engineering systems coordination involves selecting and specifying structural, mechanical, electrical, and other systems, and integrating them into the building design. These systems are normally designed by consultants in accordance with the client's needs.

Core Competencies

At the end of your internship, you should be able to:

- work with consultants to incorporate engineering systems into building designs
- communicate with consultants and resolve any conflicts between building systems
- coordinate inclusion of engineering systems design in all project documents

Awareness and Understanding Activities

Review the information, concepts, and principles contained in EPC Chapter 4; in AHPP topics 18.5 and 18.6; and CSI PRM Module 4, Chapters 4.3 and 4.4.

NOTES

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Research and assist in the selection of appropriate engineering systems.

_____ Assess sustainability issues.

_____ Evaluate the types of consultants required.

_____ Coordinate and verify the availability of adequate utilities.

_____ Evaluate engineering proposals and fee structures.

_____ Coordinate project information with consultants.

_____ Coordinate engineering system documents.

_____ Evaluate space requirements and costs for engineered systems.

Minimum training units required: 15

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

5. Building Cost Analysis

Definition

Building cost analysis involves estimating the probable construction cost of a project.

Core Competencies

At the completion of your internship, you should be able to:

- analyze and evaluate construction costs
- prepare a building cost analysis that meets the program's requirements and provides alternatives for the owner/client

Awareness and Understanding Activities

Review the information, concepts, and principles contained in EPC Chapter 5; in AHPP topic 14.4; and in CSI PRM Module 4, Chapters 4.7 and 4.8.

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Prepare preliminary cost analysis using:
- unit cost/building type basis (cost/square foot),
- unit cost basis (material labor), and
- standard references such as Means and Dodge.

_____ Investigate and prepare quantity calculations for selected materials.

_____ Evaluate life-cycle cost information in relation to specifications.

_____ Research value analysis opportunities.

_____ Evaluate and document scope/quantity/cost in comparison to materials selection and the preparation of specifications.

_____ Factor the current inflation rate and other economic variables into the cost estimates.

_____ Understand non-construction project costs, including land acquisition, design, government approvals, project financing, and marketing.

Minimum training units required: 10

NOTES

6. Code Research

Definition

Code research involves evaluating a specific project in the context of relevant local, state, and federal regulations that protect public health, safety, and welfare.

Core Competencies

At the completion of your internship, you should be able to:

- provide the owner/client with an analysis of how a project will respond to local, state, and federal regulations and other relevant code issues

Awareness and Understanding Activities

Review the information, concepts, and principles contained in EPC Chapter 6; in AHPP topics 15.4 and 18.4; the International Building Code; and in CSI PRM Module 4, Chapter 4.3.

Familiarize yourself with the information contained in the UBC, BOCA, and SBC manuals; the Americans with Disabilities Act; and any other applicable regulatory manuals.

NOTES

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a new facility and for an existing facility:

_____ Evaluate design alternatives based on code requirements.

_____ Research all applicable codes.

_____ Develop a life-safety analysis.

_____ Participate in preliminary meetings with code officials and make design adjustments to reflect compliance with relevant codes.

_____ Develop a list of required agency approvals during final project reviews.

Minimum training units required: 15

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

7. Design Development

Definition

In design development, a project's schematic design is refined, including designing details and selecting materials. This step occurs after the owner has approved the schematic design.

Core Competencies

At the completion of your internship, you should be able to:

- develop drawings and documents for the owner/client that detail the project's scope, quality, and cost
- provide details regarding design specifications, systems, consultants, and materials

Awareness and Understanding Activities

Review the information, concepts, and principles contained in EPC Chapter 7; in AHPP topic 18.3; and in CSI PRM Module 4, Chapters 4.1, 4.2, 4.3, 4.5, 4.7, and 4.9.

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Prepare design development documents from the approved schematic design, incorporating appropriate levels of detail in drawings and outline specifications. Be sure to coordinate and cross-reference documents.

_____ Participate in discussions with the client regarding project scope, quality, and cost.

_____ Document decisions reached during client meetings and evaluate their impact on the design program.

_____ Review the design development documents for conflicts between building systems. If any are identified, coordinate the work of consultants to resolve them.

_____ Review the specifications and drawings to ensure they conform to previously established requirements and meet applicable codes.

Minimum training units required: 40

NOTES

8. Construction Documents

Definition

Construction documents are the written and graphic instructions used for construction of the project. These documents must be accurate, consistent, complete, and understandable.

Core Competencies

At the completion of your internship, you should be able to:

- prepare an accurate, consistent, and complete set of architectural construction documents for a simple project
- explain construction documents to a client

Understanding and Awareness Activities

Review the information, concepts, and principles contained in EPC Chapter 8; in AHPP topics 13.4 and 18.5; and in CSI PRM Module 5.

NOTES

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Create mock-ups of project drawing sets.

_____ Prepare a schedule for preparation of construction documents that includes milestone markers and reviews as appropriate.

_____ Prepare plan, elevation, and section drawings that clearly convey the design development documents. Coordinate and cross-reference the documents, including the work of consultants.

_____ Document decisions reached at relevant project team meetings, and evaluate their impact on the development and production of the construction documents.

_____ Review the program to check for discrepancies between the design development and construction documents.

_____ Help the client obtain required approvals and permits.

Minimum training units required: 135

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

9. Specifications & Materials Research

Definition

Specifications and materials research leads to analysis and selection of building materials and systems for a project. The materials specified for a particular project communicate the requirements and quality expected during construction. Specifications are included in a project manual that is used during bidding and construction.

Core Competencies

At the completion of your internship, you should be able to:

- prepare an outline specification
- prepare specification standards in the CSI format
- translate the construction requirements into a specifications format
- research and select appropriate building materials based on performance criteria and program requirements
- based on the specifications, prepare a production sequence flow chart to illustrate the relationship between construction documents and the construction process

Awareness and Understanding Activities

Review the information, concepts, and principles contained in EPC Chapter 9; in AHPP topics 13.4 and 18.6; and in CSI PRM Module 4, Chapters 4.4, 4.5, 4.6, 4.10, and Module 5. Familiarize yourself with the information contained in the Sweets Catalogs.

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Investigate product literature or question manufacturers' representatives to acquire information about materials for use in preparing specifications.

_____ Prepare a preliminary project description, then write outline specifications and construction specifications for one CSI section.

_____ Using project specifications, develop a production sequence flow chart for consultants and clients/owners.

Minimum training units required: 15

NOTES

10. Document Checking & Coordination

Definition

Document checking and coordination is the means by which quality assurance is established and maintained throughout a project.

Core Competencies

At the completion of your internship, you should be able to:

- verify that information produced by the various disciplines involved in the design/construction process is coordinated throughout the project documents
- apply standard document-checking procedures for a project, and revise and correct construction documents, as required

Awareness and Understanding Activities

Review the information, concepts, and principles contained in EPC Chapter 10; in AHPP topic 13.4; and in CSI PRM Module 4, Chapters 4.8, 4.9, and Module 5, Chapters 5.1 and 5.11.

NOTES

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Develop a list of all drawings and other documents required for the project, including brief descriptions of their contents.

_____ Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions in the construction documents.

_____ Coordinate all project drawings for accuracy of dimensions, notes, and abbreviations.

_____ Assist in developing a schedule of lead times required for proper coordination with other disciplines.

_____ Cross-check all consultants' drawings with architectural drawings for possible conflicts and interference of plumbing lines, ductwork, electrical fixtures, etc.

_____ Assist in final documents review for compliance with applicable codes, regulations, etc.

_____ Make revisions and corrections to outline mock-ups, red-lined drawings, and project document sets based on the results of project document checks.

Minimum training units required: 10

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

11. Bidding & Contract Negotiation

Definition

Bidding and contract negotiation involves the establishment and administration of the bidding process, issuance of addenda, evaluation of proposed substitutions, review of bidder qualifications, analysis of bids, and selection of the contractor(s).

Core Competencies

At the completion of your internship, you should be able to:

- define and describe the key components of the bidding and contract negotiation process
- follow appropriate procedures during the bidding process
- complete bidding and contract forms

Awareness and Understanding Activities

Review the information, concepts, and principles contained in EPC Chapter 11; in AHPP topics 11.1 through 11.3 and 18.8; and in CSI PRM Module 3, Module 5, Chapters 5.2, 5.12, and Module 6.

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Prepare bidding documents and maintain the distribution register.

_____ Research and prepare an addendum to the bidding documents and write a notice announcing the change.

_____ Attend a bid opening and observe the bidding process.

_____ Assess requests for substitutions.

_____ Develop and illustrate a comparative analysis of bids.

_____ Compare bids with actual project costs.

Minimum training units required: 10

NOTES

12. Construction Phase–Office

Definition

Construction contract administrative tasks carried out in the architect's office include facilitating project communication, maintaining project records, reviewing and certifying amounts due contractors, and preparing change orders (also see Training Area 13, Construction Phase-Observation).

Core Competencies

At the completion of your internship, you should be able to:

- explain the relationship between construction documents and the construction contract administration process
- organize and manage contract administration tasks during the construction phase
- follow appropriate administrative procedures during the construction phase
- facilitate communication among all participants in the construction process, including the owner

Awareness and Understanding Activities

Review the information, concepts, and procedures contained in EPC Chapter 12; in AHPP topics 14.2 through 14.4 and 18.9; and in CSI PRM Module 7.

NOTES

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Obtain information and submittals required for the notice to proceed.

_____ Manage, review, and coordinate the shop drawings, samples, and other items submitted by the contractor.

_____ Attend a preconstruction conference.

_____ Process change orders, requests for information (RFIs), and requests for clarification.

_____ Document conflicts that occur during the construction process, and propose at least two alternative resolutions to each conflict.

_____ Review and approve estimates for payment.

_____ Participate in verifying the punch list submitted by the contractor.

_____ Prepare a certificate of substantial completion.

Minimum training units required: 15

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

13. Construction Phase–Observation

Definition

Construction contract administrative tasks specifically carried out in the field include observing construction for conformity with drawings and specifications and reviewing and certifying amounts due to contractors (also see Training Area 12, Construction Phase-Office).

Core Competencies

At the completion of your internship, you should be able to:

- describe the relationship between construction documents and the construction contract administration process
- manage field observation and documentation tasks
- evaluate completed construction for compliance with the construction documents and specifications

Awareness and Understanding Activities

Review the information, concepts, and principles contained in EPC Chapter 13; in AHPP topics 14.2 and 18.9; and in CSI PRM Module 7, Chapters 7.1, 7.2, 7.4, 7.6, 7.7, 7.8, and 7.12.

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Take minutes at a regular job site meeting.

_____ Review field meeting agendas, and attend meetings when appropriate.

_____ Document unforeseen conditions that arise during construction, and develop several alternative solutions to resolve these problems.

_____ Verify completion of work itemized in monthly requests for payment.

_____ Verify the completion of punch list tasks.

Minimum training units required: 15

NOTES

14. Project Management

Definition

Project management includes planning, organizing, and staffing; budgeting and scheduling; leading and managing the project team; documenting key project information; and monitoring quality assurance.

Core Competencies

At the completion of your internship, you should be able to:

- coordinate communication among all parties involved in a given project
- manage contracts, personnel, schedule, and budget throughout all phases of a small project
- administer architect/owner and consultant agreements
- maintain project quality during design and construction

Awareness and Understanding Activities

Review the information, concepts, and principles contained in EPC Chapter 14; in AHPP Chapter 14; and in CSI PRM Module 1, Chapters 1.1-1.5, Module 2, Chapter 2.6, and Module 7, Chapters 7.7, 7.8, 7.10, 7.11, 7.12, and 7.13.

NOTES

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Assess time requirements for all project tasks.

_____ Develop a project work plan that identifies tasks, responsibilities, personnel requirements, schedule, and budget.

_____ Manage consultants and review all contracts and billing approvals.

_____ Evaluate project work progress.

_____ Manage project reviews and coordination through participation in meetings.

_____ Prepare a schedule of client billings, and establish initial client invoices according to project contracts.

_____ Participate in and document the project closeout process.

_____ Help resolve any disputes that arise.

Minimum training units required: 15

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

15. Office Management

Definition

Office management involves allocation and administration of office resources to support the goals of the firm.

Core Competencies

At the completion of your internship, you should be able to:

- identify and articulate the activities required to maintain a successful and healthy office environment in an architecture firm

Awareness and Understanding Activities

Review the information, concepts, and principles contained in EPC Chapter 15; and in AHPP Chapters 6, 8 through 10, and 12, and topics 7.4, 13.1 through 13.3, 14.1, and 15.1-15.2.

Skills and Application Activities:

Activity Achieved?

_____ Review economic trends, forecasts, and indicators in relation to the firm's markets.

_____ Study the firm's statement of principles, strategic plan, and organization.

_____ Participate in selected marketing activities.

_____ Assist in interviewing potential project team members.

_____ Help develop opportunities for professional collaboration, team building, consensus building, and conflict resolution.

_____ Identify benefits offered by the firm, including health and disability insurance, annual leave, and pension plans, and calculate your total compensation figure.

_____ Prepare interview questions for employment candidates, and participate in the interview process.

_____ Identify the billing and financial ratios the firm uses to track its performance.

Minimum training units required: 10

NOTES

16. Professional & Community Service

Definition

Interns will find that voluntary participation in professional and community activities enhances their professional development. Such activities will increase your understanding of the people and forces that shape society, as well as augment your professional knowledge and skills. ***Community service does not have to be limited to architecturally related activities for you to receive these benefits.***

Core Competencies

At the completion of your internship, you should be prepared to :

- contribute your talents responsibly in a traditional or nontraditional community-based organization with the goal of helping to improve the quality of life in the community

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in the chapter titled "Goal Seven/Service to the Nation" in *Building Community*, published by the Carnegie Foundation for the Advancement of Teaching (1996).

NOTES

Skills and Application Activities:

Activity Achieved?

_____ Participate in a professional association by serving on committees and engaging in related service activities. **Training units cannot be earned only by attending seminars, meetings, or conferences.**

_____ Provide career counseling or mentorship for high school and college students.

_____ Conduct educational programs about the profession in elementary and secondary schools.

_____ Participate in civic organizations, neighborhood groups, museum programs, and other activities that address such issues as homelessness, natural disasters, historic preservation, resource conservation, and environmental awareness.

_____ Participate as a member or consultant to a local zoning board, planning committee, fine arts review board, or similar community-based organization.

Minimum training units required: 10

Other Related Activities

The Intern Development Program is not intended to be narrow or restrictive; rather, IDP brings the broad aspects of architectural practice into proper perspective. In addition, new services that do not fall into more traditional practice settings are opening to architects. Other related activities allow you to gain expertise in these areas, while developing basic practice skills. Activities in the following areas would be appropriate: energy conservation, computer applications, planning, interior design, landscape architecture, environmental and structural engineering, applied research, teaching, historic restoration, and professional delineation.

H

Supplementary Education Conditions

Supplementary education serves two primary functions: (1) to expand upon knowledge and skills acquired through training and (2) to keep abreast of new information affecting architectural practice. **Supplementary education is not designed to substitute for required training in each IDP training area; rather, it enriches day-to-day experience.**

You may earn training units through the following NCARB-recognized supplementary education activities:

1 Completing activities provided in the *Emerging Professional's Companion,* located at www.epcompanion.org.

2 Completing AIA-approved continuing education resources and programs. **Each hour of AIA-approved continuing education earns two hours of IDP credit (one AIA Learning Unit hour earns 0.25 IDP Training Units)**. An AIA transcript must accompany your IDP training reports documenting completion of AIA-approved resources (refer to Appendix A for listing).

3 Earning a post-professional degree in architecture **after** earning a professional degree in architecture from a program accredited by NAAB or CACB. A post-professional degree in architecture received before July 1, 2002, earns 235 training units in IDP Training Category D. A post-professional degree in architecture received after July 1, 2002, earns 117 training units in IDP Training Category D. Credit hours must be in subjects evaluated by NCARB as directly related to architecture.

4 Completing activities in the *AIA Supplementary Education Handbook* by **July 1, 2005**. Credit will be granted in accordance with the chart in Appendix I of *IDP Guidelines*, 2003-2004 edition.

The above activities should be compared with those recognized by your registration board. If differences exist, you should use board-approved resources. Supplementary education activities are subject to the following conditions:

- Except for a post-professional degree in architecture, no training units may be earned for supplementary education unless the intern is employed in a recognized training setting (refer to Appendix E).
- Supplementary education cannot be used to satisfy the minimum training unit requirements in IDP Training Areas 1-16 (refer to Appendix B).
- Credit for supplementary education activities may not exceed 235 training units.

Applying for Examination/Registration (for NCARB Council Record Holders)

The Architect Registration Examination (ARE) is offered year-round at a network of computer-based test centers. When applying for admission to the ARE, please follow these important steps.

Contact Your Registration Board

In order for you to understand all applicable requirements and procedures, it is important that you contact the architectural registration board in the jurisdiction where you plan to register as an architect. The address and phone number of each registration board is available at www.ncarb.org/stateboards/index.html.

You should inform the registration board that NCARB will be submitting your Council Record in support of your application to take the exam. The registration board will give you specific requirements and exam fees. **Please note that NCARB will not transmit your Council Record until you have met all of the board's eligibility requirements.**

Request Transmittal of Your Council Record

When you have satisfied your registration board's eligibility requirements and have paid the balance of your Council Record compilation fee*, NCARB will request written authorization to transmit your Record (see sample at right). This authorization may be submitted directly from NCARB's web site. **Transmittal authorization cannot be submitted until requested by NCARB.**

Transmittals will be made on a strict date-order basis within 30 days receipt of the transmittal authorization. **This policy will be strictly enforced. Incomplete or incorrectly completed forms will result in delays.**

If you wish to have additional information transmitted to the same jurisdiction (after the initial transmittal), NCARB will do so upon your written authorization. If you require a second complete transmittal to another state, we will charge the regular $270 transmittal fee.

*This fee varies, depending on the amount paid when the Council Record was established and whether the transmittal is made within 12 months of establishing the Record.

SAMPLE TRANSMITTAL REQUEST LETTER

[Date]

Council Record Operations Division
NCARB
1801 K Street, NW
Suite 1100-K
Washington, DC 20006

Dear Council Record Operations Division:

I hereby authorize the release of my Record to the _____ [specify jurisdiction] board in support of my application for examination.

Sincerely yours,

[Name]
[Council Record Number]

INDEX

A American Institute of Architects, The (AIA), 7
components, 18
Continuing Education System, 11, 18, 44
IDP responsibilities, 7
local coordinators, 7, 18
state coordinators, 7, 18
Supplementary Education Handbook, 18, 44
American Institute of Architecture Students, The (AIAS), 7
Architect Registration Examination (ARE), 9, 19
application procedures, 16, 45
study resources, 18
Architect's Handbook of Professional Practice, The (AHPP), 18, 27-43
Association of Collegiate Schools of Architecture (ACSA), 7

B Bachelor of Architecture degree programs, 8, 19
BOCA National Building Code, 18, 33
Building Community, 18, 43

C Canadian Architectural Certification Board (CACB), 8, 21
Career Paths, 18
Carnegie Foundation for the Advancement of Teaching, 18, 43
Certification:
as different from registration, 9
requirements for, 9, 18
use of by registered architects, 9
Changing employment, 14
Conditions affecting registration requirements, 16, 20-23
Construction experience, 22
Construction Specifications Institute Project Resource Manual–CSI Manual of Practice, The (CSI PRM), 18, 27-41
Continuing Education System, 11, 18, 44
Core competencies, 5, 27-43
Council of Architectural Component Executives (CACE), 7

D Deferment of loans, 15
Direct supervision: NCARB definition of, 23
Doctoral degree in architecture: training units earned for, 11, 44
Duration requirement, 23

E Education Evaluation Services for Architects (EESA), 8, 15, 19, 21
Education required for IDP participation, 21
Education requirement for registration, 8
foreign education, 8, 15, 19
Educator coordinators, 7, 18
Emerging Professional's Companion (EPC) 5, 11, 18, 27-44
Employment Verification/Training Unit Report Form, 24-25
Engineering experience, 22
Entry points, 21
Examination requirement for registration, 9, 16, 19
Excel IDP Training Unit Workbook, 11, 18

F Fees, 21
Foreign education, 8, 15, 19
Foreign practice as a principal, 23
Foreign training, 22

H *Handbook for Interns and Architects*, 19

I IDP Mentoring, 18
Intern: definition of, 5
Intern Development Program (IDP):
Coordinating Committee, 7
core competencies, 5, 27-43
educator coordinators, 7, 18
entry points, 21
implementation resources, 18
local coordinators, 7, 18
mentor:
code of conduct, 10
responsibilities of, 10
selection process, 13
objectives, 7
Outstanding Firm Award, 18
Periodic Assessment Report, 14
purpose, 7, 12
record-keeping:
functions of, 11, 12, 13
NCARB Council Record, 11, 12, 13, 16, 21, 45
options, 11
training report, 13, 21, 24-25
state coordinators, 7, 13, 18
supervisor:
responsibilities of, 10
selection process, 13
supplementary education:
AIA-approved resources, 11, 18, 44
conditions affecting, 44
purpose of, 11
recognized resources, 18, 44
by NCARB, 18, 44
training units earned for completion of, 44
transcript required for, 18, 44
training requirement, 8, 10, 15, 20
areas of training, 20, 27-43
definitions of, 27-43
recommended activities in, 27-43
training units required in, 20
categories of training, 20
training units required in, 20
conditions affecting, 16, 21, 22-23
training settings, 22
workbook, 11, 18
Intern Programs That Work For Firms, 18
Intern Salary Statistics, 18
Interior Design experience, 22

L Learning Unit Hours, 11, 44
License, 8

INDEX

Licensure (*see registration*)
Loans: deferring repayment of, 15
Local coordinators, 7, 18

M Master of Architecture degree:
programs, 8, 19
training units earned for, 11, 44
Maximum units allowed, 22
Member board liaisons, 7
Mentor:
code of conduct, 10
responsibilities of, 10
selection process, 13
Minimum duration, 23

N National Architectural Accrediting Board (NAAB):
accredited professional degree programs, 8, 19
education equivalent to, 8, 19
National Associates Committee (NAC), 7
National Council of Architectural Registration Boards (NCARB), 7, 9
Architect Registration Examination (ARE), 9, 19
application procedures, 16, 45
study resources, 19
certification:
as different from registration, 9
requirements for, 9, 19
use of by registered architects, 9
Council Record, 11, 12, 13, 16, 21, 45
IDP training report, 13, 21, 24-25
IDP responsibilities, 10, 11
member registration boards, 16, 18, 45
registration requirements, 16, 18, 45
Professional Development Program, 16

O Office of a registered architect:
NCARB definition of, 23

P Periodic Assessment Report, 14
Post-professional degrees, 11, 44
Pre-professional degree programs, 8
Principal: NCARB definition of, 23
Professional Development Program, 16
Professional development programs:
AIA-approved, 11, 16, 18
Professional and community service, 20, 22, 43

Q Questions and answers about IDP, 12

R Reciprocity, 9
Record-keeping, 11
References, 16
Registered architect: NCARB definition of, 23
Registration:
acquisition of in other states, 9
as different from NCARB certification, 9
definition of, 8, 16
requirements for, 8-9, 18
conditions affecting, 16
education, 8, 18
examination, 9, 18
training, 8-9, 18
uniformity of among states, 9
Research experience, 22
Resources for interns, 18-19

S Society of Design Administration (SDA), 7
State coordinators, 7, 13, 18
Student loans: deferring repayment of, 15
Supervision: NCARB definition of, 23
Supervisor:
responsibilities of, 10
selection process, 13
Supplementary Education Handbook, 44
Supplementary education:
AIA-approved resources, 11, 18, 44
conditions affecting, 44
purpose of, 11
recognized resources, 11, 44
by NCARB, 44
training units earned for completion of, 44
transcript required for, 11, 44
Sweets Catalogs, The, 36

T Teaching experience, 22
Training areas, 20, 27
definitions of, 27–43
recommended activities in, 27–43
training units required in, 20
Training categories, 20
training units required in, 20
Training report, 13, 21, 24–25
Training requirement for registration, 8, 10, 18
conditions affecting, 21, 22–23
IDP requirement, 8, 10, 20
Training Settings, 22
Training unit:
definition of, 10, 20
methods of acquiring through training, 10
number required in IDP training categories and areas, 20
Transmittal Request, 45

W Workbook, IDP Training Unit, 11