





Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## NOTICE OF MEETING

### PROFESSIONAL QUALIFICATIONS COMMITTEE

**May 16, 2012**  
**10:00 a.m. to 3:00 p.m.**  
**Department of Consumer Affairs**  
**1747 North Market Boulevard**  
**Sapphire Room (Rm-285)**  
**Sacramento, CA 95834**

The California Architects Board (CAB) will hold a Professional Qualifications Committee meeting, as noted above. The agenda items may not be addressed in the order noted below. The meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Justin Sotelo at (916) 575-7212, emailing [justin.sotelo@dca.ca.gov](mailto:justin.sotelo@dca.ca.gov), or sending a written request to the Board at the address below. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

### AGENDA

- A. Review and Approve the February 28, 2011 Professional Qualifications Committee Summary Report
- B. Update on the Discontinuance of the Comprehensive Intern Development Program
- C. Update on the California Supplemental Examination (CSE) and Release of Results at Examination Sites
- D. Update on the National Council of Architectural Registration Boards' (NCARB) 2012 Practice Analysis and the Board's Upcoming Occupational Analysis for Ongoing CSE Development
- E. Update on The American Institute of Architects, California Council Academy for Emerging Professionals' 2011 Architectural Education Summit and Possible Action on Potential Follow-Up Items for the Board
- F. Update on Implementation of Final Phase of NCARB's Intern Development Program (IDP) 2.0

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- G. Discuss Allowable Credit Earned for Academic Internship Under IDP 2.0 and Possible Action
- H. Discuss and Possible Action on Development of a System to Audit Completion of Coursework on Disability Access Requirements Pursuant to Assembly Bill 1746 (Chapter 240, Statutes of 2010)
- I. Update and Possible Action on Developing a Continuing Education Strategy and Framework Based on NCARB's Research and Data
- J. Discuss and Possible Action on a Regulatory Amendment to Establish a Reciprocal Licensure Pathway for Candidates Holding NCARB Certification Obtained Through the Broadly Experienced Foreign Architect Program
- K. Discuss and Possible Action on Legislation to Amend Business and Professions Code to Accept Individual Taxpayer Identification Numbers in Lieu of Social Security Numbers for Foreign-Licensed Professionals Pursuing Licensure in California
- L. Discuss and Possible Action on the Establishment of an NCARB "Broadly Experienced Intern" Pathway

The notice and agenda for this meeting and other meetings of the Board can be found at [www.cab.ca.gov](http://www.cab.ca.gov). Any other requests relating to the Professional Qualifications Committee meeting should be directed to Mr. Sotelo at (916) 575-7212.

## **Agenda Item A**

### **REVIEW AND APPROVE THE FEBRUARY 28, 2011 PROFESSIONAL QUALIFICATIONS COMMITTEE SUMMARY REPORT**

The Professional Qualifications Committee (PQC) is asked to review and approve the summary report of the February 28, 2011 PQC meeting.



CALIFORNIA ARCHITECTS BOARD  
PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

**DRAFT**

Arnold Schwarzenegger  
GOVERNOR

SUMMARY REPORT

PROFESSIONAL QUALIFICATIONS COMMITTEE MEETING

February 28, 2011

Ontario, CA

Committee Members Present

Jeffrey Heller, Chair  
Raymond Cheng (arrived at 11:25 a.m.)  
Alan Cooper  
Betsey Olenick Dougherty  
Glenn Gall  
Pasqual Gutierrez  
Kevin Jensen  
Kirk Miller  
Paul Neel (arrived at 12:15 p.m.)  
Alan Rudy  
R.K. Stewart  
Barry Wasserman

Committee Members Absent

Jon Alan Baker  
Gordon Carrier  
Christine Lampert

Guests

Harry Falconer, Intern Development Program (IDP) Director, National Council  
of Architectural Registration Boards (NCARB)  
Anne Laird-Blanton, President, The American Institute of Architects,  
California Council (AIACC)  
Robert Kitamura, California Polytechnic State University, San Luis Obispo  
Gilbert Perez, Fulox

Board Staff

Doug McCauley, Executive Officer  
Vickie Mayer, Assistant Executive Officer  
Justin Sotelo, Program Manager, Examination/Licensing Unit  
Marcus Reinhardt, Examination/Licensing Analyst

Committee Chair Jeffrey Heller called the Professional Qualifications Committee (PQC) meeting to order at 10:20 a.m.

**A. NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS' (NCARB) INTERN DEVELOPMENT PROGRAM (IDP) 2.0 PRESENTATION**

NCARB IDP Director Harry Falconer provided a presentation to the PQC regarding the recent and upcoming changes to IDP as a result of IDP 2.0. Mr. Falconer began with a brief review of the major changes to IDP, such as: the development of the Supervisor Guidelines; the electronic Experience Verification Reporting (e-EVR) system; additional opportunities to earn credit; the conversion of training units to hours; revised definition of “direct supervision”; revised eligibility dates; etc. Additionally, Mr. Falconer also discussed the studies and surveys that had been conducted in order to update IDP.

Mr. Falconer explained that the first objective was to align the program with NCARB’s most recent practice analysis. He continued by stating that the practice of architecture has experienced many changes with regard to technology. Mr. Falconer also added that some of their studies indicated that mentors and supervisors were not being fully utilized and that they were many times just signing off on experience.

Mr. Falconer next explained the e-EVR system and how this new method of reporting helped modernize IDP. He explained that the new system enabled candidates to accurately and promptly report their experience to NCARB. Mr. Falconer next discussed the implementation of the Six-Month Rule. He explained that the change was needed as a result of interns submitting experience all at one time, which was causing processing delays. Mr. Falconer also explained the revised definition of ‘direct supervision,’ additional opportunities to earn credit, and how the full time and part time duration requirement (in order to start earning credit) had become more flexible.

Mr. Falconer discussed the Supervisor Guidelines. He explained that the document included the roles and expectations of supervisors when working with their interns. Barry Wasserman inquired whether the Guidelines were online; Mr. Falconer indicated that they were available on NCARB’s website. Kirk Miller asked if the Guidelines indicate that a supervisor must review or assess the competency of an intern. Mr. Falconer responded that it is the supervisor’s role to ensure that work is being performed competently and completely before signing off on experience. R.K. Stewart asked whether there was auditing of IDP records to ensure that supervisors are signing off appropriately. Mr. Falconer stated that presently there was not a specific audit of experience verification; however, he indicated that there was a review to ensure that dates and times were in order.

Mr. Falconer next discussed the revised IDP eligibility dates for interns and explained how interns would be gaining experience sooner. Alan Cooper asked whether retroactive experience would be accepted; Mr. Falconer indicated that it would not be accepted. Mr. Falconer also explained that interns would be allowed to gain experience for specific work settings after obtaining a high school diploma.

Next, Mr. Falconer explained Supplementary Education and how the requirement had changed for interns. For example, he stated that there were studies conducted comparing core competencies

and that modifications were made to the number of hours required in specific categories. Ms. Dougherty inquired whether overtime would be allowed. She indicated that previously, she had an intern who reported more than 40 hours per week and it was initially rejected; however, after writing to NCARB, the experience was accepted. Mr. Falconer indicated that overtime or work over the required amounts would no longer be an issue. Mr. Miller asked why The American Institute of Architects' (AIA) learning courses were not allowed for core units, while NCARB monographs were allowed. Mr. Falconer indicated that that was something NCARB could review. Mr. Cooper inquired whether interns could be allowed to get double credit for completing the Emerging Professional's Companion (EPC) as part of their education; Mr. Falconer indicated that it would not be allowed.

Mr. Falconer next discussed the mentor's role. Mr. Cooper inquired whether the role of the mentor is often fulfilled by the supervisor. Mr. Falconer indicated that, more often, the role was being fulfilled by the supervisor; however, it was recommended that they be separate individuals. He continued that there were now more strict guidelines in terms of who the mentor could be and what the role of the mentor is.

Mr. Falconer next explained the practice analysis and how it ensures that IDP is current with the profession. Mr. Heller asked who developed the practice analysis and who participated in the survey. Mr. Falconer indicated that approximately 20 NCARB-approved individuals worked on the development of the practice analysis; however, he was unsure who they were exactly. He further added that the practice analysis survey was sent out to over 50,000 professionals. Mr. Falconer continued by stating that the development of the next practice analysis, expected to take place in 2012, would include the participation of many professional organizations.

Mr. Falconer next explained the changes being made to the different work settings in terms of the description of settings and the hours required. Mr. Falconer added that the practice analysis dictated those changes and the overall structure of IDP. Mr. Cooper asked whether NCARB would be soliciting feedback from supervisors regarding the program; Mr. Falconer indicated that NCARB was creating a survey to obtain feedback.

Mr. Heller thanked Mr. Falconer for his presentation and invited members to comment and/or ask additional questions. Glenn Gall asked for clarification on how individuals were contacted for the practice analysis survey; Mr. Falconer indicated that several professional organizations were contacted for lists of architects, and those individuals were then contacted.

Kevin Jensen noted that the practice analysis surveys practitioners to find out about the current state of the profession, but asked if there was a mechanism to check whether the profession itself was at an acceptable level. Mr. Falconer indicated that he would have to research that inquiry. Mr. Jensen asked if anyone outside of the profession would be surveyed in the future. Mr. Heller indicated that it would be up to the individual boards or professional organizations to make recommendations to NCARB regarding these specific changes. Mr. Falconer added that focus groups would be used to look at these types of issues.

Mr. Cooper stated that as an educator, he would like to see NCARB revisit the prohibition on double credit for the EPC and other similar programs, as it benefits educational institutions to teach these programs. Mr. Falconer indicated that changes are being made to allow credit for certain components of those programs.

Mr. Stewart inquired whether there was a change in the demographics of the profession. Mr. Falconer responded that he did not have specific numbers with him. However, he indicated that there were more individuals enrolling in and completing IDP and that more people were testing. He also added that with the implementation of the Six-Month Rule, more interns have enrolled in IDP and have been recording their experience consistently.

Raymond Cheng asked whether there was a way to ensure that supervisors were up to date with their knowledge and imparting that knowledge to interns in an effective manner. Mr. Falconer responded that architects have a professional responsibility to stay up to date with current practice, and that it is both the licensee and intern's responsibility to share knowledge and be up to date with technology, etc.

Mr. Heller asked that staff compile the comments that were provided during the discussion so that NCARB could have a record of the Board's intent.

Pasqual Gutierrez commented that as a supervisor, his experience with interns and the IDP process has been very positive. He added that the components of IDP are essential to developing an experienced intern.

**\*D. UPDATE ON THE AMERICAN INSTITUTE OF ARCHITECTS, CALIFORNIA COUNCIL'S ACADEMY FOR EMERGING PROFESSIONALS' 2011 ARCHITECTURAL EDUCATION SUMMIT**

Doug McCauley reported that Board staff had met with members of the Academy for Emerging Professionals (AEP) in September 2010 regarding their proposed education summit. He stated that there was discussion regarding the benefit to students, the relationship with the Board, and the Board's prior efforts with regard to architectural education.

Anne Laird-Blanton then provided an update on the AEP's January 2011 planning meeting for the summit. She provided the names of the attendees and the organizations that they represented. She then stated that California needs to continue to supply licensed architects and that the majority of these professionals should be coming from California schools. She also added that the diversity of the State should be reflected in the profession.

Ms. Laird-Blanton then identified areas that the summit would be addressing, such as outreach to community colleges. She added that at the next planning meeting, there would be further discussion on who would be attending the summit, what would be addressed, and what future goals should be established. She also added that the summit would be addressing the perceived barriers to the profession and possible solutions to those problems.

Paul Neel stated that he had previous experience with educational outreach, specifically with high schools and community colleges. He stated that it was important to not only speak with students regarding the profession, but to also speak with counselors, and everyone else involved. Ms. Laird-Blanton agreed, and indicated that speaking with counselors was one of their outreach goals.

Mr. Cooper stated that he would like to urge educators to participate in self-examination, and to try not to place blame on other institutions. He stated that not all educators are preparing students for the complexities of the profession. Ms. Laird-Blanton responded that it was not the intent of the summit to assign blame, but to reach a common goal of improving awareness of the profession.

Mr. Jensen noted that NCARB and other organizations have awards for academic achievement. He suggested that this could be a way of encouraging more development in academic curriculum. He also added that educational institutions should attempt to include more practice of architecture into the classroom.

Mr. Heller thanked Ms. Laird-Blanton for her presentation. He then noted that this issue was important to the Board and that it was looking forward to being involved with the summit.

## **B. DISCUSS AND POSSIBLE ACTION REGARDING THE COMPREHENSIVE INTERN DEVELOPMENT PROGRAM**

In response to Mr. Falconer's presentation on IDP 2.0, the extensive discussion, and the noted major improvements and updates to the program, Mr. Gutierrez offered to make a motion regarding the Board's Comprehensive Intern Development Program (CIDP) to address this agenda item.

*Pasqual Gutierrez moved to recommend the suspension of CIDP and to make IDP the sole program for documenting intern experience for California candidates.*

*Betsey Dougherty seconded the motion.*

Mr. Stewart stated that he would like to get input from staff regarding the effects of CIDP. Mr. McCauley responded that there have not been a large number of California candidates who have completed CIDP and who have become licensed. Ms. Dougherty asked if there was a large number of individuals who applied before the requirement was implemented; Mr. McCauley indicated that there was a large number of applicants before the implementation date. Mr. Heller commented that when CIDP was first developed, it was an effort to improve the intern experience, that the changes to IDP mirror those efforts, and that that was a positive sign.

*Kirk Miller moved to amend the motion to recommend that the CIDP suspension coincide with the complete implementation of IDP 2.0, and that the suspension be re-evaluated after one year.*

*Alan Cooper seconded the motion.*

Mr. Cooper also stated that he would like to see a survey of IDP when the CIDP suspension is re-evaluated.

Mr. Stewart asked about potential impact to candidates and indicated that it seemed as though candidates could lose some credit. Mr. Falconer noted that CIDP records are not sent to NCARB. Marccus Reinhardt stated that IDP and CIDP are two separate programs, and that reporting for these programs is separate. He clarified that since the programs are separate, there would be no

loss of IDP credit. Vickie Mayer stated that candidates who are required to complete CIDP are also required to complete IDP.

Mr. Stewart also suggested that the Board remain engaged with NCARB regarding the future content of IDP.

Mr. Heller called for a vote on the amended motion.

*The motion passed 12-0.*

**C. REVIEW AND APPROVE THE MAY 22, 2009 PROFESSIONAL QUALIFICATIONS COMMITTEE SUMMARY REPORT**

The PQC reviewed the May 22, 2009 meeting summary report.

*Kirk Miller moved to approve the May 22, 2009 PQC meeting summary report.*

*Kevin Jensen seconded the motion.*

*The motion passed 12-0.*

**\*E. UPDATE ON THE CALIFORNIA SUPPLEMENTAL EXAMINATION**

Justin Sotelo presented this agenda item and provided an update on the California Supplemental Examination (CSE). He explained the process that the Board had undergone in transitioning the CSE from an oral to a computer-delivered format. He stated that the new CSE format was launched on February 1 and that the new examination consisted of two sections (Project Scenario and General). He further explained that the examination consisted of approximately 100 multiple-choice questions and some additional items for the purpose of pre-testing (nonscoreable items).

Mr. Cooper inquired whether there was a way to thank the oral examination commissioners for their hard work and dedication over the years. Mr. McCauley indicated that a certificate signed by the Governor was being provided to the commissioners thanking them for their service.

Ms. Mayer also added that there would be an article in the Board newsletter regarding the CSE transition. Mr. Miller stated that he would like to continue seeing examination pass rates provided in the newsletter.

**F. UPDATE ON CALIFORNIA'S CONTINUING EDUCATION (CE) REQUIREMENT**

Mr. Sotelo presented this agenda item. He explained that the final phased in implementation of the Senate Bill 1608 requirement took effect on January 1, requiring that all California architects complete five hours of CE on disability access requirements every biennial renewal cycle.

Mr. Cooper inquired as to what occurred with the bill that proposed a comprehensive CE requirement. Mr. McCauley explained that the bill had been vetoed by the Governor. Ms. Laird-Blanton then stated that she believed AIA would be proposing new CE legislation.

**G. UPDATE ON NCARB ACTIONS WITH REGARD TO CE**

Mr. McCauley presented this agenda item. He discussed the differences in CE requirements among the U.S. jurisdictions and explained that NCARB was working on a CE model with recommended standards for all states to follow. He further explained that this effort would provide uniformity among the states, which would in turn facilitate reciprocity.

The meeting adjourned at 1:35 p.m.

*\*Agenda items were taken out of order to accommodate guest speaker. The order of business conducted herein follows the transaction of business.*

## **Agenda Item B**

### **UPDATE ON THE DISCONTINUANCE OF THE COMPREHENSIVE INTERN DEVELOPEMENT PROGRAM**

On March 29, 2012, the Board's Comprehensive Intern Development Program (CIDP) requirement was repealed as a result of a regulatory change proposal. This action was taken in response to the PQC's recommendation on February 28, 2011 and ultimately the Board's vote to discontinue CIDP, which occurred on June 16, 2011.

#### Background

The alignment of CIDP with the annual updates to the national Intern Development Program (IDP) had been a recognized issue after the implementation of the Board's structured internship requirement in 2005. The PQC had reviewed IDP updates in 2007 and 2008 (i.e., through the work of the CIDP/IDP Correlation Task Force); however, it was determined, at that time, that any modifications to CIDP be postponed until the release of the January 2009 edition of the IDP Guidelines; a comparison of CIDP with the January 2009 IDP Guidelines was presented to the PQC at its meeting in May 2009. The PQC also discussed the approaching implementation of IDP 2.0 and the additional and positive changes to the program that would be incorporated. At that time, the PQC recommended that CIDP remain in its current format.

In 2010, the continuance of CIDP was further discussed by the Board in light of the phased in implementation of IDP 2.0. The Board, through its strategic planning session, again assigned an objective to the PQC to develop a recommendation regarding the continuance of CIDP in light of the changes to IDP.

In February 2011, the PQC was provided with an IDP 2.0 presentation by Harry Falconer, Director of IDP for the National Council of Architectural Registration Boards, who also responded to several questions from the members regarding the improvements to IDP. Additionally, staff prepared a comparison document that provided a snapshot of what IDP looked like at the time the Board adopted its internship requirement and what IDP would look

like with IDP 2.0 fully implemented. The PQC considered all improvements to IDP (culminating in the complete implementation of IDP 2.0) and made a recommendation regarding the discontinuance of CIDP. This recommendation was taken to the Board where it was voted (on June 16, 2011) to discontinue CIDP. This action required codification of a regulatory amendment, which ultimately took effect March 29, 2012 with final approval by the Office of Administrative Law.

In early April, the Board notified over 3,000 affected candidates that CIDP was no longer a requirement for licensure in California. Some of those candidates became immediately eligible for the California Supplemental Examination (CSE). Additionally, the Board took the following actions in response to the discontinuance of CIDP: notified approximately 500 firms from the Board's CIDP/IDP database; notified The American Institute of Architects, California Council and all California chapters of the AIA; notified all interested parties from the Board's email subscriber lists; provided a notice on the Board's home page, along with updates to all other pertinent web pages; and updated all standard letters/notifications to candidates to reflect the discontinuance of CIDP.

Staff can address any additional questions from the PQC regarding the discontinuance of CIDP.

## **Agenda Item C**

### **UPDATE ON THE CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE) AND THE RELEASE OF RESULTS AT EXAMINATION SITES**

The computer-based, multiple-choice format of the CSE was launched in February 2011. The CSE is administered at 13 Psychological Services, LLC (PSI) sites in California and 10 additional sites out of state. Candidates are able to schedule their examination (online or by telephone) at a location of their choice during normal working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, and operating hours on Saturday, except holidays.

The examination continues to be based on the 2007 CSE Test Plan, which was derived from the Board's last Occupational Analysis. Additionally, the examination format consists of two individually timed sections (with a combined 3.5 hour time limit), approximately 100 multiple-choice items, and additional items for the purpose of pre-testing (nonscoreable items). The two sections of the examination are: 1) project scenario: which includes multiple-choice items that pertain to a hypothetical project (i.e., small- or moderate-scale, nonexempt project or a portion of a larger project) and project scenario documents (handouts); and 2) general: which includes general multiple-choice items that also pertain to the CSE Test Plan and applicable knowledge and ability statements.

A total of 1,320 candidates have tested under the new format through the end of March 2012. Of those candidates, 681 (55%) have passed and 554 (45%) have failed. Results for examinations taken in April and May are temporarily being held while the Department of Consumers Affairs' Office of Professional Examination Services (OPES), the Board's examination consultant, performs required psychometric statistical analysis. Those results are expected to be released the end of May.

Examination development for the CSE continues to be year round and ongoing; the latest cycle of development began in March 2012. Development services are provided by OPES, with the

participation of licensed architects who serve as subject matter experts at each of the development workshops.

Through the CSE updates that staff has provided to the Board over the last year, there have been inquiries and discussion regarding the processing time to release examination results to candidates. Historically, oral examination results had been released to candidates 30 days after the date of their examination. Periodically, there were longer wait periods when the Board released new examinations and when required psychometric statistical analysis was conducted by the Board's examination vendor. With the transition to the computer-delivered CSE, the Board has continued to release results to candidates within the same timeframes.

At the September Board meeting, members inquired whether PSI had the capability of releasing results immediately to candidates at test sites upon completion of their examination. Staff indicated that it was possible with some program changes. Ultimately, at its December 2011 meeting, the Board voted to begin releasing results at test sites beginning June 1, 2012. PSI is performing the final required programming in order to carry out that change. Additionally, the Board expressed concern with future score holds, as a result of performing required psychometric statistical analysis, and directed staff to work with OPES to develop an alternate process which does not create an interruption or delay in the release of results to candidates. Staff is currently working with OPES in order to carry out this directive.

Staff can address any additional inquiries from the PQC regarding the CSE and the release of results at sites.

## **Agenda Item D**

### **UPDATE ON THE NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS' (NCARB) 2012 PRACTICE ANALYSIS AND THE BOARD'S UPCOMING OCCUPATIONAL ANALYSIS FOR ONGOING CSE DEVELOPMENT**

In April, NCARB distributed its 2012 Practice Analysis of Architecture Survey to more than 80,000 architects, interns, and educators across the country. The survey content addressed specific tasks and knowledge/skills related to the pre-design, design, project management, and practice management aspects of the profession, as well as general knowledge and skills. The collected data will be used to drive future updates and modifications to the Architect Registration Examination (ARE), inform the Intern Development Program (IDP), and guide NCARB's response to the 2013 National Architectural Accrediting Board Accreditation Review Conference. The results will also be used to inform NCARB's continuing education policies. In late April, Member Boards were notified that the survey deadline was extended to May 6, 2012.

The 2012 survey required about one hour to complete and participants benefitted from the ability to complete the survey in multiple short sessions, enhanced navigation and graphics, and the use of new techniques such as "matrix sampling." Matrix sampling tailors the number and focus of questions delivered to each survey participant, thereby reducing the amount of time to complete the survey, while still providing coverage of a broad range of content areas.

The survey was developed through the collaborative effort of NCARB and its collateral organizations: The American Institute of Architects (AIA), the American Institute of Architecture Students (AIAS), the Association of Collegiate Schools of Architecture (ACSA), and the National Architectural Accrediting Board. With the expert guidance of consultant PSI Services LLC, the Practice Analysis Steering Committee (PASC), comprised of volunteer architects and representatives from each collateral organization plus NCARB staff, spent nearly two years carefully conceiving and designing a survey that would: maximize potential results, provide valuable insights into the profession, and lay the strongest foundation for education, experience, examination, and continuing education.

The Board assisted NCARB in its efforts to establish a prospective survey pool by providing the relevant contact information for its approximately 20,000 licensees and posting a notice regarding the Practice Analysis on its website. The Board also promoted participation in the survey through other means, including an article in the spring 2012 newsletter and other information on its website.

With the survey concluded, PSI will analyze the data and submit a report with recommendations based on the data collected to the NCARB Board of Directors for acceptance. The findings will be posted on the NCARB website when finalized. The final step of the process will involve NCARB committees and task forces in determining how best to incorporate findings and recommendations, which will shape the future of the ARE and IDP and other NCARB policies and programs.

Additionally, with the NCARB Practice Analysis underway, the Board has established objectives in its Strategic Plan to address the future content of the California Supplemental Examination. More specifically, the Strategic Plan calls for the Board to conduct a national audit of the ARE test specifications, once available, and to complete an occupational analysis of the practice of architecture in California to be used for the ongoing development of the CSE.

Staff can address any additional inquiries from the PQC regarding the NCARB 2012 Practice Analysis or the Board's upcoming work for future and ongoing CSE development.

## **Agenda Item E**

### **UPDATE ON THE AMERICAN INSTITUTE OF ARCHITECTS, CALIFORNIA COUNCIL ACADEMY FOR EMERGING PROFESSIONALS' 2011 ARCHITECTURAL EDUCATION SUMMIT AND POSSIBLE ACTION ON POTENTIAL FOLLOW-UP ITEMS FOR THE BOARD**

The American Institute of Architects, California Council's (AIACC) Academy for Emerging Professionals (AEP) held its first annual Architectural Education Summit at the City College of San Francisco on November 18, 2011. The Summit was intended to serve as a strategic planning session for a five-year initiative to bridge the gap between architectural education and practice in California. Summit objectives included: developing relationships among stakeholders; having the profession reflect the demographics of the state; creating pathways to the profession for underrepresented K-12 and community college students; having accreditation and licensure more closely represent the values of the academy and the marketplace; disencumbering the paths to licensure to more fully integrate the academy and the profession; and establishing a process for gathering metrics annually.

Organizational partners for the event included the Association of Collegiate Schools of Architecture, American Institute of Architecture Students, California Architects Board, and the National Council of Architectural Registration Boards. Other attendees included representatives from: National Architectural Accrediting Board architecture programs in California; California community colleges with architecture programs; chapters of the AIA; National Organization of Minority Architects; Asian American Architects/Engineers Association; Hispanic Architects and Engineers; Women in Architecture; Statewide Education; etc. The Keynote Speaker for the event was Wendy Ornelas, FAIA, Associate Dean and Professor at Kansas State University, and Daniel Iacofano of Moore Iacofano Goltsman Inc. facilitated the event. Board members Jon Baker, Jeffrey Heller, and Marilyn Lyon attended, as well as Doug McCauley, Vickie Mayer, and Justin Sotelo. The Summit included breakout sessions which were tied to the stated objectives and a final findings and strategic planning session; all of which will feed into a final document that captures the work collectively produced at the event.

Attached are key components of the background material provided for the Summit, as well as the statistical data Board staff compiled and provided to AIACC.

In anticipation of the final report that will be produced, the Board established an objective in its Strategic Plan to determine and/or take action on any potential follow-up items that fall within the Board's purview.

Any additional inquiries from the PQC regarding the Summit can be addressed.



HOSTED BY

**THE ACADEMY FOR EMERGING PROFESSIONALS OF THE  
AMERICAN INSTITUTE OF ARCHITECTS CALIFORNIA COUNCIL  
AND THE CALIFORNIA ARCHITECTURAL FOUNDATION**

*Friday, November 18, 2011 9:30 - 5:00pm | City College of San Francisco*



The **2011 Architectural Education Summit** serves as an initiative by the AIACC Academy for Emerging Professionals to bring faculty, students, and administrators from colleges and community colleges across the state together in order to discuss architecture education within the state. Organizational partners within the building and construction industry will also be joining the conversation, including representatives from the Association of Collegiate Schools of Architecture (ACSA), the American Institute of Architecture Students (AIAS), the California Architects Board (CAB), and the National Council of Architecture Registration Boards (NCARB).

This Summit is intended to serve as a strategic planning session for a five-year initiative on architectural education within the state. By bringing stakeholders together, we plan to set in place a multi-year plan to bridge the gap between architectural education and practice in California. Participants will be able to contribute to a variety of discussions centered on developing this plan, with the goal of future collaboration and metrics for evaluating our outcomes.

*Summit Objectives:*

- To develop stronger relationships between stakeholders
- To create direct paths for K-12 through college students from under represented populations to architecture curriculums in California
- To integrate the values of the academy and the marketplace into accreditation and architectural licensure standards
- To bridge the gap between the academy and the profession
- To establish metrics for re-evaluating our goal during this five-year process

**SCHEDULE OF SUMMIT EVENTS:**

9:30AM	Arrival and Registration
10:00AM	Welcome
10:30AM	Keynote Wendy Ornelas, FAIA
11:15AM	Problem Statement
12:00PM	Group Formation
12:30PM	Lunch Break
1:30PM	Breakout Sessions
2:30PM	Findings Presentation
3:30PM	Strategic Plan
5:00PM	Adjourn



Keynote Speaker  
Wendy Ornelas



Facilitator  
Daniel Iacofano

**Wendy Ornelas, FAIA** is an Associate Dean and Professor at Kansas State University. As a California native, and alumni of Cal Poly, San Luis Obispo, Wendy will be joining the Summit to share her perspective based on her dynamic career as not only an educator, but also a practitioner. From her work at Kansas State, to her work with her firm, Condia + Ornelas Architects, she has earned distinguished recognition. She is the first female and first Latino Fellow in the state of Kansas, a past Director for the Western Central Region of the Association of Collegiate Schools of Architecture, a past member of the IDP Coordinating Committee, a participant in the 2008 Accreditation Review Conference, and served a term as 2009-2010 president of the National Architectural Accrediting Board.

**Daniel Iacofano, Ph.D., FAICP, ASLA** is a founding principal of MIG with over 30 years of experience in facilitation and community outreach, urban and strategic planning and organization development. Daniel will be leading the Summit participants through our group discussion as they explore areas of interest and commonality between stakeholders tied to architectural education in the state of California. He will also assist the group in developing annual metrics for evaluating the success of the five-year plan, in order to attain an achievable outcome from the Summit proceedings.

# Pre-Summit Questionnaire Findings

AIACC Architectural Education Summit  
*November 18, 2011*

*Prepared by MIG, Inc.  
November 2011*

# Questionnaire Overview

AIACC Architectural Education Summit

Pre-Summit Questionnaire

# Purpose

- *Solicit stakeholder opinions, values and preferences related to architectural education and licensure, the future of the profession, and the role of AIACC.*

# Survey Instrument

- Online questionnaire
- 23 questions total
- *9 questions:* participant background
- *4 questions:* rank importance and accuracy of specific statements
- *10 questions:* open-ended covering a variety of topics

# Process

- Questionnaire duration: 13 days (10/21-11/02)
- Link sent via email to all AIACC members and summit invitees
- Survey accessible via AIACC website

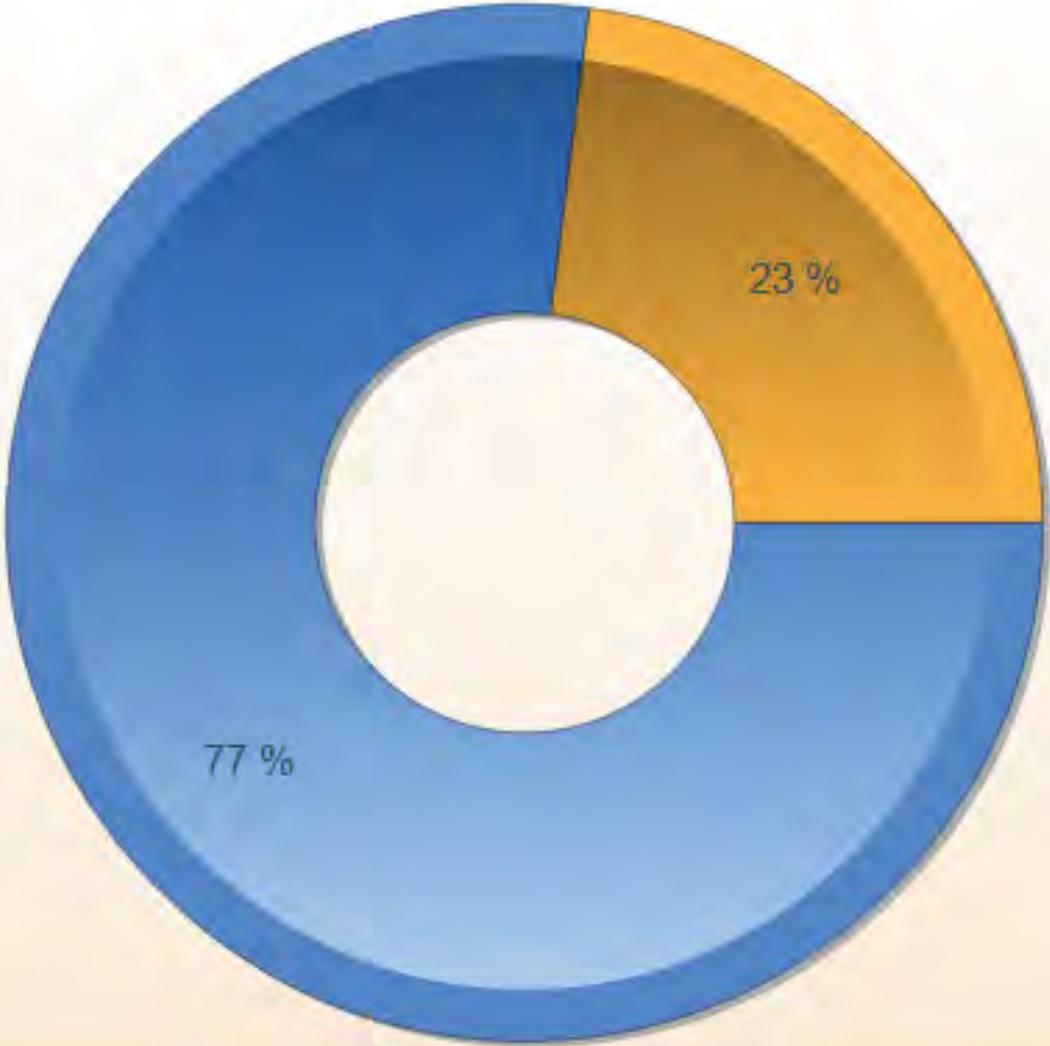
# Methodology/Results

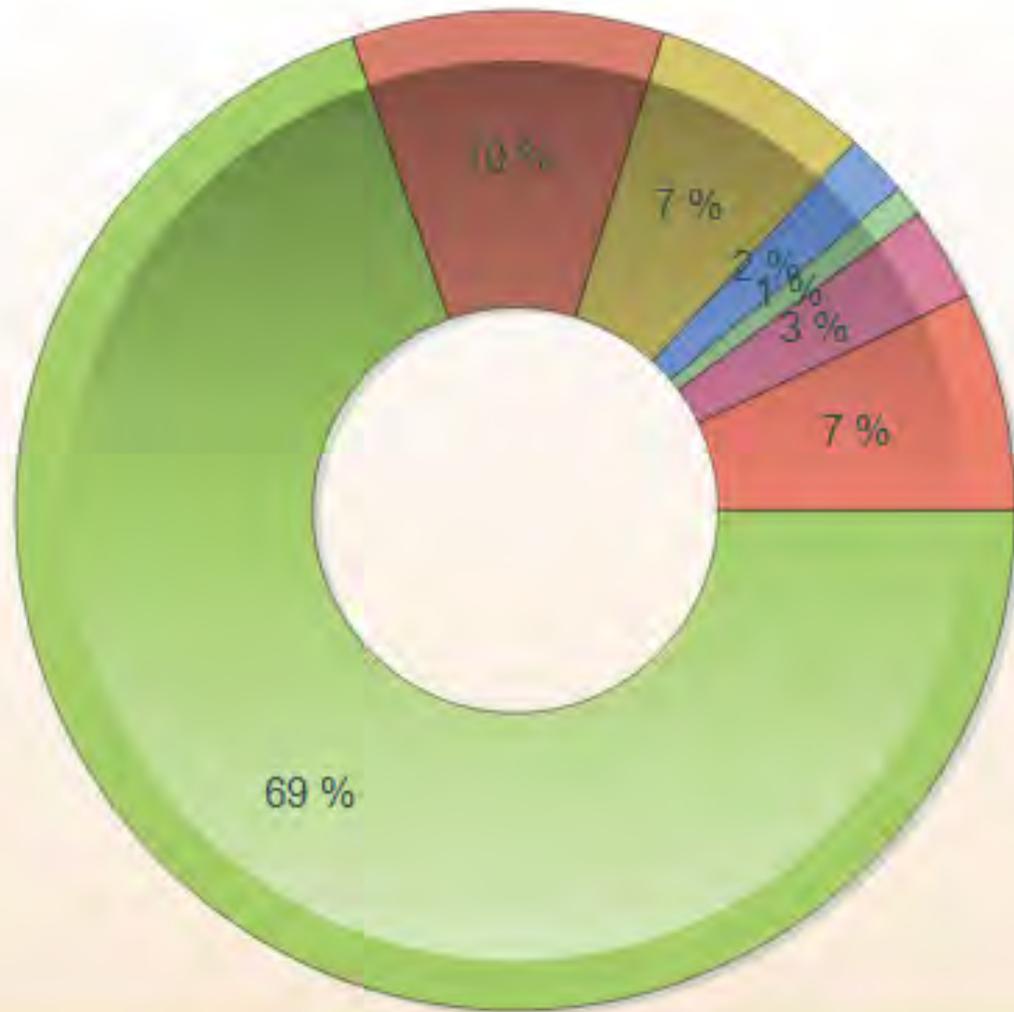
- 514 participants total
- 502 complete responses
- Open-ended results summary:
  - Only complete responses categorized
  - Summary based on number of mentions (count) relative to total number of complete responses (percentage).
  - Percentages do not add up to 100%
  - Response categories are not mutually exclusive

# Participant Profile

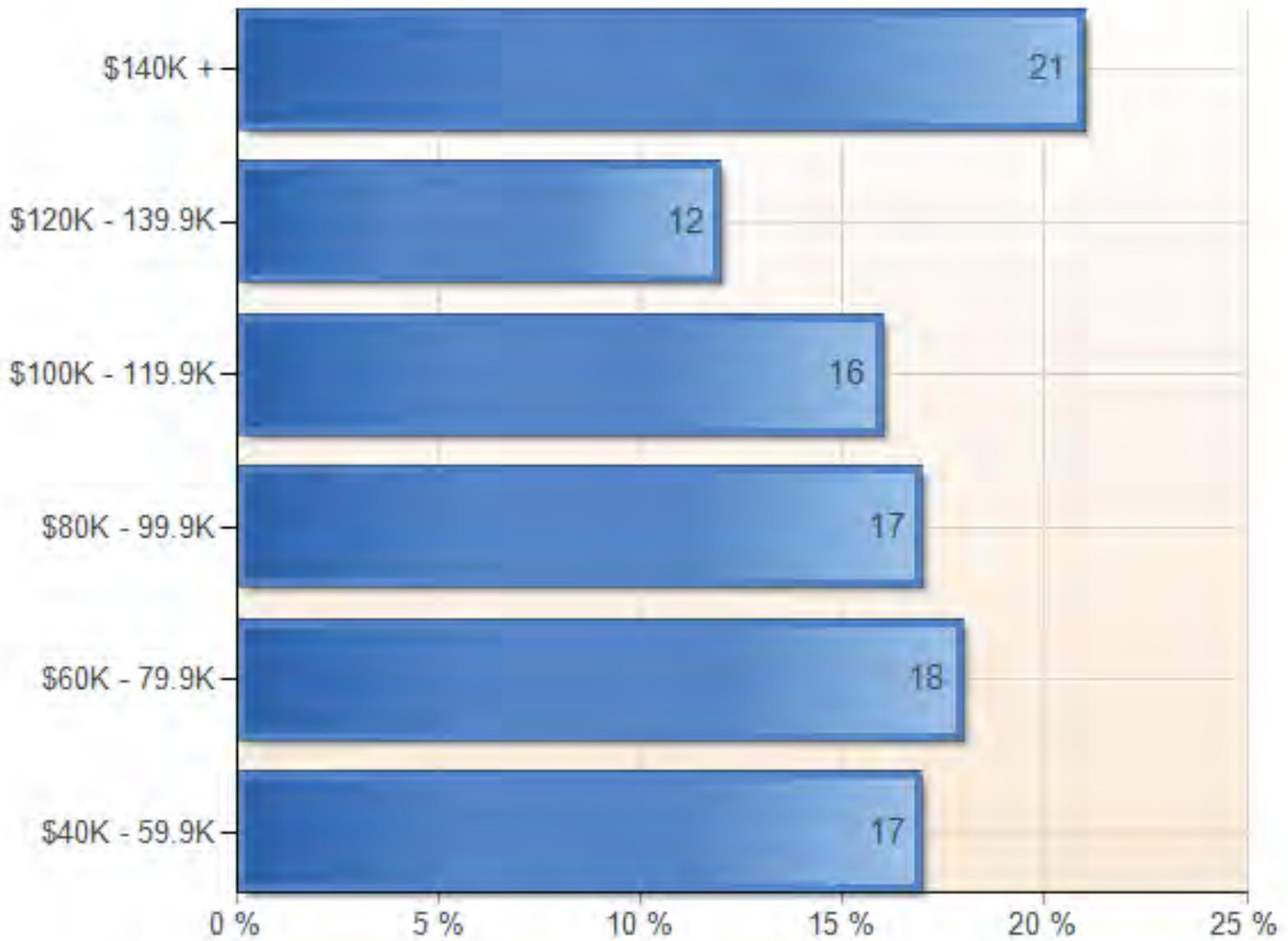
AIACC Architectural Education Summit

Pre-Summit Questionnaire





## Income



# Participant Profile

	Count	Percentage of complete responses
Practitioner	412	82%
Faculty	82	16%
Student	52	10%

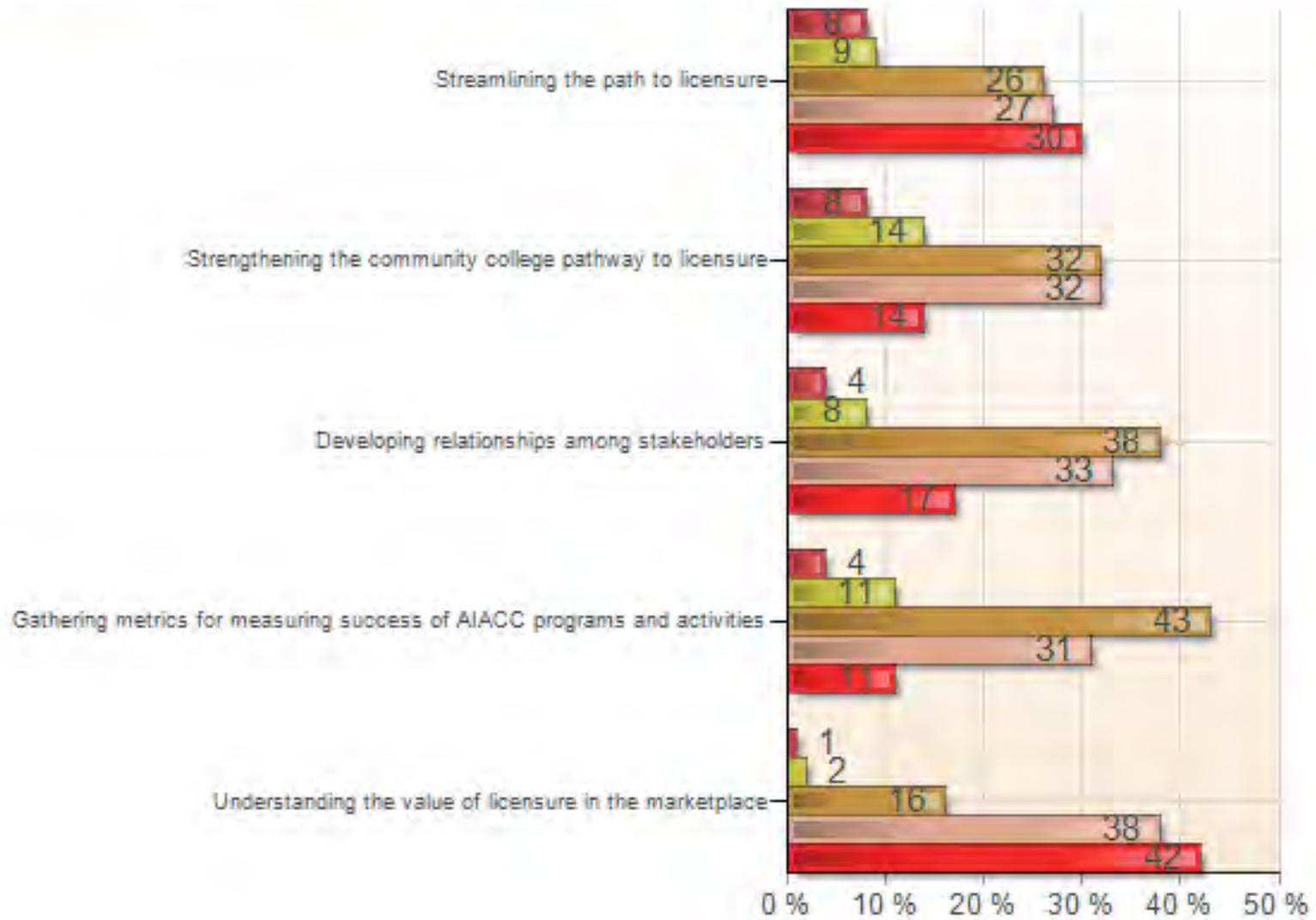
# Results: Introductory Questions

AIACC Architectural Education Summit

Pre-Summit Questionnaire

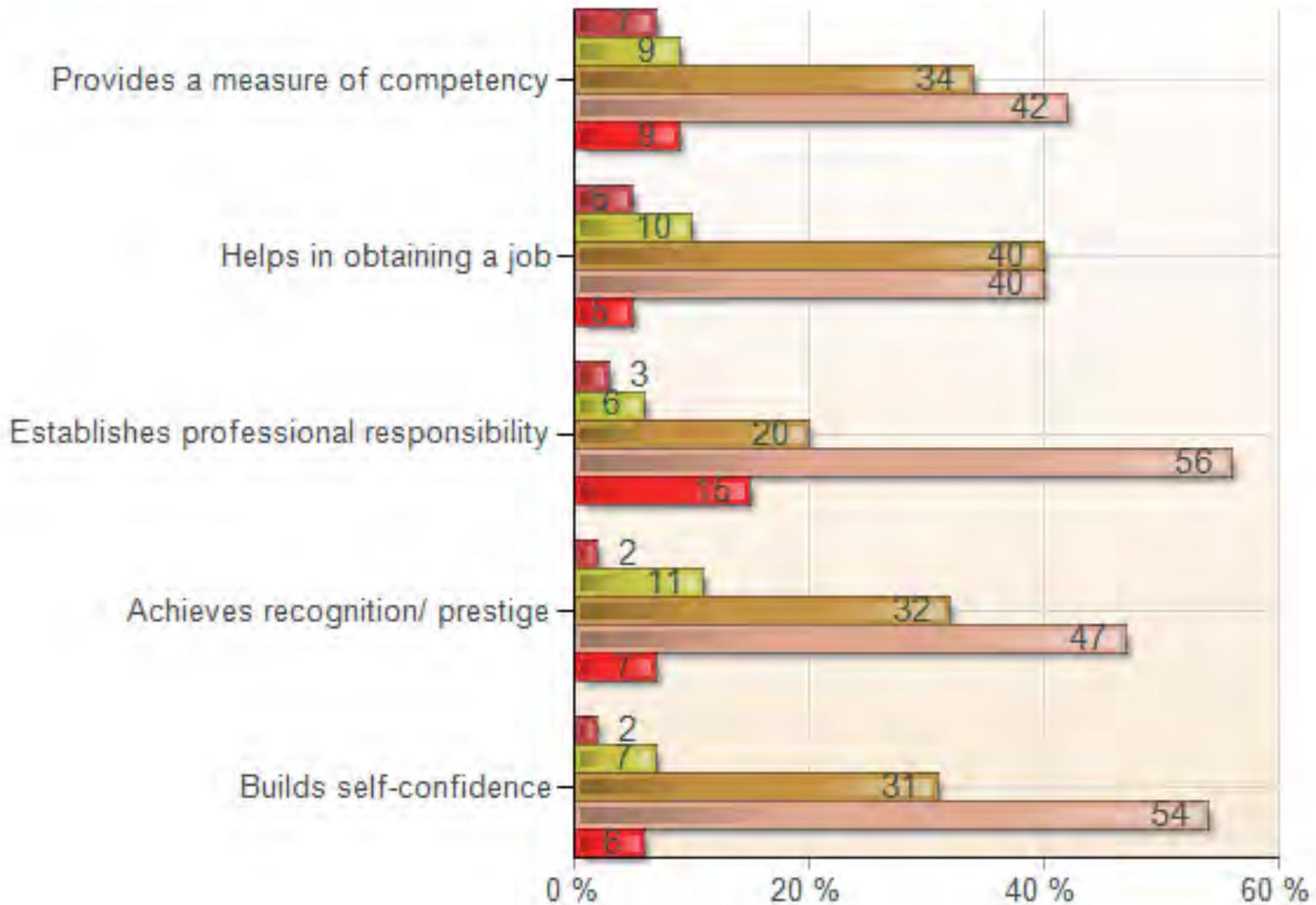
### Summit Objectives

■ Not important   
 ■ Of least importance   
 ■ Important   
 ■ Very Important   
 ■ Of Utmost Importance



### The Value of the License

Not Accurate   Least Accurate   Accurate   Very Accurate   Extremely Accurate



# Results: Barriers to Licensure

AIACC Architectural Education Summit

Pre-Summit Questionnaire

## What for you was (or is) the greatest barrier to achieving an architectural license? (*question 3*)

Responses	Number of mentions	Percentage of complete responses
Time to study; competing priorities	123	25%
Cost	58	12%
Passing specific exams	49	10%
There are no barriers	48	10%
Test waiting periods; frequency and schedule of testing	37	7%
IDP program requirements	33	7%
The test-taking/licensing process and format (general); complexity of process/requirements	29	6%
Obtaining the needed experience	27	5%
Bureaucracy; excessive paperwork, documentation	24	5%
Perception that license has no/limited benefit or practical value	23	5%
Multiple, excessive tests	22	4%
Lack of reciprocity (foreign training, state credentials)	20	4%

Responses	Number of mentions	Percentage of complete responses
Meeting education requirements; obtaining education needed	18	4%
Lack of self-determination, motivation; fear; other personal challenges	16	3%
Changes in system and requirements; lack of predictability	15	3%
Lack of available or easily accessible information re: licensure	10	2%
Lack of employer support	9	2%
Increased liability resulting from licensure	5	1%
Travel to prepare and study for exams	3	< 1%
Poor/insufficient access to study materials	3	< 1%
Language barriers (exams)	1	< 1%
Equity issues (real or perceived discrimination)	1	< 1%

## Question 3: Top Results

*What for you was (or is) the greatest barrier to achieving an architectural license?*

1. Time to study; competing priorities (25%)
2. Cost (12%)
3. Passing specific exams (10%)
4. There are no barriers (10%)
5. Test waiting periods; frequency and schedule of testing (7%)

What do you believe was (or is) the greatest barrier to achieving an architectural license experienced by your friends and colleagues?  
(question 4)

Responses	Number of mentions	Percentage of complete responses
Time to study; competing priorities	90	18%
Lack of motivation, perseverance, commitment, ability to prioritize	54	11%
Cost	54	11%
Passing specific exams	51	10%
Obtaining needed experience	42	8%
IDP program requirements	33	7%
The test-taking schedule and format	27	5%
Perception that license has no/limited benefit or practical value	27	5%
Multiple, excessive tests	24	5%
Bureaucracy; excessive paperwork, documentation	15	3%
Length and complexity of process/requirements	12	2%
Lack of competence/inability to perform as architect or grasp concepts	12	2%

Responses	Number of mentions	Percentage of complete responses
Lack of competence/inability to perform as architect or grasp concepts	12	2%
Lack of employer support	10	2%
Inadequate education	9	2%
Taking the tests in a timely manner	7	1%
Inconsistent standards/Changes in system/requirements	7	1%
Increased liability	4	< 1%
Lack of information/knowledge of process	3	< 1%
Poor/insufficient access to study materials	2	< 1%
No barriers	2	< 1%
Language barriers (exams)	2	< 1%
Equity issues (real or perceived discrimination)	1	< 1%

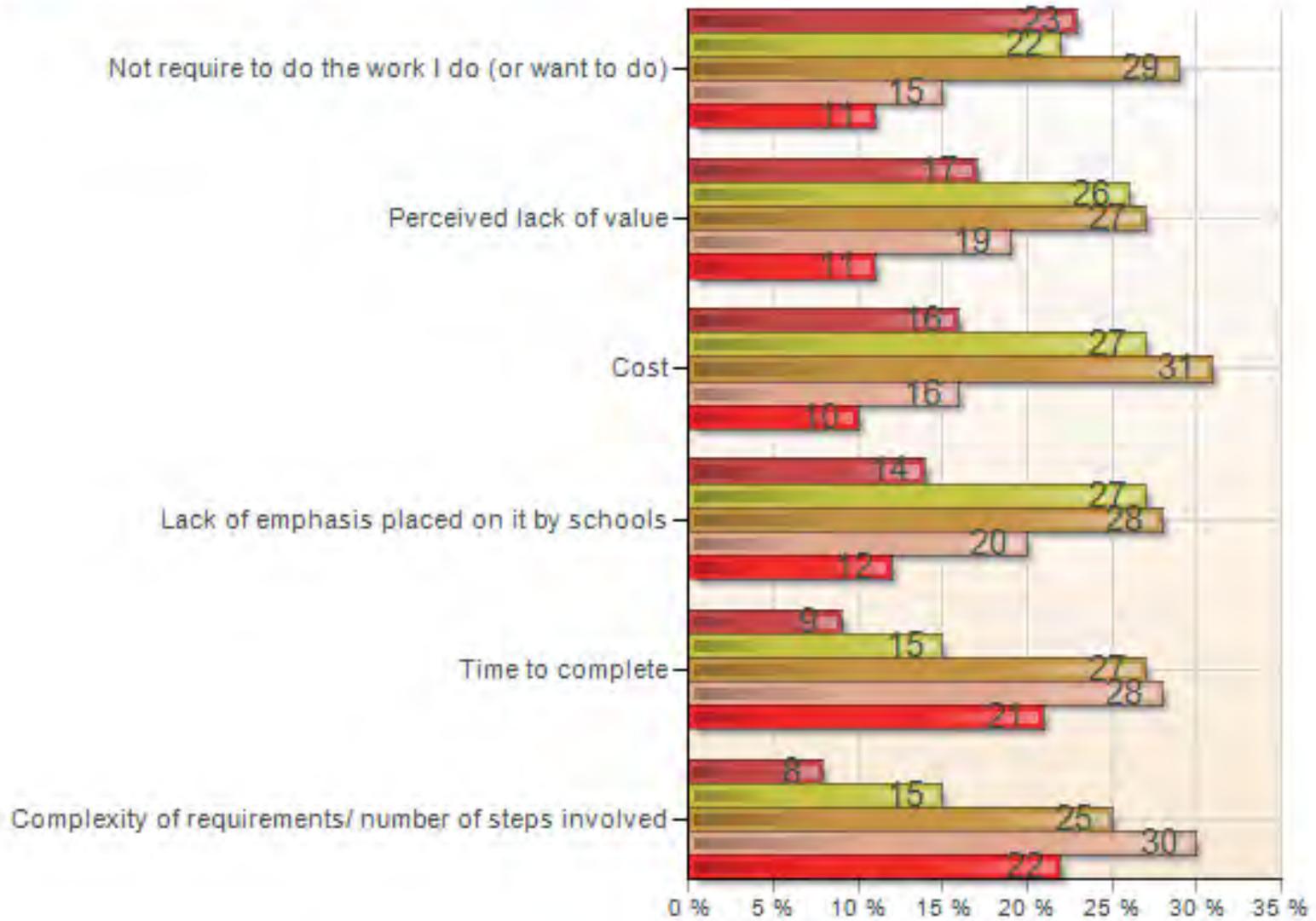
## Question 4: Top Results

*What do you believe was (or is) the greatest barrier to achieving an architectural license experienced by your friends and colleagues?*

1. Time to study; competing priorities (18%)
2. Lack of motivation, perseverance, commitment, ability to prioritize (11%)
3. Cost (11%)
4. Passing specific exams (10%)
5. Obtaining needed experience (8%)

### Specific Barriers to Licensure

■ NotAccurate   
 ■ LeastAccurate   
 ■ Accurate   
 ■ Very Accurate   
 ■ ExtremelyAccurate



## How did your educational program help or hinder your efforts toward gaining an architectural license? (*question 6*)

Responses	Number of mentions	Percentage of complete responses
Generally helpful	84	17%
No help; no emphasis given to licensure; education irrelevant to licensure	59	12%
Degree was the necessary first step; provided general knowledge	53	11%
Limited help or emphasis on licensure or professional practice	39	8%
Provided a strong foundation: practical, well-rounded education covering many areas	34	7%
Neither helped nor hindered; program was neutral on topic of licensure	26	5%
Question not applicable	15	3%
Provided a narrow, generally unhelpful focus on design	15	3%
Provided a (generally) useful focus on vocational and technical issues	14	3%
Provided a useful, practice-based education and emphasis on learning by doing	13	3%
Provided exam practice and licensing information	12	2%
Licensure acknowledged as basic benchmark; program treated licensure as an assumed goal	10	2%
Emphasized the value of the license; focused on licensure	10	2%
Created positive peer and professor influence to become licensed	8	2%
Provided IDP credit opportunities	7	1%
Hindered becoming licensed; licensure discouraged	6	1%

## Question 6: Top Results

*How did your educational program help or hinder your efforts toward gaining an architectural license?*

1. Generally helpful (17%)
2. No help; no emphasis given to licensure; education irrelevant to licensure (12%)
3. Degree was the necessary first step; provided general knowledge (11%)
4. Limited help or emphasis on licensure or professional practice (8%)
5. Provided a strong foundation: practical, well-rounded education covering many areas (7%)

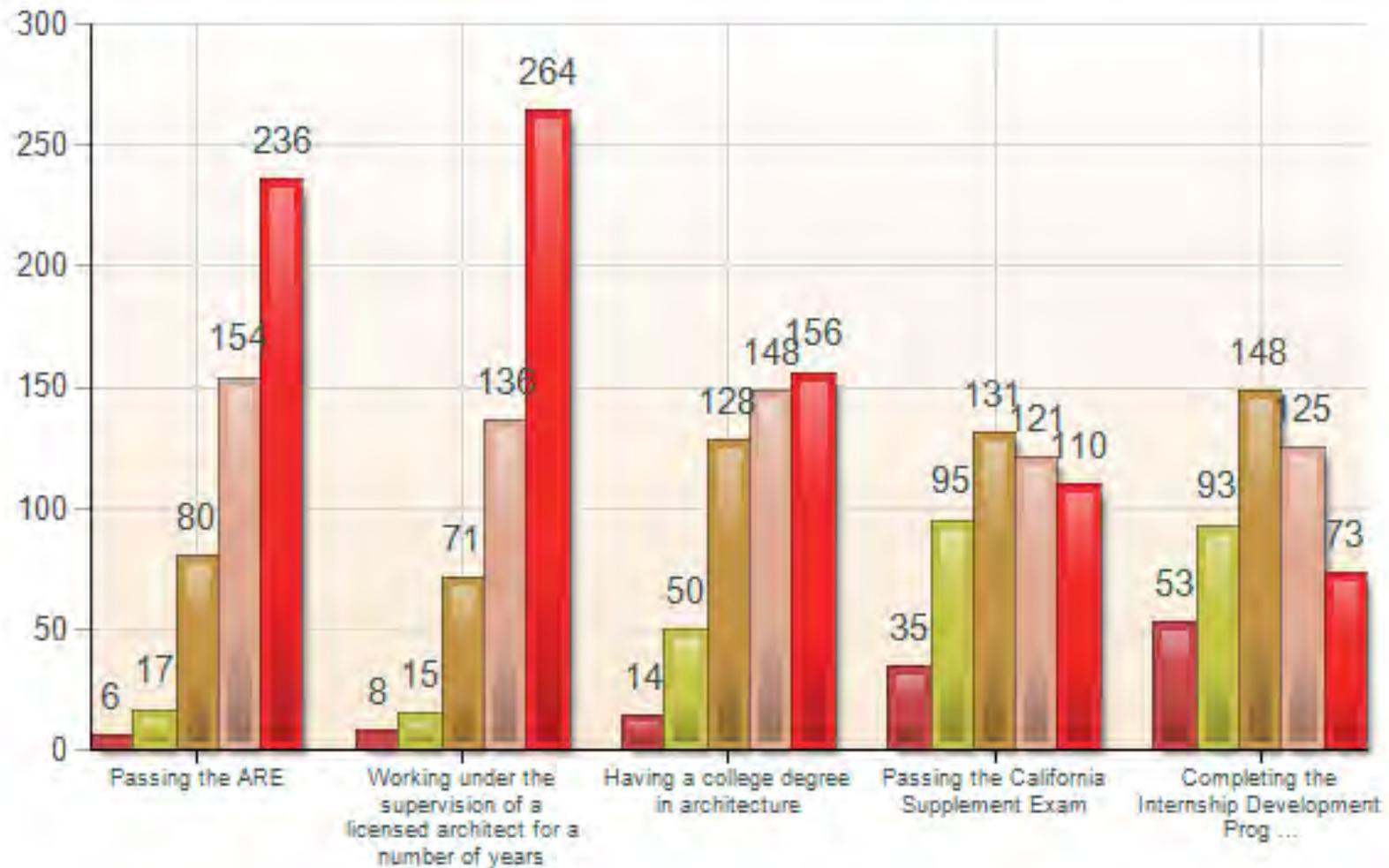
# Results: Licensure Requirements

AIACC Architectural Education Summit

Pre-Summit Questionnaire

Acquiring an architectural license in California involves meeting certain requirements. On a scale of 1 to 5, please indicate the level of importance you place on each one of the current requirements for licensure in California.

■ Of no importance   
 ■ Important   
 ■ Very Important   
 ■ Of Utmost Importance  
■ Not very important



California allows a candidate for licensure to work under the apprenticeship of a licensed architect for a number of years in place of the college degree requirement. Do you believe that California should continue this option? If yes, why? (*question 8*)

	Number of mentions	Percentage of complete responses
<b>Yes</b>	<b>338</b>	<b>67%</b>
<b>Yes, with conditions</b>	<b>20</b>	<b>4%</b>
<b>An important alternative path; helps create equity and access to the profession</b>	<b>55</b>	<b>11%</b>
<b>An important alternative in the face of costly/unaffordable higher education</b>	<b>36</b>	<b>7%</b>
<b>Practice is most valuable; a quality apprenticeship outweighs benefits of a degree</b>	<b>35</b>	<b>7%</b>
<b>An effective way to learn and prepare for licensure</b>	<b>19</b>	<b>4%</b>
<b>Practice can be more valuable and is often more valued than education</b>	<b>19</b>	<b>4%</b>
<b>Education and apprenticeship are both valuable paths</b>	<b>17</b>	<b>3%</b>
<b>Classroom education does not ensure professional competency</b>	<b>14</b>	<b>3%</b>
<b>This path is important to maintaining the integrity of profession and diversity in professional backgrounds</b>	<b>11</b>	<b>2%</b>
<b>Some architectural education should be required</b>	<b>10</b>	<b>2%</b>
<b>Education overemphasizes theory and design</b>	<b>10</b>	<b>2%</b>
<b>Formal education is unrelated to practice</b>	<b>9</b>	<b>2%</b>

California allows a candidate for licensure to work under the apprenticeship of a licensed architect for a number of years in place of the college degree requirement. Do you believe that California should continue this option? If no, why not? (*question 8*)

	Number of mentions	Percentage of total survey responses
<b>No</b>	125	25%
<b>Not sure</b>	37	7%
Education is required for exposure to design theory and to develop critical thinking skills	45	9%
There is no substitute for formal education/obtaining a degree	36	7%
The quality of mentors and apprenticeships vary greatly	17	3%
Apprenticeship path diminishes/weakens the value of profession and its contribution to society	15	3%
Must hold architecture to same standards as other professions	13	3%
Education is required to achieve needed technical knowledge	7	1%
Creates a competitive disadvantage for educated architects	7	1%
Degree demonstrates needed discipline/instills needed values	6	1%
Apprenticeship path limits career options: lack of state reciprocity	5	1%
Few "through the ranks" architects find success in practice	4	< 1%
The licensure path must follow national standards	3	< 1%
This alternative complicates the licensure process	2	< 1%
This alternative creates an employer-controlled process	2	< 1%

## Question 8: Top Results

Yes 67%  
No 25%

*California allows a candidate for licensure to work under the apprenticeship of a licensed architect for a number of years in place of the college degree requirement. Do you believe that California should continue this option? If yes, why? If no, why not?*

1. *Yes: an important alternative path; helps create equity and access to the profession (11%)*
2. *No: education is required for exposure to design theory and to develop critical thinking skills (9%)*
3. *No: there is no substitute for formal education/obtaining a degree (7%)*
4. *Yes: an important alternative in the face of costly/unaffordable higher education (7%)*
5. *Yes: practice is most valuable; quality of an apprenticeship outweighs benefits of a degree (7%)*

A growing number of graduates from architectural degree programs choose not to obtain their architectural license and instead use their degree to pursue careers in project management, environmental design, communications, computer-aided design and design technology, among other fields. Do you see this as a positive or negative trend? (*question 9*)

	Number of mentions	Percentage of total participants
Positive trend	306	61%
Negative trend	88	18%
Neither positive nor negative	42	8%
Both positive and negative	31	6%
Architectural education is a strong foundation for other careers; demonstrates the value of an education in architecture	95	19%
This is a market-driven trend: there is not enough work in the field	44	9%
This diversifies the field and strengthens its influence	40	8%
A result of poor compensation, more financial reward in other fields	38	8%
This will have a negative impact on the profession and/or architectural education	37	7%
Architectural problem-solving skills are applicable to many fields	34	7%
This is an indication of the decline of the profession	32	6%

	Number of mentions	Percentage of total participants
This benefits other fields and disciplines	29	6%
This strengthens awareness and appreciation of the profession	28	6%
A matter of personal choice	25	5%
Indicative of multiple career paths within the industry	24	5%
Limits competition; increases value of practicing architects	20	4%
Architectural practice is not for everyone; not everyone has skills needed	16	3%
Diversity in practice benefits design, community and the environment	14	3%
Indication of unmatched/insufficient education and licensure system	12	2%
Positive for those not wishing to pursue traditional practice	7	1%
Trend has a negative impact on public welfare	1	< 1%
Indication of an exclusive profession	1	< 1%

## Question 9: Top Results

**Positive** 61%  
**Negative** 18%  
**Neither** 8%

*A growing number of graduates from architectural degree programs choose not to obtain their architectural license and instead use their degree to pursue careers in project management, environmental design, communications, computer-aided design and design technology, among other fields. Do you see this as a positive or negative trend?*

1. Architectural education is a strong foundation for other careers; trend demonstrates the value of an education in architecture (19%)
2. This is a market-driven trend: there is not enough work in the field (9%)
3. This diversifies the field and strengthens its influence (8%)
4. A result of poor compensation, more financial rewards in other fields (8%)
5. This will have a negative impact on the profession and/or architectural education (7%)

Do you feel that these graduates pursuing careers in related fields should be more formally included in the profession than they currently are? (*question 10*)

	Number of mentions	Percentage of complete responses
No	177	35%
Yes	138	27%
Depends/with conditions	122	24%
No response	57	11%

# Results: Increasing Social and Cultural Diversity

AIACC Architectural Education Summit  
Pre-Summit Questionnaire

## What actions should be taken (by AIACC and others) to increase the social and cultural diversity of the architectural profession in California and throughout the United States? (*question 11*)

	Number of mentions	Percentage of complete responses
Strengthen K-12 outreach and education	80	16%
No action is required; field is becoming diverse naturally	43	9%
Make higher education more affordable and accessible	32	6%
Raise general awareness and knowledge of profession	28	6%
Change perceptions of the field; strengthen its influence	24	5%
Not relevant; increasing diversity is not priority	19	4%
Don't know/not sure	19	4%
Plan diversity conferences, events and programming	17	3%
Provide mentorship	16	3%
Remove perceived barriers to licensure	15	3%
Expand outreach and marketing focused on improving diversity (general)	15	3%
Strengthen architects' presence in and focus on community	15	3%

	Number of mentions	Percentage of complete responses
Improve compensation; pay architects more	13	3%
Increasing diversity is not AIACC's role	11	2%
Target outreach and support to specific populations	11	2%
Strengthen the role of community colleges (ability to transfer to accredited programs, etc.)	10	2%
Focus only on candidate ability and qualifications	9	2%
Encourage greater action by employers and in contracting to increase diversity	8	2%
Expand collaboration with and outreach to other disciplines	3	< 1%
Better define the architectural profession relative to related fields and professions	3	< 1%
Do less; stop targeting groups to enhance diversity	2	< 1%
Create more jobs	2	< 1%

## Question 11: Top Results

*What actions should be taken (by AIACC and others) to increase the social and cultural diversity of the architectural profession in California and throughout the United States?*

1. Strengthen K-12 outreach and education (16%)
2. No action is required; field is becoming diverse naturally (9%)
3. Make higher education more affordable and accessible (6%)
4. Raise general awareness and knowledge of the profession (6%)
5. Change perceptions of the field; strengthen its influence (5%)

## How can ties between the architectural profession and the community college system in California be strengthened? (*question 12*)

	Number of mentions	Percentage of complete responses
Create opportunities to transfer directly to accredited programs; remove barriers to transfer	45	9%
Have more architects teach and advise; develop curricula that reflects current practice	37	7%
Offer more architecture courses, including design, architectural history, and code training	34	7%
Create internship opportunities; provide direct exposure to practice	33	7%
Bring in professionals as guest lecturers, reviewers	30	6%
Mentorship	24	5%
Strengthen ties to and visibility of AIA	22	4%
Not important/not needed	20	4%
Grow architecture-related technical and vocational programs; certificate programs in CAD, design, building science, etc.	20	4%

	Number of mentions	Percentage of complete responses
Expand outreach to community college students	19	4%
Strengthen ties between community colleges and accredited schools	17	3%
Advise community college programs and help develop curriculum	10	2%
Provide scholarships and financial assistance	8	2%
Joint programs; Make community colleges a hub of outreach	7	1%
Give accreditation to some classes	7	1%
Strengthen curriculum and community perceptions of community colleges	5	1%
Host design competitions	4	< 1%
Strengthen ties between firms and community colleges	3	< 1%
Change IDP requirements/create a clear path to licensure	2	< 1%
Create/support student chapters of AIA	2	< 1%

## Question 12: Top Results

*How can ties between the architectural profession and the community college system in California be strengthened?*

1. Create opportunities to transfer directly to accredited programs; remove barriers to transfer (9%)
2. Have more architects teach and advise; develop curricula that reflects current practice (7%)
3. Offer more architecture courses, including design, history and code training (7%)
4. Create internship opportunities; provide direct exposure to practice (7%)
5. Bring in professionals as guest lecturers, reviewers (6%)

## What can AIACC do to help emerging professionals in architecture acquire their license? (*question 13*)

	Number of mentions	Percentage of complete responses
Focus on prep courses and training programs	86	17%
Reduce cost of study; provide free workshops and study materials	47	9%
Promote the value of licensure; maintain high standards	47	9%
Revise/revisit the IDP	36	7%
Simplify licensure process; reduce paperwork; maintain consistent requirements	33	7%
Provide comprehensive, accessible study materials and resources	27	5%
Provide and encourage mentoring	24	5%
Help candidates navigate the process; centralize licensure information	23	5%
Encourage firm support of licensure; promote related changes in firm culture	22	4%

	Number of mentions	Percentage of complete responses
Change exam content and streamline required exams	21	4%
Help obtain needed experience and exposure to the profession	16	3%
Provide and facilitate study groups and tutoring	15	3%
Revise testing schedule and test availability	10	2%
No help needed; Not AIA's role	8	2%
Provide greater support of local chapters; be more inclusive (multi-level certification, etc)	7	1%
Focus on school system; align curricula with licensing requirements	9	2%
Improve CAB/NCARB coordination and reciprocity	3	< 1%
Overhaul national system	2	< 1%
Remain aligned with national trends	0	< 1%

## Question 13: Top Results

*What can AIACC do to help emerging professionals in architecture acquire their license?*

1. Focus on prep courses and training programs (17%)
2. Reduce cost of study; provide free workshops and study materials (9%)
3. Promote the value of licensure; maintain high standards (9%)
4. Revise/revisit the Intern Development Program (IDP) (7%)
5. Simplify the licensure process; reduce paperwork; maintain consistent requirements (7%)

## What data/information would you like to have on hand in order to better guide the discussion at the upcoming summit? *(question 14)*

	Number of mentions	Percentage of complete responses
Statistics on licensure and demographics of licensed architects	45	9%
University statistics and trends (program enrollment, graduation rates, etc.)	35	7%
Information about graduates and emerging professionals: perceptions and participation in field	24	5%
Testing and exam pass rates; licensure candidate success rates	19	4%
Employment data; demand for architects; salary information	17	3%
Overall profile/status of profession	15	3%
Summary of survey findings	9	2%
Data on profession's retention of qualified candidates	9	2%
Information on existing architecture programs and courses	8	2%

	Number of mentions	Percentage of complete responses
Proposed direction for AIA and the profession	8	2%
IDP: trends, impacts, administration	8	2%
Perceptions of the field (clients, employers, students)	8	2%
Licensure steps and requirements; information re: timeline of licensure process	5	1%
Information for job-seekers; in support of career development	5	1%
NCARB and AIACC activities; activities of model professional associations	4	< 1%
Summit purpose, agenda and topics of discussion	3	< 1%
Related legislative updates	1	< 1%
The exams themselves	1	< 1%

## Question 14: Top Results

*What data/information would you like to have on hand in order to better guide the discussion at the upcoming summit?*

1. Statistics on licensure and demographics of licensed architects (9%)
2. University statistics and trends (program enrollment, graduation rates, etc.) (7%)
3. Information about graduates and emerging professionals: perceptions and participation in the field (5%)
4. Testing and exam pass rates; licensure candidate success rates (4%)
5. Employment data; demand for architects; salary information (3%)

## CHANGES IN LICENSING REQUIREMENTS

California State Board of Architecture is created in 1901 (March 23); "A" licenses were issued to individuals who could demonstrate that they were practicing architecture in California as of March 23, 1901

September 1901 - the Board began issuing "B" licenses to individuals who had passed either a written or oral exam

NCARB is created in 1919

1929

- the Board's name was changed to the California State Board of Architectural Examiners
- the Board began issuing licenses to individuals who passed both a written and an oral exam

CAB Requires Licensing Exam – 1936

- California has required a licensing exam since 1936.

In 1963, the Act was revised making the actual practice of architecture by an unlicensed individual a misdemeanor; this revision made the Act a true practice act, restricting the practice of architecture to only licensed architects

From 1964 through 1985, the Board also regulated registered building designers. The registration process began in 1964 and continued until 1968. The Board continued to regulate the practice of registered building designers through 1985; however, no new registrations were granted after 1968

NCARB produced the first national exam for architects in 1965

IDP was created jointly in the 1970s by NCARB and AIA

ARE is administered once a year in major cities across the US over a 4 day period 1979 - 1996

Through 1984, the Board also had the authority to issue a temporary certificate to practice architecture to an architect licensed in another state for a stipulated structure in California upon satisfactory evidence of his or her architectural competence and payment of the applicable fee

1987-1989 – administration of CALE in California

ARE is computerized 1997

In 1999, Assembly Bill (AB) 1678 changed the Board's name to the California Architects Board (CAB)

NCARB debut of ARE 3.0 in February 2004

CAB requires IDP and CIDP for all new Candidates - January 1, 2005

- This requirement is not applicable to individuals who were architectural candidates through CAB on or before December 31, 2004 and who remain active in the exam process.
- The CIDP/IDP requirement affects new candidates applying for exam eligibility on or after January 1, 2005, as well as candidates who were previously eligible but who have not taken an exam as a CAB candidate for five or more years and who are re-applying for eligibility on or after January 1, 2005. Candidates who were eligible for the ARE on or before December 31, 2004 and who continue to remain active in the exam process are exempt from the CIDP/IDP requirement. (this last part is stated in the previous bullet)

NCARB implements the “rolling clock” for the ARE - Effective January 1, 2006

- Effective January 1, 2006, NCARB implemented a “rolling clock” provision regarding the validity of ARE scores. Under the provisions of the rolling clock, candidates must pass all nine divisions of the ARE within a five-year period. NCARB has established an exemption provision for candidates who were in the exam process prior to 2006 and have passed one or more ARE division(s).
  - o Candidates who have passed all divisions of the ARE as of January 1, 2006, regardless of the time taken, will have passed the ARE and will not be subject to the new rolling clock provision.
  - o Candidates who have passed one or more, but not all divisions of the ARE by January 1, 2006 will have five years to pass all remaining divisions. A passing score for any remaining division will be valid for five years, after which time the division must be retaken if the remaining ARE divisions have not yet been passed. The five-year period will commence after January 1, 2006 on the date when the first passed division is administered. Divisions passed before January 1, 2006 will not have to be retaken.
  - o Candidates who have not passed any divisions of the ARE by January 1, 2006 will be subject to the five-year rolling clock provision. The five-year period will commence on the date when the first passed division is administered and will apply to all divisions.

NCARB introduces ARE 3.1 In February 2006

CAB Requires Candidates to establish NCARB Record (enroll in IDP) to be eligible for ARE - Effective July 1, 2008

- Candidates applying for eligibility to sit for the ARE must establish an NCARB record (enroll in IDP) prior to being permitted to take the exam

June 2008 NCARB Annual Meeting –Resolution 2008-07 passed requiring interns establishing a new NCARB Record on or after July 1, 2009 to submit IDP training reports of no more than six-months duration within two months of the end of each reporting period (Six-Month Rule)

Transition of ARE 3.1 to 4.0 July 2008 through June 2009

- In July 2008, ARE Version 3.1 was reformatted from nine to seven divisions and was introduced as Version 4.0. Version 4.0 is more integrative and contains six divisions containing both graphic vignettes and multiple-choice questions and one division with only graphic vignettes. Candidates who took and passed at least one division of ARE 3.1 by May 2008 were allowed to continue to take ARE 3.1 through June 2009.

2009 – NCARB launches new IDP e-EVR system

2009 - Emerging Professional's Companion 2009

2009 – 2010 – IDP 2.0 Phases One and Two implemented

July 1, 2010 - the NCARB IDP Six-Month Rule went into effect for all interns

CAB changes the administration of the CSE – February 2011

- Changes to a multiple choice computerized format rather than an oral administered format. Eligible Candidates can schedule the exam at one of the 13 locations in California and 10 out-of-state locations during normal business hours.

CAB votes to discontinue the CIDP requirement - June 16, 2011; the action will take effect upon codification of a regulatory amendment (in progress)

Spring 2012 – IDP 2.0 Phase Three to be implemented

On July 1, 2014, any ARE divisions taken prior to January 1, 2006, will no longer be exempt from the ARE “Rolling Clock” provision; consequently, the validity of the affected ARE division(s) will expire unless all remaining ARE divisions have been successfully completed by June 30, 2014

## Licensure Breakdown

### Current licensees as of November 8, 2011

Gender	Count
Male	16,297
Female	3,363

a Youngest licensee is 24 30 years of age

b Oldest licensee is 95 years old.

Age Range	Count
Under 20	0
20-25	1 <sup>a</sup>
26-30	49
31-40	1,684
41-50	3,922
51-60	6,788
61-70	4,764
71-80	1,510
81-90	352
91-100	13 <sup>b</sup>
100+	0

### Current candidates as of November 8, 2011

Gender	Count
Male	6,188
Female	3,328
Unidentified	286

Status	Count
Active ARE	7,676
Active CSE	2,125 <del>6</del>
Total Active	9,802

Status	Count
Required CIDP	3,328
Completed CIDP	906

\* Includes candidates and licensees who required to complete the CIDP/IDP requirement.

# Current Licensees

Statistical Data Compiled by California Architects Board for Use at Summit

<b>Year</b>	<b>Cumulative Number<sup>a</sup></b>
1989	16,727
1990	16,854
1991	18,392
1992	18,371
1993	19,732
1994	19,186
1995	20,367
1996	19,684
1997	20,766
1998	20,061
1999	21,120
2000	20,299
2001	21,364
2002	20,763
2003	21,637
2004	21,050
2005	21,842
2006	21,279
2007	21,181
2008	21,638
2009	22,564
2010	20,433
2011 <sup>b</sup>	21,721

<sup>a</sup> Number of currently licensed architects as of January 1<sup>st</sup> each year (includes those with "B" license type). Numbers are cumulative.

<sup>b</sup> Total does not include licensees pending incomplete renewal applications (approximately 200 as of January 1, 2011).

# Delinquent Licensees

Statistical Data Compiled by California Architects Board for Use at Summit

<b>Year</b>	<b>Cumulative Number<sup>a</sup></b>
1989	1,748
1990	2,822
1991	1,170
1992	2,026
1993	2,265
1994	3,528
1995	3,003
1996	4,254
1997	3,679
1998	4,742
1999	4,065
2000	5,092
2001	4,381
2002	5,262
2003	4,767
2004	5,629
2005	5,181
2006	5,931
2007 <sup>b</sup>	1,219
2008	1,847
2009	1,206
2010	2,726
2011	2,138

<sup>a</sup> Number of delinquent licenses as of January 1<sup>st</sup> each year (includes those with "B" license type). Numbers are cumulative.

<sup>b</sup> Total delinquent licenses for 2007 and forward only include licenses expired less than five years and eligible to renew. Total in prior years include licenses expired since computer conversion in 1988 which included license records since 1969.

# Deceased Licensees

Statistical Data Compiled by California Architects Board for Use at Summit

Year	Cumulative Number <sup>a</sup>	Difference
1989	566	0
1990	643	77
1991 <sup>b</sup>	1,150	507
1992 <sup>b</sup>	1,236	86
1993 <sup>b</sup>	1,209	-27
1994	1,293	84
1995	1,324	31
1996	1,414	90
1997	1,445	31
1998	1,549	104
1999	1,585	36
2000	1,689	104
2001	1,735	46
2002	1,811	76
2003	1,843	32
2004	1,921	78
2005	1,963	42
2006	2,058	95
2007	2,091	33
2008	2,170	79
2009	2,219	49
2010	2,298	79
2011	2,352	54

<sup>a</sup> Number of deceased licensed architects as of January 1<sup>st</sup> each year (includes those with "B" license type). Numbers are cumulative.

<sup>b</sup> Data entry error in 1990 appearing in 1991 and corrected records showing in following years. Unable to confirm actual year all records were corrected. Records may have been corrected by 1994 based on pattern of data for following years.

# Licenses Issued

Statistical Data Compiled by California Architects Board for Use at Summit

<b>Year</b>	<b>Number<sup>a</sup></b>
1989 <sup>b</sup>	1,339
1990	991
1991	954
1992	874
1993	902
1994	699
1995	629
1996	464
1997 <sup>c</sup>	387
1998 <sup>c</sup>	284
1999	362
2000	377
2001	408
2002	441
2003	389
2004	398
2005	434
2006	480
2007	514
2008	444
2009	500
2010	548

<sup>a</sup> Numbers by calendar year.

<sup>b</sup> Transition from CALE to ARE

<sup>c</sup> Change to computer-delivered testing for ARE.

# ARE Divisions Taken

Statistical Data Compiled by California Architects Board for Use at Summit

<b>Year</b>	<b>Number<sup>a</sup></b>
1989	15,248
1990	22,597
1991	19,191
1992	16,214
1993	12,679
1994	11,305
1995	11,622
1996	9,864
1997	1,809
1998	3,305
1999	3,720
2000	4,008
2001	5,080
2002	5,491
2003	6,469
2004	7,899
2005	9,184
2006	7,925
2007	9,016
2008	10,921
2009	11,262
2010	5,187
2011 <sup>b</sup>	3,956

<sup>a</sup> Numbers by calendar year. A number of factors can affect totals (e.g., NCARB "Rolling Clock" provision, ARE 4.0 Transition, ARE fee increase, etc.).

<sup>b</sup> Includes divisions taken up to September 30, 2011.

# Reciprocity Passed CSE

Statistical Data Compiled by California Architects Board for Use at Summit

<b>Year</b>	<b>Number<sup>a</sup></b>
1990 <sup>b</sup>	147
1991	171
1992	164
1993	107
1994	103
1995	78
1996	87
1997	120
1998	127
1999	142
2000	157
2001	125
2002	151
2003	224
2004	146
2005	102
2006	96
2007	127
2008	84
2009	82
2010	77

<sup>a</sup> Numbers by calendar year.

<sup>b</sup> Total is for 1/2 of year.

## Agenda Item F

### UPDATE ON IMPLEMENTATION OF FINAL PHASE OF NCARB'S INTERN DEVELOPMENT PROGRAM (IDP) 2.0

Announced in 2009, IDP 2.0 is the most significant update to IDP since its inception in the 1970s. Using the *2007 Practice Analysis of Architecture* as a guide, the program requirements were updated to more closely align with the current practice of architecture, to help ensure that interns acquire the comprehensive experience that is essential for competent practice, and to make reporting experience fundamentally easier.

The changes and improvements to the program were implemented gradually in three phases. They offer many benefits to interns such as allowing them to commence earning intern experience at an earlier stage on the path to licensure and during periods of unemployment, expanding program definitions, and simplifying the reporting process.

Below are the highlights of each phase of IDP 2.0:

Phase One – effective July 1, 2009

- Allowed interns, whether employed or not, to earn experience in more ways - including obtaining the Green Building Certification Institute (GBCI) LEED AP credential and completing Construction Specifications Institute (CSI) certificate programs.

Phase Two – effective January 1, 2010

- Converted training units to training hours and revised the definition of “direct supervision” to allow IDP supervisors to supervise their interns with a mix of personal contact and remote communication.
- Additional benefits were rolled out on October 1, 2010, such as new IDP eligibility dates and

expanded opportunities to earn IDP credit whether or not employed - including design competitions and site visits with a mentor.

Phase Three (Final) – effective April 5, 2012

- Realignment of IDP Training Categories and Areas into the new IDP 2.0 Experience Categories and Areas;
- Consolidation and simplification of work experience settings;
- Allowance of experience for academic internships;
- Revisions to the IDP supervisor requirements; and
- Introduction of the Electronic Employment Verification System version 2 (e-EVR 2.0).

With the implementation of Phase Three and the launch of the new reporting system, interns were reminded to submit experience credit in advance in order for it to be rolled over to IDP 2.0. Additional detail regarding the final phase of IDP 2.0, the rollover of credit into the new system, along with the April 2012 edition of the IDP Guidelines, is attached for review.

Attachments:

- 1) IDP 2.0: The Final Phase
- 2) IDP 2.0 Fact Sheet
- 3) IDP 2.0 – The Intern’s Rollover Guide
- 4) *IDP Guidelines* – April 2012

# IDP 2.0

**IDP 2.0: THE FINAL PHASE**  
DEBUTING AT MY NCARB 5 APRIL 2012

When the final phase of IDP 2.0 launches in April 2012, it represents a programmatic evolution that has taken place over the last three years and includes significant updates that are beneficial to interns as they work their way toward licensure. The IDP as we know it today will retire on 3 April 2012 at noon EDT. Then, the final phase of IDP 2.0 will launch on 5 April 2012 along with an upgraded electronic reporting system in My NCARB. All interns currently participating in the IDP will have their IDP experience rolled over to IDP 2.0.

IDP 2.0 was introduced in phases because of the many benefits that the program changes offered interns. The Council has been committed to implementing elements of IDP 2.0 as soon as our system development would allow, so that interns could take advantage of benefits such as reporting hours rather than units and expanded supplementary education, which offers many opportunities to gain experience whether or not employed.

“The final phase of IDP 2.0 encompasses the most significant changes to the IDP since its inception in the 1970s,” said Harry M. Falconer Jr., AIA, NCARB, Director, Intern Development Program. “These changes are directly derived from empirical data learned from NCARB’s 2007 *Practice Analysis of Architecture*. The profession has changed over the years and this final phase completes the alignment of the program to the current reality of architectural practice.”

The final phase of the rollover to IDP 2.0 is more than a program update. “In order to support these changes and our customers, we are building a new electronic reporting system that includes all aspects of IDP 2.0 and incorporates improvements to the customer experience,” said Mary S. de Sousa, Vice President, Operations.

### THE ROLLOVER REALITY

If you are currently participating in the IDP, the implementation of the final phase of IDP 2.0 will impact you. *How* it impacts you, however, will depend on your individual circumstances. All you need to do is take responsibility for understanding the requirements, and you will be able to move efficiently through the program.

“The IDP is an intern’s roadmap to obtaining the knowledge and skills necessary to practice architecture independently. It is in your best interest to proactively understand your progress in the program and how to move forward,” said Falconer.

All experience already in the “submitted” or “approved” status in the e-EVR will be rolled over to IDP 2.0. If an intern has 1,000 hours “submitted” in the e-EVR on the day before the rollover, he or she will have 1,000 hours the day after the rollover. Hours in the “saved” status in the e-EVR will be rolled over to IDP 2.0, but they will not be considered in the calculations to determine if hours qualify as “exempt” or “satisfied” or for a one-time “waiver.” [See Rollover Terms sidebar on page 8.]

### TWO MAJOR CHANGES WITH THE FINAL PHASE

The first is a realignment of the experience requirement categories and areas. While the total hours required to complete the IDP will remain the same—5,600 hours—the experience categories and areas in the core minimum requirements are reconfigured. The second major change will be simplified and redefined work settings—or experience settings, as they will be renamed. In addition to the changes to categories, areas, and settings, there are opportunities to earn experience hours through academic internships and changes to the licensure requirements of an IDP supervisor.

### IDP 2.0 EXPERIENCE CATEGORIES AND AREAS

IDP 2.0 is made up of 17 experience areas organized into four categories: Pre-Design, Design, Project Management, and Practice Management. Most of the current training areas roll over into the corresponding IDP 2.0 experience areas. However, two of the current training areas split into two different experience areas and categories, and two training areas combine into one experience area in IDP 2.0.

All interns will be required to meet the new core minimum requirement of 3,740 hours when the final phase goes into effect, but new area and category requirements will depend on what was earned under the current system. For example, if you have met the current core mini-

### ACADEMIC INTERNSHIPS

New! Interns can now earn up to 930 IDP hours through academic internships beginning on 5 April 2012. Hours count toward core credit and can be applied to any experience area except leadership and service under experience settings A and O. This opportunity recognizes the valuable experience interns can earn while still in school. Learn more at [www.ncarb.org/idp2](http://www.ncarb.org/idp2).

### IDP SUPERVISORS LICENSURE REQUIREMENTS

The Final Phase of IDP 2.0 includes more flexibility related to experience settings. IDP supervisors no longer need to be licensed where they are located in most jurisdictions to review and approve experience reports. While this will be a major benefit to most interns across the country, unfortunately this change will not apply to interns earning experience in New York or Texas at this time. If you are earning experience in either of these states, your IDP supervisor will need to continue to hold a license in that jurisdiction. Contact either the New York or Texas Board for more information.

## ROLLOVER TERMS

### Saved

“Saved” experience reports are training hours you have entered for a specific reporting period, but have not yet submitted to your IDP supervisor, mentor, or NCARB for approval.

### Submitted

“Submitted” experience reports are training hours you have submitted to your IDP supervisor, mentor, or NCARB for approval, but have not yet been approved.

### Approved

“Approved” experience reports are training hours that have been verified and approved by your IDP supervisor, or mentor, and they are now included in your IDP training hour totals.

### Exempt

If you have earned the required core minimum hours required in an existing training area or category prior to the implementation of the final phase of IDP 2.0, you will be exempt from having to satisfy the new core minimum hour requirement in the corresponding experience area or category for IDP 2.0

### Satisfied

If your hours earned in an existing training area or category satisfy the new core minimum hour requirement in the corresponding area or category for IDP 2.0, you will be credited with having “satisfied” the new requirement.

You must be exempt or have satisfied the core minimum hours in all experience areas within a new experience category to be exempt from the core minimum hours required in an IDP 2.0 experience category.

### Waiver

If the experienced earned through an existing work setting exceeds the maximum allowable hours that can be earned in the corresponding IDP 2.0 experience setting then the intern may be granted a **one-time** waiver to the maximum allowable hours. If a one-time waiver is granted, **no** additional hours may be earned in the new experience setting.

*Experience must be in the “submitted” or “approved” status prior to noon EDT 3 April 2012, and must be subsequently validated and approved in accordance with the rules of the IDP. All experience is subject to review and evaluation by NCARB for compliance with the program. If NCARB determines that “submitted” or “approved” experience was invalid or was not earned in compliance with the program, then the individual will be required to complete the program requirements in compliance with IDP 2.0*

minimum requirement for an existing training area, you will have satisfied the corresponding experience area core minimum requirement(s) in IDP 2.0. [See page 10.]

## EXPERIENCE SETTINGS

The current and sometimes confusing seven work settings are being simplified into three experience settings in IDP 2.0. Depending on your current work setting, you may be affected by this change. There are three experience settings in IDP 2.0: A, O, and S. All “submitted” or “approved” experience will be rolled over to the new experience settings. If your experience earned through existing work settings exceeds the maximum allowable hours that can be earned in the corresponding IDP 2.0 experience setting, you will be granted a one-time waiver to the maximum allowable hours. If you are granted a one-time waiver, you will not be allowed to earn any additional hours in the new experience setting.

### EXPERIENCE SETTING A: PRACTICE OF ARCHITECTURE

*Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization engaged in the lawful practice of architecture.*

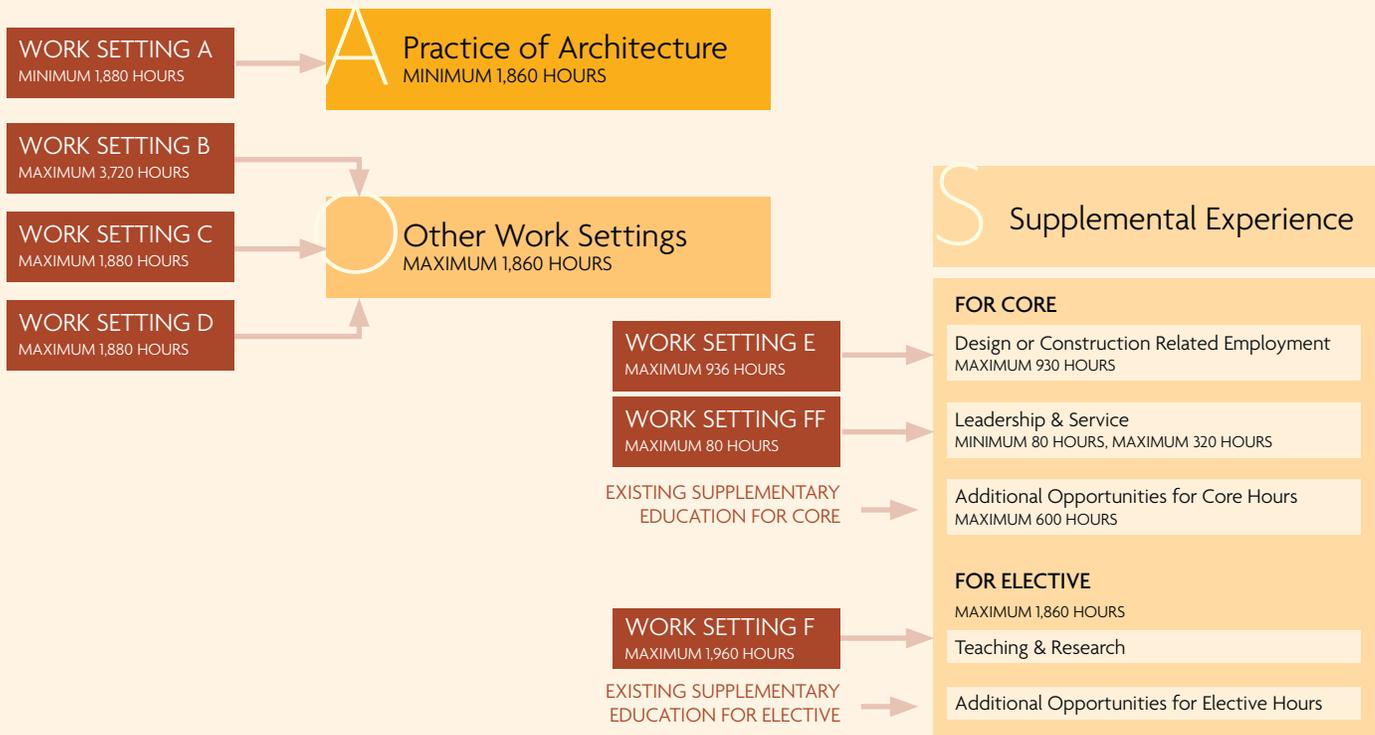
You will be required to earn a minimum of 1,860 hours in experience setting A to complete the program. If you are currently employed in work setting A, your hours will automatically be rolled over into experience setting A.

### EXPERIENCE SETTING O: OTHER WORK SETTINGS

*(1) Direct supervision by an architect licensed in a U.S. or Canadian jurisdiction in an organization not engaged in the practice of architecture. (2) Direct supervision by an architect not registered in the United States/Canada engaged in the practice of architecture outside of the United States or Canada. (3) Direct supervision by a landscape architect or registered engineer (practicing as a structural, civil, mechanical, fire protection, or electrical engineer in the field of building construction).*

In IDP 2.0, you will be able to earn a maximum of 1,860 hours in experience setting O. If you have previous experience

# WORK SETTINGS TO EXPERIENCE SETTINGS



in work settings B, C, and D, or are currently working in one of those settings, your hours will automatically be rolled over to experience setting O. If your total number of hours earned through work settings B, C, and D exceeds 1,860 hours, you will be given a **one-time** waiver and will be able to keep all earned hours; however, you will **not** be able to earn any additional hours in experience setting O.

### EXPERIENCE SETTING S: SUPPLEMENTAL EXPERIENCE

*Opportunities to earn experience hours outside of a traditional experience setting. Many of the supplemental experience opportunities may be completed whether or not employed.*

Within supplemental experience, there are opportunities to earn core and elective hours.

### Supplemental Experience for Core Hours

There are several opportunities to earn core hours through supplemental experience. Each opportunity for core hours has

limitations in terms of maximum allowable hours. Core hours earned through supplemental experience are credited to the specific experience area in which they are earned.

In addition to all of the existing opportunities to earn core hours through supplementary education such as design competitions and site visits with a mentor, the new IDP 2.0 supplemental experience for core hours includes design or construction related employment and leadership and service. Refer to the current *IDP Guidelines* for all of the opportunities to earn core hours through supplementary education.

### Design or Construction Related Employment

*Design or construction related activities under the direct supervision of a person experienced in the activity (e.g. analysis of existing buildings; planning; programming; design of interior space; review of technical submissions; engaging in building construction activities).*

In IDP 2.0 you can earn a maximum of 930 hours across all experience areas (except 4B: Leadership and Service) through design or construction related employment. If you have previous experience in work setting E or are currently working in E, your hours will automatically be rolled over to experience setting S. If your total number of hours earned through work setting E exceeds 930 hours, you will be given a **one-time** waiver to keep all earned hours; however, you will **not** be able to earn any additional hours through design or construction related employment. You may continue to earn supplemental experience for core through other opportunities such as the Emerging Professional's Companion (EPC).

### Leadership and Service

*Qualifying experience is pro bono, in support of an organized activity or in support of a specific organization. There must be an individual who can certify to NCARB that you have performed services in support of the organization.*

# IDP 2.0: THE MAP

## CURRENT IDP (TRAINING CATEGORIES AND AREAS)

## IDP 2.0 (EXPERIENCE CATEGORIES AND AREAS)

### A. DESIGN AND CONSTRUCTION DOCUMENTS

1. PROGRAMMING Core minimum Hours 80
2. SITE AND ENVIRONMENTAL ANALYSIS Core minimum Hours 80
3. SCHEMATIC DESIGN Core minimum Hours 120
4. ENGINEERING SYSTEMS COORDINATION Core minimum Hours 120
5. BUILDING COST ANALYSIS Core minimum Hours 80
6. CODE RESEARCH Core minimum Hours 120
7. DESIGN DEVELOPMENT Core minimum Hours 320
8. CONSTRUCTION DOCUMENTS Core minimum Hours 1,080
9. SPECIFICATIONS AND MATERIALS RESEARCH Core minimum Hours 120
10. DOCUMENT CHECKING AND COORDINATION Core minimum Hours 80

1/4 hours →	
3/4 hours →	
1/3 hours →	
2/3 hours →	
Area 8 and 10 combine to become Area F	
Area 8 and 10 combine to become Area F	

### 1. PRE-DESIGN

A. PROGRAMMING Core minimum Hours 80
B. SITE AND BUILDING ANALYSIS Core minimum Hours 80
C. PROJECT COST AND FEASIBILITY Core minimum Hours 40
D. PLANNING AND ZONING REGULATIONS Core minimum Hours 60

### 2. DESIGN

A. SCHEMATIC DESIGN Core minimum Hours 320
B. ENGINEERING SYSTEMS Core minimum Hours 360
C. CONSTRUCTION COST Core minimum Hours 120
D. CODES & REGULATIONS Core minimum Hours 120
E. DESIGN DEVELOPMENT Core minimum Hours 320
F. CONSTRUCTION DOCUMENTS Core minimum Hours 1,200
G. MATERIAL SELECTION AND SPECIFICATION Core minimum Hours 160

### B. CONSTRUCTION CONTRACT ADMINISTRATION

11. BIDDING & CONTRACT NEGOTIATION Core minimum Hours 80
12. CONSTRUCTION PHASE — OFFICE Core minimum Hours 120
13. CONSTRUCTION PHASE — OBSERVATION Core minimum Hours 120

### 3. PROJECT MANAGEMENT

A. BIDDING AND CONTRACT NEGOTIATION Core minimum Hours 120
B. CONSTRUCTION ADMINISTRATION Core minimum Hours 240
C. CONSTRUCTION PHASE: OBSERVATION Core minimum Hours 120

### C. MANAGEMENT

14. PROJECT MANAGEMENT Core minimum Hours 120
15. OFFICE MANAGEMENT Core minimum Hours 80

D. GENERAL PROJECT MANAGEMENT Core minimum Hours 240
---------------------------------------------------------

### 4. PRACTICE MANAGEMENT

A. BUSINESS OPERATIONS Core minimum Hours 80
-------------------------------------------------

### D. RELATED ACTIVITIES

16. PROFESSIONAL AND COMMUNITY SERVICE Core minimum Hours 80
-----------------------------------------------------------------

B. LEADERSHIP AND SERVICE Core minimum Hours 80
----------------------------------------------------

# HOW TO EARN 5,600 HOURS

## CORE EXPERIENCE HOURS: 3,740

Experience earned in IDP 2.0 categories and areas. Core minimum hours are the minimum number of hours you must earn in a given experience category or area. Experience can be earned in any combination of experience setting A, experience setting O, and opportunities that qualify for core hours in experience setting S.

## ELECTIVE EXPERIENCE HOURS: 1,860

You can earn elective hours in any experience area, or through certain supplemental experience opportunities for elective hours. Any hours earned in an experience area in excess of the core minimum hours required will count as elective hours.

1. PRE-DESIGN	260 CORE MINIMUM HOURS	Additional Hours in 1. Pre-Design
2. DESIGN	2,600 CORE MINIMUM HOURS	Additional Hours in 2. Design
3. PROJECT MANAGEMENT	720 CORE MINIMUM HOURS	Additional Hours in 3. Project Management
4. PRACTICE MANAGEMENT	160 CORE MINIMUM HOURS	Additional Hours in 4. Practice Management
All interns will be required to meet the <b>3,740 core minimum hours</b> in IDP 2.0.		Supplemental Experience for Elective Hours
3,740 CORE MINIMUM HOURS		+ 1,860 = 5,600 TOTAL ELECTIVE HOURS      TOTAL HOURS

In IDP 2.0, the 80 core minimum hours required in the experience area leadership and service will be reported through experience setting S. There is a maximum allowable of no more than 320 hours earned through Leadership and Service. For more information on opportunities to satisfy the Leadership and Service requirement, refer to the categories for Professional and Community Service as defined on page 33 of the current *IDP Guidelines*.

### ADDITIONAL BENEFITS TO IDP 2.0

Many schools have programs where interns work in firms as a part of their degree curriculum. Any internship that is integrated into your academic program, whether as a requirement or as an elective, is considered an academic internship. In IDP 2.0 interns may earn up to 930 hours of experience through qualifying academic internships that meet the durational requirements and are in experience setting A or O.

There will also be new flexibility to the licensure location requirement for IDP supervisors in most jurisdictions [See

sidebar on page 7]. The current program requires that IDP supervisors in certain work settings be licensed in the jurisdiction where they are located. In IDP 2.0, the definition of experience setting A and opportunities within O allows the IDP supervisor to be licensed in any U.S. or Canadian jurisdiction.

### PREPARING YOURSELF

Plan ahead. All of your hours will roll over to the new program, but there are several things you can do to make the rollover smoother for yourself and prepare for the upcoming changes, like meeting with

your supervisor and mentor to go over your current progress. Discuss the areas that you can gain experience in between now and April, and look into supplementary education opportunities that may help you satisfy current requirements.

Do not wait until April 2 to submit your experience for the last six months. Report it now, and frequently report it between now and April. The more hours that are “submitted” and “approved” before the change, the easier the transition will be.

**DC**



### RESOURCES

More information on the rollover can be found in *The Interns' IDP 2.0 Rollover Guide* and on NCARB's website. The official rules and requirements will be available in the new *IDP 2.0 Guidelines*, which will be available for download early next year. And as always, we're available by calling 202/879-0520.

# IDP 2.0

## Fact Sheet

IDP 2.0 updates the Intern Development Program (IDP) to more closely align with the practice of architecture today and identifies the experience interns will need in order to practice architecture independently upon initial licensure.

### THE ROLLOVER

- At **noon EDT 3 April 2012 at noon EDT**, the current electronic reporting system (e-EVR) shuts down.
- On **5 April 2012**, the final phase of IDP 2.0 launches, along with a new reporting system.
- All experience in the e-EVR prior to noon EDT 3 April 2012 will be rolled over to [IDP 2.0](#).
- **Only** experience in the “submitted” or “approved” status will be considered when determining if hours qualify for exemptions or a one-time waiver to the new program requirements. Interns should review the rules the *Interns’ IDP 2.0 Rollover Guide* for more information.

### BENEFITS TO INTERNS:

- IDP eligibility date can be established based on education or experience.
- Experience hours can be earned through qualifying academic internships.
- Experience categories and areas are relevant to current practice.
- Licensure location requirements for IDP supervisors are flexible in most jurisdictions.
- Experience settings are clearly defined and reflect current practice.
- Core and elective hours can be earned through a variety of supplemental experience opportunities, most of which can be completed whether or not employed.

### KEY ELEMENTS OF IDP 2.0:

- Hours to complete the IDP: 5,600 (3,740 core minimum hours).
- Four experience categories: Pre-Design, Design, Project Management, and Practice Management. Experience categories include 17 experience areas.
- Core minimum hour requirements for categories and areas are weighted based on their importance to the independent practice of architecture.
- Three experience settings: A (Practice of Architecture), O (Other Work Settings), and S (Supplemental Experience).

### TOOLS AND RESOURCES

- [Interns’ IDP 2.0 Rollover Guide](#)—explains rollover rules.
- [Rollover Calculator](#)—see how hours will rollover to IDP 2.0.
- [IDP 2.0: The Rollover Webcast](#)—learn how to prepare for the rollover.
- [IDP 2.0 Categories and Areas Interactive Chart](#)—see how current requirements roll over to 2.0.
- [IDP 2.0 web pages](#)

### HISTORY

- IDP 2.0 is the most significant update to the Intern Development Program (IDP) since its inception in the 1970s.
- Findings from the [2007 Practice Analysis of Architecture](#) were used to strengthen the IDP, and the resulting IDP 2.0 includes new program requirements that identify the tasks and knowledge/skills necessary for the independent practice of architecture.
- Changes to the IDP were rolled out in phases, with the final phase launching on 5 April 2012, along with a new reporting system.

The logo for the National Council of Bar Examiners (NCARB) features a blue horizontal bar above the letters "NCARB" in a grey, sans-serif font.

NCARB

# IDP 2.0

**THE INTERNS' ROLLOVER GUIDE**  
NOVEMBER 2011

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This document, effective November 2011, provides a general overview of policies and procedures of the rollover to IDP 2.0 and supersedes all previous information regarding the rollover to IDP 2.0.

This document includes general statements regarding the IDP 2.0 requirements for informational purposes only. For the complete IDP 2.0 requirements, refer to the *IDP 2.0 Guidelines*.

Please check NCARB's website, [www.ncarb.org](http://www.ncarb.org), regularly for updates to this publication and for the most current information regarding the IDP 2.0. © November 2011

# INTRODUCTION

IDP 2.0 updates the Intern Development Program (IDP) to more closely align with the practice of architecture today. The changes, which are being rolled out in phases, identify the comprehensive experience that is essential for interns to acquire for the competent practice of architecture.

## IDP 2.0 Phase One

NCARB decided to implement IDP 2.0 in three phases. The first phase went into effect 1 July 2009, and allowed interns, whether employed or not, to earn experience in more ways—including obtaining the GBCI LEED AP credential and completing Construction Specifications Institute (CSI) certificate programs.

## IDP 2.0 Phase Two

Phase two, which went into effect 1 January 2010, converted training units to training hours and revised the definition of “direct supervision” to allow IDP supervisors to supervise their interns with a mix of personal contact and remote communication.

Additional benefits were rolled out 1 October 2010, such as new IDP eligibility dates and expanded opportunities to earn IDP credit whether or not employed—including design competitions and site visits with a mentor.

## IDP 2.0 Final Phase

The most significant phase of IDP 2.0 is the final phase. The final phase will introduce new experience categories and areas, settings, academic internships, and revisions to the IDP supervisor requirements. This guide addresses changes that will be implemented in the final phase of IDP 2.0.

## The Shutdown

At noon EDT 3 April 2012, the current electronic reporting system (e-EVR) will be shut down. All experience submitted or approved in the e-EVR prior to the shutdown will be rolled over to IDP 2.0 in accordance with the rollover rules in this guide.

3 APRIL 2012

Saved hours will be rolled over to IDP 2.0; however, they will not be considered in the calculations to determine if hours qualify as “exempt” or “satisfied” (see page 14) or for a one-time “waiver” (see page 16) as defined in this rollover guide.

“**Saved**” experience reports are training hours you have entered for a specific reporting period, but have not yet submitted to your IDP supervisor, mentor, or NCARB for approval.

“**Submitted**” experience reports are training hours you have submitted for approval, but have not yet been approved.

“**Approved**” experience reports are training hours that have been verified and they are now included in your IDP training hour totals.

*Experience must be in the “submitted” or “approved” status in the e-EVR prior to noon EDT 3 April 2012, and must be subsequently validated and approved in accordance with the rules of the IDP.*

THE  
**ROLL  
OVER**

## The Launch

On 5 April 2012, a new electronic reporting system will launch through My NCARB. The new system will incorporate all of the program elements of IDP 2.0, and all experience reports will be submitted in the IDP 2.0 format.

5 APRIL 2012

If you are an intern in the process of completing IDP on 3 April 2012, then your experience will be rolled over to IDP 2.0. If you have previously completed IDP and your experience has been evaluated and approved by NCARB for compliance with the program, then this change will not impact you.

**All experience is subject to review and evaluation by NCARB for compliance with the program.** If NCARB determines that “submitted” or “approved” experience was invalid or was not earned in compliance with the program, then the individual will be required to complete the program requirements in compliance with IDP 2.0.

# IMPORTANT DEFINITIONS

## 5,600 Hours

You must earn 5,600 hours of experience. You earn experience hours when you are employed in experience settings recognized by your state registration board. Of the 5,600 hours required for completion of the IDP, 3,740 hours are considered core minimum hours. Core minimum hours are earned in four experience categories that include 17 experience areas. The additional 1,860 hours required are considered elective hours.

## Experience Category

There are four experience categories in IDP 2.0:

1. Pre-Design
2. Design
3. Project Management
4. Practice Management

These categories are consistent with architectural practice today.

## Experience Area

The four experience categories of IDP 2.0 include 17 experience areas. To complete the 3,740 core minimum requirement, you must satisfy the core minimum hours required in each experience area.

## Core Hours

Experience earned in IDP 2.0 categories and areas. **Core minimum hours** are the minimum number of hours you must earn in a given experience category or area.

## Elective Hours

Experience earned through core hours or supplemental experience to satisfy the 1,860 elective hours requirement.

## Supplemental Experience

Opportunities to earn experience hours outside of a traditional experience setting. Many of the supplemental experience opportunities may be completed whether or not employed. Within supplemental experience, there are opportunities to earn core and elective hours.

## Supplemental Experience for Core Hours

There are several opportunities to earn core hours through supplemental experience. Each opportunity for core hours has limitations in terms of maximum allowable hours. Core hours earned through supplemental experience are credited to the specific experience category and area in which they are earned.

## Supplemental Experience for Elective Hours

You may earn a maximum of 1,860 elective hours through supplemental experience opportunities. Elective hours earned through supplemental experience are not applied to any specific IDP experience area.

## IDP Supervisor

Your IDP supervisor is the individual who supervises you on a daily basis and has control over and professional knowledge of your work. Your IDP supervisor is required to certify that the information you submit on your experience report is true and correct. IDP supervisors are usually registered architects; however, in certain experience settings your IDP supervisor may be a professional from another discipline.

In IDP 2.0, in experience settings A and opportunities within O your IDP supervisor must be licensed in a U.S. or Canadian jurisdiction, but not necessarily in the jurisdiction where they are located.

## Mentor

You may have many mentors throughout your career. A mentor is defined as a loyal advisor, teacher, or coach. In IDP, there are opportunities for your mentor to certify certain supplemental experience opportunities and provide guidance in your professional development.

To serve as your mentor for the IDP, the individual must hold a current license to practice architecture in a U.S. or Canadian jurisdiction; however, your mentor does not have to be registered in the jurisdiction where you are located.

**IDP (TRAINING CATEGORIES AND AREAS)**

**IDP 2.0 (EXPERIENCE CATEGORIES AND AREAS)**

**A. Design and Construction Documents**

1. Programming		80	A. Programming		80	
2. Site and Environmental Analysis		80	B. Site and Building Analysis		80	
3. Schematic Design		120	A. Schematic Design		320	
4. Engineering Systems Coordination		120	B. Engineering Systems		360	
5. Building Cost Analysis		80	C. Project Cost and Feasibility		40	
			C. Construction Cost		120	
6. Code Research		120	D. Planning and Zoning Regulations		60	
			D. Codes and Regulations		120	
7. Design Development		320	E. Design Development		320	
8. Construction Documents		1,080	Areas 8 and 10 combine to become Area F		F. Construction Documents	1,200
9. Specifications and Materials Research		120			G. Material Selection and Specification	160
10. Document Checking and Coordination		80	Areas 8 and 10 combine to become Area F			

**B. Construction Contract Administration**

11. Bidding and Contract Negotiation		80	A. Bidding and Contract Negotiation		120
12. Construction Phase — Office		120	B. Construction Administration		240
13. Construction Phase — Observation		120	C. Construction Phase: Observation		120

**C. Management**

14. Project Management		120	D. General Project Management		240	<b>4. Practice Management</b>		<b>160</b>
15. Office Management		80				A. Business Operations		80

**D. Related Activities**

16. Professional and Community Service		80				B. Leadership and Service		80
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# IDP TO IDP 2.0: THE MAP

**IDP 2.0 EXPERIENCE CATEGORIES**

The current IDP (shades of brown) includes four training categories in which interns must earn experience. Although the IDP 2.0 experience categories (orange to yellow) are similar to those that exist now, they have been derived through the Practice Analysis to align with current architectural practice. For example, the current training category “Design and Construction Documents” is redefined into two experience categories in IDP 2.0: “Pre-Design” and “Design.”

**IDP 2.0 EXPERIENCE AREAS**

Each experience category includes specific experience areas. Just like in the current program, each of the experience areas has core minimum hours required. Through the Practice Analysis, each experience area was weighted to how important it is for the independent practice of architecture. So although the total number of hours required to complete IDP remains 5,600 hours, the distribution of the core minimums is slightly different. All hours earned in the current program will be credited to their related experience area in IDP 2.0.

**3. Project Management** 720

# SPLITS & COMBINATIONS

Most current training areas will roll over into the corresponding IDP 2.0 experience areas. However, two of the current training areas will be split into two different experience areas and categories. One experience area, Construction Documents, is a combination of two current training areas.

5. Building Cost Analysis	1/4 HOURS	I. Pre-Design C. Project Cost and Feasibility
	3/4 HOURS	2. Design C. Construction Cost

## Building Cost Analysis

Building Cost Analysis will split into two experience areas, which fall under two different experience categories, in IDP 2.0.

- One quarter (1/4) of earned hours will be credited to Project Cost and Feasibility under Category 1: Pre-Design
- Three quarters (3/4) of earned hours will be credited to Construction Cost under Category 2: Design

6. Code Research	1/3 HOURS	I. Pre-Design D. Planning and Zoning Regulations
	2/3 HOURS	2. Design D. Codes & Regulations

## Code Research

Code Research will split into two experience areas, which fall under two different experience categories, in IDP 2.0

- One third (1/3) of earned hours will be credited to Planning and Zoning Regulations under Category 1: Pre-Design
- Two thirds (2/3) of earned hours will be credited to Codes and Regulations under Category 2: Design

8. Construction Documents		2. Design F. Construction Documents
10. Document Checking and Coordination		

## Construction Documents & Document Checking and Coordination

The Construction Documents and Document Checking and Coordination training areas will merge into one experience area in IDP 2.0 called Construction Documents under Category 2: Design.

# IDP 2.0: 5,600 HOURS

All interns must earn 5,600 total hours to complete IDP.

## Core Experience Hours: 3,740

Experience earned in IDP 2.0 categories and areas. Core minimum hours are the minimum number of hours you must earn in a given experience category or area. Experience can be earned in any combination of experience setting A, experience setting O, and opportunities that qualify for core hours in experience setting S (see page 18 for a detailed list).

## Elective Experience Hours: 1,860

You can earn elective hours in any experience area, or through certain supplementary experience opportunities for elective hours (see page 19 for a detailed list). Any hours earned in an experience area in excess of the core minimum hours required will count as elective hours.

1. Pre-Design	<ul style="list-style-type: none"> <li>A. Programming 80</li> <li>B. Site and Building Analysis 80</li> <li>C. Project Cost and Feasibility 40</li> <li>D. Planning and Zoning Regulations 60</li> </ul>	260 CORE MINIMUM HOURS	Additional Hours in 1. Pre-Design
2. Design	<ul style="list-style-type: none"> <li>A. Schematic Design 320</li> <li>B. Engineering Systems 360</li> <li>C. Construction Cost 120</li> <li>D. Codes and Regulations 120</li> <li>E. Design Development 320</li> <li>F. Construction Documents 1,200</li> <li>G. Material Selection and Specification 160</li> </ul>	2,600 CORE MINIMUM HOURS	Additional Hours in 2. Design
3. Project Management	<ul style="list-style-type: none"> <li>A. Bidding and Contract Negotiation 120</li> <li>B. Construction Administration 240</li> <li>C. Construction Phase: Observation 120</li> <li>D. General Project Management 240</li> </ul>	720 CORE MINIMUM HOURS	Additional Hours in 3. Project Management
4. Practice Management	<ul style="list-style-type: none"> <li>A. Business Operations 80</li> <li>B. Leadership and Service 80</li> </ul>	160 CORE MINIMUM HOURS	Additional Hours in 4. Practice Management
All interns will be required to meet the <b>3,740 core minimum hours</b> in IDP 2.0.			Supplemental Experience for Elective Hours

3,740  
CORE MINIMUM HOURS

+

1,860  
TOTAL ELECTIVE HOURS

=

5,600  
TOTAL HOURS

CATEGORIES TO AREAS:

# EXEMPT/SATISFIED

Even if you are exempt from a category or area, you must earn a total of 3,740 core minimum hours.

## EXEMPT

If you have earned the required core minimum hours required in an existing training area or category prior to the implementation of the final phase of IDP 2.0, you will be exempt from having to satisfy the new core minimum hour requirement in the corresponding experience area or category for IDP 2.0.

## SATISFIED

If your hours earned in an existing training area or category satisfy the new core minimum hour requirement in the corresponding area or category for IDP 2.0, you will be credited with having “satisfied” the new requirement.

## Area Rollover Examples

### Experience Area: Exempt



If an intern has earned the required core minimum hours for an existing training area prior to the implementation date, then they will be exempt from having to satisfy the core minimum hours in the related experience area(s) in IDP 2.0.

	HOURS EARNED	EXISTING REQUIREMENT	IDP 2.0 REQUIREMENT	HOURS NEEDED TO SATISFY MINIMUM
Schematic Design	135	120	320 (exempt)	0

### Experience Area: Must Meet Requirements



If an intern has not earned the required core minimum hours for an existing training area prior to the implementation date, then they will be required to satisfy the core minimum hours in the related experience area(s) in IDP 2.0.

	HOURS EARNED	EXISTING REQUIREMENT	IDP 2.0 REQUIREMENT	HOURS NEEDED TO SATISFY MINIMUM
Schematic Design	80	120	320	320 - 80 = 240

## Category Rollover Examples

You must be exempt or have satisfied the core minimum hours in all experience areas within a new experience category to be exempt from the core minimum hours required in an IDP 2.0 experience category.

### Experience Category: Exempt

	EXISTING REQUIREMENT	IDP 2.0 AREA	IDP 2.0 CATEGORY
✓ Core Minimum Hours Earned		Exempt	Experience Category Exempt ✓
✓ Core Minimum Hours Earned		Exempt	
✓ Core Minimum Hours Earned		Exempt	

If an intern has satisfied or is exempt for all experience area core minimum hours within an experience category, then they will be exempt from meeting the total core minimum hours for that experience category.

	HOURS EARNED	EXISTING REQUIREMENT	IDP 2.0 REQUIREMENT	HOURS NEEDED TO SATISFY MINIMUM
Bidding and Contract Negotiation	90	80	120 (exempt)	0
Construction Administration	145	120	240 (exempt)	0
Construction Phase: Observation	130	120	120 (satisfied)	0
General Project Management	130	120	240 (exempt)	0
<b>Total for Category 3</b>	<b>495</b>		<b>720 (exempt)</b>	<b>0</b>

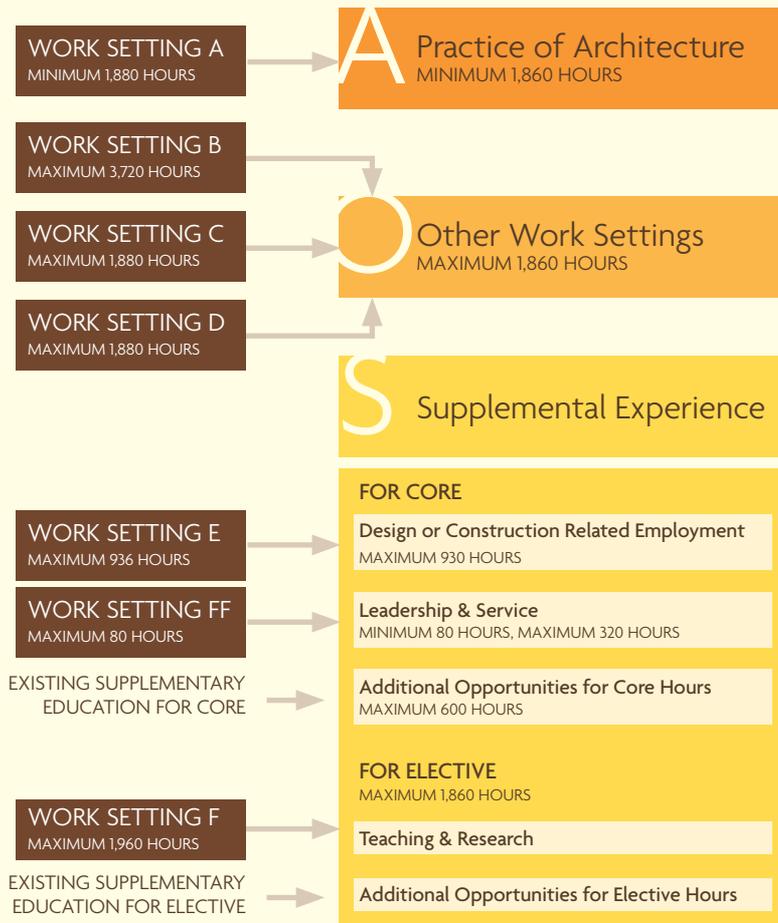
### Experience Category: Must Meet Requirements

	EXISTING REQUIREMENT	IDP 2.0 AREA	IDP 2.0 CATEGORY
✓ Core Minimum Hours Earned		Exempt	Must Meet Requirements ✗
✓ Core Minimum Hours Earned		Exempt	
✗ Core Minimum Hours Not Earned		Must Meet Requirements	

If an intern has not satisfied all experience area core minimum hours within an experience category, then they will be required to satisfy the total core minimum hours for that experience category.

	HOURS EARNED	EXISTING REQUIREMENT	IDP 2.0 REQUIREMENT	HOURS NEEDED TO SATISFY MINIMUM
Bidding and Contract Negotiation	90	80	120 (exempt)	0
Construction Administration	145	120	240 (exempt)	0
Construction Phase: Observation	230	120	120 (satisfied)	0
General Project Management	100	120	240	240 - 100 = 140
<b>Total for Category 3</b>	<b>565</b>		<b>720</b>	<b>720 - 565 = 155</b>

# EXPERIENCE SETTINGS



## WAIVER

If your experience earned through existing work settings exceeds the maximum allowable hours that can be earned in the corresponding IDP 2.0 experience setting, you will be granted a one-time waiver to the maximum allowable hours. If you are granted a one-time waiver, you will not be allowed to earn any additional hours in the new experience setting.

## Experience Setting A: Practice of Architecture

1,860 HOURS MINIMUM

Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization engaged in the lawful practice of architecture.

## Experience Setting O: Other Work Settings

1,860 HOURS MAXIMUM

Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization not engaged in the practice of architecture.

Direct supervision by an architect not registered in the United States/Canada engaged in the practice of architecture outside of the United States or Canada.

Direct supervision by a landscape architect or registered engineer (practicing as a structural, civil, mechanical, fire protection, or electrical engineer in the field of building construction).

### ACADEMIC INTERNSHIPS

Many schools have programs where interns work in firms as a part of their degree curriculum. Any internship that is integrated into your academic program whether as a requirement or as an elective is considered an academic internship.

In IDP 2.0 interns may earn up to 930 hours of experience credit in any of the IDP experience areas (except for 4B: Leadership and Service) through qualifying academic internships that meet the durational requirements and are in experience setting A or O.

In order for interns to qualify for the 930 hours, the institution sponsoring the program must document their understanding of and compliance with the requirements to NCARB annually. If you are at a school that offers an academic internship, please have the IDP educator coordinator contact [idp@ncarb.org](mailto:idp@ncarb.org) for further information.

If you are not sure who your IDP educator coordinator is, check the IDP Coordinator section of [www.ncarb.org](http://www.ncarb.org).

## Experience Setting S

Opportunities to earn experience hours outside of a traditional experience setting. Many of the supplemental experience opportunities may be completed whether or not employed. Within supplemental experience, there are opportunities to earn core and elective hours.

### Supplemental Experience for Core Hours

The maximum allowable hours earned through supplemental experience for core hours varies depending on the specific opportunity.

#### DESIGN OR CONSTRUCTION RELATED EMPLOYMENT 930 HOURS MAXIMUM

Design or construction related activities under the direct supervision of a person experienced in the activity (e.g. analysis of existing buildings; planning; programming; design of interior space; review of technical submissions; engaging in building construction activities).

#### LEADERSHIP AND SERVICE 80 HOURS MINIMUM 320 HOURS MAXIMUM

Qualifying experience is pro bono, in support of an organized activity or in support of a specific organization. There must be an individual who can certify to NCARB that you have performed services in support of the organization.

#### ADDITIONAL OPPORTUNITIES FOR CORE HOURS 600 HOURS MAXIMUM

You may earn a maximum of 40 core hours in each of the IDP experience areas by completing any combination of the following NCARB-recognized supplemental experience opportunities:

- Community-Based Design Center/Collaborative
- CSI Certification: CCS & CCCA
- Design Competitions
- Emerging Professional's Companion (EPC): Activities
- NCARB's *Professional Conduct* Monograph
- Site Visit With Mentor

### Supplemental Experience for Elective Hours

1,860 HOURS MAXIMUM

Elective hours earned through supplemental experience are not applied to any specific IDP experience area.

#### TEACHING OR RESEARCH

Teaching or research in a NAAB or CACB accredited program under the direct supervision of a person experienced in the activity.

#### ADDITIONAL OPPORTUNITIES FOR ELECTIVE HOURS

You may earn elective hours through the following NCARB-recognized supplemental experience opportunities:

- Advanced Degrees
- AIA Continuing Education
- CSI Certificate Program: CDT
- Emerging Professional's Companion (EPC): Exercises
- GBCI LEED AP Credential

For complete information on current supplementary education opportunities, please refer to the current *IDP Guidelines*.

## WORK SETTINGS TO EXPERIENCE SETTINGS:

# EXAMPLES

### Ann

Project manager at an architecture firm

CURRENT: Work Setting A  
IDP 2.0: Experience Setting A

Ann has earned 960 hours at her current employment. When IDP 2.0 is implemented, Ann's current experience will be rolled over from work setting A to experience setting A. Anne will need to earn at least 900 more hours in her current setting to meet the minimum experience setting A requirement of 1,860 hours.

### Bob

Project coordinator under the direct supervision of an architect for a company that specializes in acoustical design

CURRENT: Work Setting B  
IDP 2.0: Experience Setting O

Bob has worked in work setting B for two years. He has completed 2,500 hours of IDP in work setting B. Before his current job, he had also worked overseas for a foreign architect and earned 1,000 hours in work setting C. Bob has 3,500 total IDP hours approved in the e-EVR.

In IDP 2.0, both of the current work settings B and C fall under the new

experience setting O, which has a maximum allowable of 1,860 hours. Bob will receive a one-time waiver and will have 3,500 hours credited in experience setting O. He will not be able to earn any additional hours in this experience setting. All interns must earn a minimum of 1,860 hours in experience setting A.

### Ethan

Assistant site coordinator at a construction company

CURRENT: Work Setting E  
IDP 2.0: Experience Setting S

Ethan has earned 800 hours in work setting E. Under the current program, he can earn a maximum of 936 hours in categories C and D. When IDP 2.0 is implemented, Ethan's current experience will fall under experience setting S. The 800 hours he has earned so far will be rolled over into experience setting S where he can now earn a maximum of 930 hours in any relevant experience area.

In IDP 2.0, the core hours earned through supplemental experience are subject to the limitations associated with each opportunity—these hours are separate from the 1,860 elective hours an intern can earn through supplemental experience.

### Sally

Teaching assistant at a NAAB-accredited program

CURRENT: Work Setting F  
IDP 2.0: Experience Setting S

Sally teaches full time in a NAAB-accredited degree program, which is currently work setting F where she can earn a maximum of 1,960 training hours. Outside of teaching, she has been taking advantage of the supplementary education opportunities such as AIA continuing education and the Emerging Professional's Companion (EPC) exercises. She has earned 1,200 hours of IDP credit through her teaching position and 150 hours through supplementary education for a total of 1,350 training hours.

In IDP 2.0, teaching or research in a NAAB- or CACB-accredited program is part of experience setting S. On the implementation date, Sally's NCARB Record will reflect that she has earned 1,350 hours in experience setting S. Since the experience setting allows a maximum of 1,860 hours, Sally has the opportunity to earn 510 additional hours of IDP credit in her current experience setting.

### John

Project manager under the direct supervision of an architect for a facilities management company

CURRENT: Work Setting B  
IDP 2.0: Experience Setting A

John works at an organization that only focuses on construction document production and construction administration. Since the organization's work does not encompass the comprehensive practice of architecture including each of the IDP training areas, under the current program John must report experience in work setting B. He has worked in work setting B for over three years and has already earned the maximum 3,720 hours allowed in work setting B.

In IDP 2.0, John's previously earned experience will be rolled over to experience setting O, which has a maximum allowable of 1,860 hours. John will receive a one-time waiver and will have 3,720 hours credited in experience setting O.

Additionally, in IDP 2.0, the new experience setting A is not limited to the comprehensive practice of architecture. For John, he may now be able to earn experience at his current employment through experience setting A.

# ROLLOVER TIPS

## 1. Don't panic

All experience earned under the current program will be rolled over into IDP 2.0. If you have 1,000 submitted or approved hours on the day before the third phase of IDP 2.0 goes into effect, you will have 1,000 submitted or approved hours on the day the final phase goes into effect.

## 2. Submit your experience

In order for your experience to be rolled over to IDP 2.0 and be considered for a one-time waiver or exemption, it must be submitted or approved under the current program. **Submit your experience well in advance of 3 April 2012.**

## 3. Empower yourself

Every internship experience is unique, and how this rollover will impact you is therefore unique to you. Stay connected to NCARB and consider how this rollover will impact your individual situation.

- Review your status in the training categories and areas in the e-EVR.
- Understand the limitations of your current work setting and how that will be impacted by the rollover.
- Meet with your supervisor and mentor(s).
- Consider supplementary education opportunities that may help you meet current program requirements before the rollover.
- Sign up for the *IDP e-News* and check NCARB's website regularly.

## 4. Plan for it

New experience categories and areas

- Understand the new experience categories and areas. Discuss the changes with your supervisor and mentors and consider what they mean for your internship experience.
- If you are nearly complete with a current category or area, discuss the situation with your IDP supervisor or consider supplementary education in order to facilitate completion of that category or area requirement prior to the rollover.

New experience settings

- If you are currently employed in work setting A, then the rollover to experience setting A will not impact you.
- If you have experience in work setting B, C, D, E, F, or FF, then you need to understand where this experience will rollover and what it means to you. Depending on how your experience rolls over you may have expanded opportunities to earn experience if you are currently employed in work setting B, D, or E.

# FREQUENTLY ASKED QUESTIONS

## What is IDP 2.0?

IDP 2.0 updates the Intern Development Program (IDP) requirements to more closely align with the practice of architecture today. The changes, which have been rolled out in phases, will help ensure that interns acquire the comprehensive experience that is essential for competent practice. The changes also offer many benefits to interns by allowing them to complete some of the IDP experience requirements whether or not employed, expanding the definition of “direct supervision,” and simplifying the reporting process.

## Why is IDP changing?

NCARB invited over 50,000 architects from across the United States and Canada to participate in the *2007 Practice Analysis of Architecture*. A record 9,835 practicing architects completed this extensive electronic survey to identify the tasks, knowledge, and skills that recently licensed architects, practicing independently, need to protect the health, safety, and welfare of the public. The results of this study were used as a basis for IDP 2.0, the most significant update of IDP since its inception 35 years ago.

## What has changed so far?

IDP 2.0 phase one was launched 1 July 2009. Phase two was launched 1 January 2010. Phase one and two included a number of improvements that simplified the reporting process and made the IDP more user-friendly.

- Phase one and two changes allow interns, whether or not employed, to earn training hours by completing supplementary education opportunities.
- Phase two updated the definition of “direct supervision” to reflect current architectural practice, and training units were converted into training hours.
- Other changes include NCARB’s new electronic Experience Verification Reporting (e-EVR) system, which gives interns a more user-friendly reporting experience, and the Six-Month Rule that began on 1 July 2009. The Six-Month Rule requires all interns to submit their training reports in increments of six months or less and no later than two months after the work is completed.

## What other changes are planned for IDP 2.0?

All program changes reflect the experience required for the competent practice of architecture as identified in the *2007 Practice Analysis of Architecture*. The final phase of IDP 2.0 will complete the alignment of IDP to the current practice of architecture. This final phase includes new experience areas and categories, new experience settings, and expanded program opportunities. NCARB will continue to publish detailed information on the new experience areas and categories, experience settings, the rollover rules, and examples of how the rollover of experience will appear to interns. Please be sure to check the NCARB website regularly and sign up for the *IDP e-News* to receive these exciting updates!

## Why can’t all the changes be implemented immediately?

All changes to the IDP require system updates to ensure that each intern’s experience can be accurately reported and verified. NCARB is aware that IDP 2.0 offers many benefits to interns, and has worked to phase in the changes as quickly as possible. In fact, some of the program updates were fast-tracked to allow interns—whether or not they are employed—to earn experience for qualified certification and continuing education programs.

## When will the final phase of IDP 2.0 be implemented?

The final phase of IDP 2.0 will be implemented in April 2012. At noon EDT 3 April 2012, the current e-EVR will shut down to implement the final phase of IDP 2.0. All experience must be submitted or approved by noon EDT on 3 April 2012 when the rollover rules will be applied.

## Will there be a transition period for IDP 2.0?

Portions of IDP 2.0 have already launched. As each phase is implemented, all changes to the program are applicable to all interns currently participating in the IDP. When the final phase of IDP 2.0 is implemented, all previously submitted and approved hours will be converted to IDP 2.0.

## How will the change in core minimum hours affect me?

All interns have to meet the new core minimum hour requirement of 3,740 hours in IDP 2.0, but the new category and area requirements will depend on what you currently have in the reporting system.

For example, if you have met the current required core minimum hours for an existing training area, you will be exempt from meeting the new core minimum hours for the corresponding experience area. See page 14 for more examples.

### **Why did the minimum number of hours required increase in certain experience areas, and what happened to the elective hours in each category?**

The core minimum hours in IDP 2.0 were derived from the Practice Analysis. Through the Practice Analysis, each experience area was weighted to how important it is for the independent practice of architecture. As a result of this analysis, interns must meet new minimum core hour requirements in 17 experience areas. The new core minimum hours incorporate the previous elective hour requirement per category. In IDP 2.0 there is an overall elective hour requirement of 1,860. The 1,860 elective hours may be earned in any experience area or through supplemental experience.

The total number of hours to complete IDP 2.0 is still 5,600.

### **In my current work setting, I am limited to hours in certain categories. Will that be true in IDP 2.0?**

In IDP 2.0, if you are in experience settings A or O, you can earn hours in all experience areas. Certain opportunities to earn core hours within experience setting S will also allow experience to be earned in all experience areas. If you are currently employed in a work setting that has limitations, you may have an opportunity to earn hours in any area in IDP 2.0.

### **Are the requirements for an IDP supervisor changing?**

Yes. The current program requires that IDP supervisors in certain work settings be licensed in the jurisdiction where they are located. In IDP 2.0, the definition of experience setting A and opportunities within O require that the IDP supervisor be licensed in a U.S. or Canadian jurisdiction, not necessarily where they are located.

### **What is an academic internship?**

Many schools have programs where interns work in firms as a part of their education. Any internship that is integrated into your academic program whether as a requirement or as an elective is considered an academic internship.

In IDP 2.0 interns may earn up to 930 hours of experience through qualifying academic internships that meet the durational requirements and are in experience setting A or O.

### **How do I know if my academic internship will count?**

If you are at a school that offers an academic internship, please have the IDP educator coordinator contact [idp@ncarb.org](mailto:idp@ncarb.org) for further information.

If you are not sure who your IDP educator coordinator is, you can look it up in the IDP Coordinator section of our website ([www.ncarb.org](http://www.ncarb.org)).

### **Are all of the current work settings incorporated into the new experience settings?**

The new experience settings incorporate all of the opportunities that were available through the current work settings.

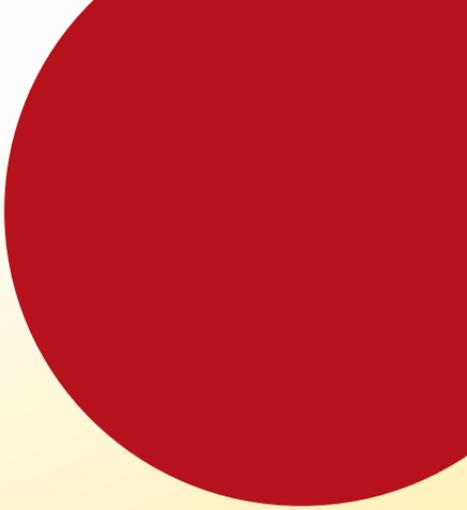
For example, the opportunities that were previously available through the existing work setting E will be reported through supplemental experience in IDP 2.0. See the chart on page 16 for more information.

### **If I have submitted hours over and above the core minimum requirements in an experience area, do those hours count toward the 1,860 elective hours requirement?**

Yes, all approved hours earned over an experience area's core minimum hour requirement will be credited toward the elective requirement of 1,860 elective hours.

### **I have earned hours in several of the current work settings, what happens if my hours exceed the maximum allowable when they are rolled over into the new experience setting?**

If you have earned experience in current work settings and the hours exceed the maximum allowable hours in IDP 2.0, you will receive a one-time waiver to the maximum allowable hours. However, you will not be able to earn any additional hours in the new experience setting.



*Experience must be in the “submitted” or “approved” status in the e-EVR prior to noon EDT 3 April 2012, and must be subsequently validated and approved in accordance with the rules of the IDP.*

**All experience is subject to review and evaluation by NCARB for compliance with the program.** If NCARB determines that “submitted” or “approved” experience was invalid or was not earned in compliance with the program, then the individual will be required to complete the program requirements in compliance with IDP 2.0.



National Council of Architectural Registration Boards  
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# IDP

## INTERN DEVELOPMENT PROGRAM GUIDELINES

APRIL 2012

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# INTRODUCTION

## What is IDP?

The Intern Development Program (IDP)  is an essential step in the path to become an architect. Your journey typically begins in a school of architecture; however, it does not end there. Ultimately, through the IDP you will learn about the daily realities of architectural practice, acquire comprehensive experience in basic practice areas, explore specialized areas of practice, develop professional judgment, and refine your career goals. IDP is designed to help you realize those goals.

The IDP was created jointly in the 1970s by the National Council of Architectural Registration Boards (NCARB) and the American Institute of Architects (AIA). The IDP is developed and administered by NCARB.

In most jurisdictions, completion of the IDP is a requirement for initial registration. The IDP identifies the comprehensive experience that is essential for competent practice. The program is structured to prepare you to practice architecture independently upon initial registration.

## What is NCARB?

The National Council of Architectural Registration Boards, a non-profit organization, is a federation of the architectural licensing boards in each of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. These 54 boards constitute NCARB's membership.

NCARB serves to protect the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects. NCARB is responsible for establishing, interpreting, and enforcing national standards for architectural licensure.

The U.S. Constitution establishes that individual states or jurisdictions maintain the actual power to regulate the practice of architecture, including the registration of architects. Each of NCARB's 54 Member Boards has instituted a set of registration requirements that, when satisfied, results in the granting of a license to practice architecture within their jurisdiction.

## What is an Intern?

In the architecture profession, an “intern” is any person who by means of their education or experience has qualified to enter the IDP.

In this document, the term intern refers to any individual in the process of satisfying a registration board's experience requirements. This includes anyone not registered to practice architecture in a U.S. or Canadian jurisdiction, graduates from NAAB-accredited programs, architecture students who acquire acceptable experience prior to graduation, and other qualified individuals identified by a registration board.

Only individuals who are licensed by a board of architecture may call themselves architects.

*The term “licensure” is used to denote the actual issuance and maintenance of an architectural license. Licensure is part of registration. This document refers to licensure and registration interchangeably.*

# INTRODUCTION: NCARB SERVICES

NCARB has a variety of roles in the licensure process, including the development and administration of the IDP, the Architect Registration Examination® (ARE®), and NCARB certification, which facilitates reciprocal licensure. With millions of digital images in its holdings—official transcripts, verified employment records, examination scores, and more—NCARB is also the official custodian of secure and confidential records for thousands of interns, architects, and registration boards. These records are housed, managed, and evaluated by NCARB and then, at various points in the licensure process, can be transmitted to the registration boards of an individual's choosing. NCARB services include:

## For Students

- Supports educators in providing accurate information on the licensure process.
- Supports the American Institute of Architecture Students (AIAS) in their mission to promote excellence in architecture education, training, and practice.
- Provides funding for new curriculum initiatives that integrate practice and education.
- Engages AIAS on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the National Architectural Accrediting Board (NAAB) in the development of standards for accredited architectural education.
- Visits schools, AIAS chapters, and NAAB schools across the country to promote the value of licensure and benefits of NCARB certification.
- Supports the IDP Coordinator Program.

## For Interns

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to assist their path to licensure.
- Develops and administers the IDP.
- Develops and administers the ARE.
- Creates tools to assist interns in completing the internship and examination process.
- Compiles, evaluates, and transmits an intern's Record in support of examination or initial registration.
- Visits AIA chapters and firms across the country to promote the values of licensure and the benefits of NCARB certification.
- Engages interns on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the IDP Coordinator Program.

## For Architects

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to support their career path.
- Develops and recommends national standards for registration to its Member Boards to facilitate reciprocity between jurisdictions.
- Grants an NCARB Certificate to architects who meet the national standards outlined in this guideline.
- Maintains an architect's record in a condition suitable for transmittal to a jurisdiction.
- Transmits an architect's NCARB Record or Certificate to a jurisdiction in support of reciprocal registration.
- Visits AIA chapters and firms across the country to promote the values of licensure and the benefits of NCARB certification.

## For Registration Boards

- Stores secure, confidential, and comprehensive Records on NCARB Certificate holders and NCARB Record holders.
- Develops and recommends Model Law and Model Regulations for registration boards to adopt to facilitate reciprocal licensure and help Member Boards protect the health, safety, and welfare of the public.
- Develops, administers, and maintains programs to satisfy education, experience, and examination requirements.
- Represents the interests of Member Boards before public and private agencies.
- Produces resources for interns and architects on the registration process.
- Partners with Member Boards across the country to promote the values of licensure and the benefits of NCARB certification.

## NCARB Record

Throughout your career, your Record becomes a detailed, verified record of your education, experience, and examination used to establish qualification for licensure, and certification. Your NCARB Record is confidential and maintained on a secure server. The contents may only be discussed with the Record holder directly or provided to the registration board identified by the Record holder.

Establishing a Record is essential for documenting the IDP and accessing the ARE. Your NCARB Record gives you access to the online reporting system for the timely and accurate reporting of IDP experience. It is also the first step for those seeking eligibility to take the ARE, or for foreign educated applicants who are having their education evaluated through the Education Evaluation Services for Architects (EESA).

# INTRODUCTION: LICENSURE

Architects are responsible for the health, safety, and welfare of the people who live or work in the buildings and environments they create. You are not an architect without a license. You must be licensed by a jurisdiction in order to practice architecture within that jurisdiction. While it is possible to work within the profession without having a license, you may not practice architecture or call yourself an architect without a license. Licensure signifies to the public that you have completed the education, experience, and examination necessary to practice architecture independently.

## Education

Most U.S. jurisdictions require 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) to satisfy their education requirement.

For a list of NAAB-accredited programs, go to [http://naab.org/architecture\\_programs/](http://naab.org/architecture_programs/) 

Some jurisdictions may accept education equivalencies. For a guide to equivalency requirements, refer to the *NCARB Education Standard* included in the *Education Guidelines*  at [www.ncarb.org](http://www.ncarb.org).

## Experience

Most U.S. jurisdictions have adopted the IDP as their experience requirement for initial registration. All jurisdictions require a structured internship with direct supervision by a registered architect for some period of time. Compare the IDP with any additional experience requirement your registration board may require. Where differences exist, you must first comply with your jurisdiction's requirement; however, completion of the IDP facilitates certification and future registration in other jurisdictions.

The requirements of the IDP are outlined in these guidelines.

## Examination

Every U.S. jurisdiction requires interns to pass the ARE to satisfy its examination requirement.

The ARE is a practice-based exam administered on a year-round basis that covers:

- Programming, Planning & Practice
- Site Planning & Design
- Building Design & Construction Systems
- Schematic Design
- Structural Systems
- Building Systems
- Construction Documents & Services

The content of the ARE is based on the knowledge and skills required of a recently licensed 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 the *ARE Guidelines* , available at [www.ncarb.org](http://www.ncarb.org).

## Registration Requirements are set by Jurisdictions

The 54 architectural registration boards, which are members of NCARB, have the legal authority to establish licensure requirements, enforce licensure laws and regulations, and respond to complaints of unlicensed or unethical practice.

Each registration board determines its own education, experience, and examination requirements for initial and reciprocal registration in their jurisdiction. Most jurisdictions have adopted the standards specified in NCARB's *Legislative Guidelines and Model Law/Model Regulations* .

For an overview of each jurisdiction's registration requirements go to the NCARB website at [www.ncarb.org/Reg-Board-Requirements](http://www.ncarb.org/Reg-Board-Requirements). Since each jurisdiction may change its rules, statutes, and regulations at any time, it is always advisable to check with the individual board to verify registration and practice requirements.

# INTRODUCTION: NCARB CERTIFICATION

Many architects choose to seek NCARB certification following initial licensure. The NCARB Certificate facilitates reciprocal registration among all 54 NCARB Member Boards, and 11 Canadian provincial associations. The NCARB Certificate signifies that you have met the national standards established by the registration boards.

To qualify for NCARB certification, you must satisfy all of the Requirements for certification outlined in [Handbook for Interns and Architects](#) . Requirements include: good character; satisfaction of NCARB's education, experience, and examination requirements; and a current registration to practice architecture issued by an NCARB Member Board.

*While NCARB certification facilitates reciprocity, it does not provide you the privilege to practice architecture. You must be registered in each jurisdiction before you are permitted to seek work or are qualified to practice architecture. In some jurisdictions the NCARB Certificate allows the benefit of soliciting work or participating in a design competition prior to licensure. See the [licensing requirements page on www.ncarb.org](#) .*

## Benefits of the NCARB Certificate

- **PRESTIGIOUS CREDENTIAL** – By obtaining and maintaining the NCARB Certificate, an individual has demonstrated that they have met the established standards for certification. An architect who has an active NCARB Certificate may use the letters “NCARB” after his/her name.
- **RECIPROCITY** – The NCARB Certificate makes it easier to obtain reciprocal registration in other jurisdictions. In fact, many registration boards require the NCARB Certificate for reciprocal registration. Most NCARB Member Boards accept the NCARB Certificate as a primary method to support reciprocal registration.
- **MOBILITY** – The NCARB Certificate gives you the mobility to seek work wherever it is. Even if your work interests center solely on projects within the jurisdiction where you are licensed, with an NCARB Certificate you are prepared to meet your clients' needs as they move or expand across state lines.
- **COMPETITIVE EDGE** – Many architectural firms consider certification an important factor in hiring and promotion because they know that an architect with an NCARB Certificate provides the firm with greater flexibility when pursuing opportunities and expanding their practice. Additionally, some jurisdictions allow the benefit of soliciting work or participating in a design competition prior to licensure if you hold an NCARB Certificate.
- **SECURITY** – Your records are maintained on a secure server and are ready when you are, eliminating the need to worry about misplaced records or obtaining necessary verifications from a previous employer who may no longer be in business.

### Save Money

Interns can save money just by keeping their NCARB Record active while they complete the steps for licensure. If you have a professional degree from a NAAB-accredited program and have completed the IDP, you'll meet the requirements for NCARB certification when you pass the ARE and receive your initial license.

The cost to keep your NCARB Record active while you pursue your initial license is just \$75 a year.

If you maintain an active Record in good standing, the application fee for NCARB certification (\$1,500) will be waived and you will receive a 50 percent discount on Certificate renewals for the first three years of service.

# IDP STEPS

## Step 1

### ESTABLISH YOUR NCARB RECORD

To start participating in the IDP, you must have an [NCARB Record](#).

To create your NCARB Record, go to the [“My NCARB” section](#)  on the NCARB homepage, and click on “create new account.” Once you have established your account, add the NCARB Record service. If you are interrupted in process or need additional information to complete the application, you can save it and return later to complete it.

In order to establish an NCARB Record and receive your NCARB Record number, you must complete the application and submit payment. Once you click “Submit,” you will receive two e-mails. The first will confirm receipt of your payment. The second will assign your NCARB Record number and provide further instructions.

Refer to the [NCARB Fees](#)  for establishing and maintaining your NCARB Record. All fees are subject to change, and are non-refundable unless otherwise noted.

If you have applied for an NCARB Record in the past, please do not reapply. You should reactivate your existing Record by [logging into your NCARB Record online](#)  and selecting the Annual Renewal option. All renewals and reactivations can be submitted online.

## Step 2

### DOCUMENT YOUR IDP ELIGIBILITY DATE

You must establish your IDP eligibility date—the date after which you are eligible to earn IDP experience. Refer to the [Eligibility Requirements](#) to understand how it is determined.

You may report experience without establishing an IDP eligibility date. However, once it is established, any experience you have submitted that was earned *prior* to this date will not be accepted.

#### FOR IDP ELIGIBILITY DATE TYPE 1:

Your IDP educator coordinator in your academic institution must complete [this form](#)  and return it directly to NCARB.

#### FOR IDP ELIGIBILITY DATE TYPE 2:

Your IDP educator coordinator in your academic institution must complete [this form](#)  and return it directly to NCARB.

#### FOR IDP ELIGIBILITY DATE TYPE 3:

Your IDP supervisor in [experience setting A](#) must complete [this form](#)  and return it directly to NCARB. You will need to provide proof of your high school diploma or equivalent.

All signatures as indicated on the form are required. NCARB will not accept forms submitted by an intern.

## Step 3

### IDENTIFY YOUR IDP SUPERVISOR

Your IDP supervisor is the individual who supervises you on a daily basis and has responsibility for and professional knowledge of your work. Your IDP supervisor is required to certify that the information you submit on your experience report is true and correct.

Refer to the [supervision requirements](#) when identifying your IDP supervisor.

## Step 4

### IDENTIFY YOUR MENTOR

A mentor is a loyal advisor, teacher, or coach. You have the option to select a mentor whom you feel will make a long-term commitment to your professional growth. You should choose a mentor outside of your office so that you can gain insight and perspective independent of your daily work experience.

Refer to the [supervision requirements](#) to identify who can serve as your mentor for IDP.

Refer to [www.aia.org](#)  for more information about the AIA mentorship program.

#### Have you already graduated?

If you graduated from a NAAB-accredited degree program, your final transcript can be used as documentation of your IDP eligibility date. Refer to [“Document Your Education.”](#)

# IDP STEPS

## Step 5

### DOCUMENT YOUR EXPERIENCE

The online reporting system allows you to document your experience directly into your NCARB Record. Log into “[My NCARB](#)” [↗](#) to access your [Record](#) and to document your experience regularly.

Upon submission of your experience report through the online reporting system, your supervisor will receive notification that an experience report is ready for review. You and your supervisor should meet to go over your experience. Your supervisor must approve your experience report, thereby certifying the information furnished by you is true and correct, and that you performed the work competently.

There are no circumstances in the IDP that allow you to verify your own experience.

All experience is subject to review and evaluation by NCARB for compliance with the program.

[Learn more about NCARB's online reporting system here](#) [↗](#).

## Repeat Step 5 Often

You must submit your experience report to NCARB at intervals no longer than every six months as defined by the [reporting requirements](#).

- All experience reports must be submitted electronically through the online reporting system.
- You will not be able to submit a report that is in the “saved” status if it contains experience more than eight months in the past.
- To comply with the reporting requirements, your experience reports must be in the submitted or approved status within the online reporting system.
- In the submitted status, a supervisor can return a report to you for modifications or edits.
- Submitted experience hours can be lost if they are deemed invalid and rejected by a supervisor, or by NCARB if they are not earned in accordance with the requirements of the IDP.

### All Experience Must be Verified

In most settings, your experience must be verified by your IDP supervisor. There are opportunities within supplemental experience that may be verified by a mentor.

Make sure you review and understand the [supervision requirements](#).

### Changing Employment

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

1. Document all experience prior to leaving your current employer. All experience earned at your current employer must be certified by your current IDP supervisor.
2. Identify your IDP supervisor at your new employer.
3. Document your experience at your new employer (after meeting the [employment requirements](#)). All experience earned at your new employer must be certified by your new IDP supervisor.

# ADDITIONAL STEPS

## Document Your Education

Upon graduation, you must provide a copy of your final transcript to NCARB.

- Download and mail the [transcript request forms](#) and any associated fee to your school(s).
- Each transcript must be returned directly to NCARB by the school. NCARB will only accept official transcripts submitted by the school.

## Transmit Your NCARB Record

Registration boards are required to examine and maintain a record of the qualifications of each applicant for registration. To satisfy this requirement, a complete copy of your [NCARB Record](#) may be transmitted to a jurisdiction to support your application for initial or reciprocal registration. All NCARB Member Boards accept the NCARB Record for initial registration.

Transmittal of your Record in support of initial registration is only available for active Record holders.

## Take the ARE

Does your jurisdiction allow you to take the ARE before completion of the IDP?

Each jurisdiction establishes its own application procedures for examination. As soon as you determine where you will seek initial registration you should request application materials from your jurisdiction. Review your [jurisdictional requirements](#) for licensure.

You must notify NCARB of your intent to apply for examination. You may make the request from [“My NCARB”](#) at [my.ncarb.org](#).

For more on the ARE, visit the [“Getting Started with the ARE” webpage](#).

## Get Licensed

All jurisdictions require individuals to be licensed (registered) before they may call themselves architects and contract to provide architectural services. You must contact your registration board to find out their requirements and to complete the licensure process.

The registration board will determine if you have met the requirements for licensure. In addition to the education, experience, and examination requirements, there may be additional jurisdictional requirements. For more information, check the [Registration Board Licensing Requirement page](#) on [www.ncarb.org](#).

## Get NCARB Certified

The [NCARB Certificate](#) signifies that you have met the national standards established by the registration boards.

Upon receiving your initial license to practice, notify NCARB in writing at [customerservice@ncarb.org](#). NCARB will update your Record to reflect your new status and follow up with you if you are interested in seeking an NCARB Certificate. You can also notify us of your initial licensure and convert directly into the NCARB certification program through the annual renewal option in [My NCARB](#).

If you maintain an active Record in good standing, the application fee for NCARB certification (\$1,500) will be waived and you will receive a 50 percent discount on Certificate renewals for the first three years of service.

Monitor your NCARB Record status through [“My NCARB”](#). This will allow you to make sure processes are taking place in a timely manner. For example, once you graduate, your transcript will need to be submitted to NCARB from your school(s). By monitoring your Record, you'll be able to determine if there are hold-ups.

**Transmittal Requests**  
To authorize NCARB to transmit your Record, select “Request a Transmittal” online at [“My NCARB”](#) (<https://my.ncarb.org/Login>) to access instructions on transmitting your NCARB Record to the NCARB Member Board of your choice. If you cannot access this online service or need assistance with your request, please contact [customerservice@ncarb.org](#).

**Jurisdictional Requirements**  
When you request transmittal of your NCARB Record to an NCARB Member Board, NCARB will try to apprise you of any additional requirements that exist for that jurisdiction. However, you should confirm specific requirements directly with the jurisdiction prior to seeking registration. Please review the [Registration Board Licensing Requirement page](#) on [www.ncarb.org](#) to determine the specific requirements for reciprocal registration in any jurisdiction.

# IDP REQUIREMENTS: **ELIGIBILITY, REPORTING, AND EMPLOYMENT**

## Eligibility Requirements

Your “IDP eligibility date” is the date after which you are able to earn IDP experience. Qualifying experience can be earned on or after your IDP eligibility date. Once this date has been established, it is set for all experience earned on or after that date.

You can earn IDP experience once you have successfully established one of the following:

1. Enrollment in a NAAB/CACB-accredited degree program. [Download the IDP Eligibility Date #1 Form](#) 
2. Enrollment in a pre-professional architecture degree program at a school that offers a NAAB/CACB-accredited degree program. [Download the IDP Eligibility Date #2 Form](#) 
3. Employment in experience setting A after obtaining a U.S. high school diploma, General Education Degree (GED) equivalent, or comparable foreign degree. [Download the IDP Eligibility Date #3 Form](#) 

### Have you already graduated?

If you graduated from a NAAB-accredited degree program, your final transcript can be used as documentation of your IDP eligibility date. Refer to [“Document Your Education.”](#)

## Reporting Requirements

All experience must be submitted online through the online reporting system.

Interns must submit all experience including supplemental experience in reporting periods of no longer than six months and within two months of completion of each reporting period.

- For each day past the two-month filing period, a day of acceptable experience will be lost at the beginning of the reporting period.

Provisions have been made for reasonable extensions to the two-month filing period. For more information on the reporting requirements and extensions, please refer to the [NCARB website](#) .

*Please note: Architects registered in a U.S. or Canadian jurisdiction documenting experience for the purpose of obtaining the NCARB Certificate are not subject to these reporting requirements when retroactively documenting their experience. However, they must document their experience through the online reporting system.*

## Employment Requirements

To earn experience in [setting A, O,](#) and [“Design and Construction Related Employment”](#) in [experience setting S,](#) you must be employed at least 15 hours per week for a minimum period of eight consecutive weeks.

- Unpaid internships are not eligible to earn experience hours with the exception of the approved [community-based design center/collaborative](#) as defined in [experience setting S.](#)
- No experience may be earned outside of the U.S. or Canada, except at an organization engaged in the practice of architecture.
- To earn experience in [Teaching or Research](#) as defined in [experience setting S,](#) you must be employed by the institution; however, there is no minimum period of consecutive employment.

# IDP REQUIREMENTS: EXPERIENCE SETTINGS

You earn experience hours in experience settings. Experience settings are defined by the type of organization, the work performed, and who verifies the experience. NCARB recognizes three experience settings:

## A: Practice of Architecture

1,860 HOURS MINIMUM

Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization engaged in the lawful practice of architecture.

- *The definition of the “lawful” practice of architecture is determined by individual jurisdictions. For more information contact your registration board [↗](#).*
- *You must earn a minimum of 1,860 hours in experience setting A. There is no maximum number of hours you may earn in this experience setting.*

## O: Other Work Settings

1,860 HOURS MAXIMUM

Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization not engaged in the practice of architecture.

Direct supervision by an architect not registered in the United States/Canada engaged in the practice of architecture outside of the United States or Canada.

Direct supervision by a landscape architect or registered engineer (practicing as a structural, civil, mechanical, fire protection, or electrical engineer in the field of building construction).

## S: Supplemental Experience

Opportunities to earn experience hours outside of a traditional work setting. Many of the supplemental experience opportunities may be completed whether or not employed. To earn IDP credit, experience earned through supplemental experience may not earn academic credit.

Within supplemental experience, there are opportunities to earn core and elective hours.

### Academic Internships

Many schools have programs where interns work in firms as a part of their degree curriculum. Any internship that is integrated into an academic program whether as a requirement or as an elective is considered an academic internship.

Interns may earn up to 930 hours of IDP experience through qualifying academic internships. They may earn hours in any of the IDP experience areas (except for Leadership and Service); however, the total earned may not exceed 930 hours. Qualifying programs must be recognized by NCARB, meet the employment requirements, and be in experience setting A or O.

In order for interns to qualify for the academic internship opportunity, the institution sponsoring the program must document its understanding of and compliance with the requirements to NCARB annually. If you are at a school that offers an academic internship, please have the IDP educator coordinator contact [idp@ncarb.org](mailto:idp@ncarb.org) for further information.

### Reporting Academic Internships

- Indicate that your experience is an academic internship when filling out the employer information in the online reporting system.

### Tip

If you are not sure who your IDP educator coordinator is, check the IDP Coordinator section of [www.ncarb.org](http://www.ncarb.org) [↗](#).

# IDP REQUIREMENTS: SUPERVISION

## Supervision Requirements

### IDP SUPERVISOR

Your IDP supervisor is the individual who supervises you on a daily basis and has responsibility for and professional knowledge of your work. Your IDP supervisor is required to certify that the information you submit on your experience report is true and correct and that you performed the work competently.

IDP supervisors are usually registered architects; however, in certain experience settings your IDP supervisor may be a professional from another discipline.

In experience settings A and opportunities within O your IDP supervisor must be licensed in a U.S. or Canadian jurisdiction, but not necessarily in the jurisdiction where they are located.

*If you are earning experience in either New York or Texas, you must contact your state board to verify the supervisor requirements in these jurisdictions.*

### DIRECT SUPERVISION

“Direct supervision” of interns shall occur either through personal contact or through a mix of personal contact and remote communication (e.g. e-mail, online markups, webinars, internet) such that the IDP supervisor has control over the work of the intern and has sufficient professional knowledge of the supervised work so that the IDP supervisor can determine that the intern understands and is performing his or her work experience within the professional standard of care.

To earn experience hours in workplace settings described in this document, the intern must work under the direct supervision of an IDP supervisor. The supervisor shall verify the experience of the intern and foster a professional relationship that is grounded in a direct professional association between the intern and the supervisor.

### MENTOR

You may have many mentors throughout your career. A mentor is defined as a loyal advisor, teacher, or coach. In IDP, there are opportunities for your mentor to certify certain supplemental experience opportunities and provide guidance in your professional development.

To serve as your mentor for the IDP, the individual must hold a current license to practice architecture in a U.S. or Canadian jurisdiction; however, your mentor does not have to be registered in the jurisdiction where you are located.

# IDP REQUIREMENTS: EXPERIENCE CATEGORIES AND AREAS

## 5,600 Experience Hours

In order to satisfy the experience requirement, you must earn **5,600** hours of experience. You earn experience hours in [experience settings](#) recognized by NCARB.

Of the 5,600 hours required for completion of IDP, **3,740** hours are considered core minimum hours. Core minimum hours are earned in four experience categories that include 17 experience areas. The additional **1,860** hours required can be earned in any experience area, category, or through supplemental experience.

## Experience Categories

There are four experience categories:

1. Pre-Design
2. Design
3. Project Management
4. Practice Management

## Experience Areas

The four experience categories include 17 experience areas. To complete the 3,740 core minimum hours requirement, you must satisfy the core minimum hours required in each experience area.

## Core Hours

Experience earned in specific categories and areas. Core *minimum* hours are the minimum number of hours you must earn in a given experience category or area.

## Elective Hours

Elective hours are experience hours that exceed the 3,740 core minimum requirement.

There are two ways to earn the 1,860 elective hours:

- Any hours earned in an experience area in excess of the 3,740 core minimum hours.
- [Supplemental experience opportunities for elective hours](#). Experience earned through supplemental experience for elective hours are not applied to any specific experience category or area.

For policies and procedures related to the IDP 2.0 Rollover, read the [Interns' IDP 2.0 Rollover Guide](#).

### Category 1: Pre-Design Core Minimum Hours

Programming ( <a href="#">tasks</a> )	80
Site and Building Analysis ( <a href="#">tasks</a> )	80
Project Cost and Feasibility ( <a href="#">tasks</a> )	40
Planning and Zoning Regulations ( <a href="#">tasks</a> )	60
<b>TOTAL</b>	<b>260</b>

### Category 2: Design Core Minimum Hours

Schematic Design ( <a href="#">tasks</a> )	320
Engineering Systems ( <a href="#">tasks</a> )	360
Construction Cost ( <a href="#">tasks</a> )	120
Codes and Regulations ( <a href="#">tasks</a> )	120
Design Development ( <a href="#">tasks</a> )	320
Construction Documents ( <a href="#">tasks</a> )	1,200
Material Selection and Specification ( <a href="#">tasks</a> )	160
<b>TOTAL</b>	<b>2,600</b>

### Category 3: Project Management Core Minimum Hours

Bidding and Contract Negotiation ( <a href="#">tasks</a> )	120
Construction Administration ( <a href="#">tasks</a> )	240
Construction Phase: Observation ( <a href="#">tasks</a> )	120
General Project Management ( <a href="#">tasks</a> )	240
<b>TOTAL</b>	<b>720</b>

### Category 4: Practice Management Core Minimum Hours

Business Operations ( <a href="#">tasks</a> )	80
Leadership and Service ( <a href="#">tasks</a> )	80
<b>TOTAL</b>	<b>160</b>

<b>TOTAL CORE MINIMUM HOURS</b>	<b>3,740</b>
<b>ELECTIVE HOURS</b>	<b>1,860</b>

**TOTAL HOURS 5,600**

## IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

	OPPORTUNITY	WHETHER OR NOT EMPLOYED?	WHO APPROVES	WHERE THE HOURS GO	HOURS EARNED
<b>Supplemental Experience for Core Hours</b> There are several opportunities to earn core hours through supplemental experience. However, each opportunity has specific limitations in terms of maximum allowable hours. Core hours earned through supplemental experience are credited to the specific experience category or area in which they are earned.	<u>Design or Construction Related Employment</u>	See <u>employment requirements</u>	IDP Supervisor	Any IDP experience area	Up to 930 hours
	<u>Leadership and Service</u>	Yes	See page 15	<u>Leadership and Service</u>	Up to 320 hours, 80 hours minimum
	<u>Emerging Professional's Companion (EPC)</u>	Yes	IDP Supervisor or Mentor	Any IDP experience area	Up to 40 hours per area
	<u>NCARB's Professional Conduct Monograph</u>	Yes	NCARB	<u>Business Operations</u>	16 hours
	<u>CSI Certification Program: CCS</u>	Yes	NCARB	<u>Material Selection and Specification</u>	40 hours
	<u>CSI Certification Program: CCCA</u>	Yes	NCARB	<u>Construction Administration</u>	40 hours
	<u>Community-Based Design Center/Collaborative</u>	Yes	"Designated IDP Supervisor"	Any IDP experience area <b>except</b> Leadership and Service	Up to 40 hours per area
	<u>Design Competitions</u>	Yes	Mentor	Any IDP experience area <b>except</b> Leadership and Service	Up to 40 hours per area
	<u>Site Visit With Mentor</u>	Yes	Mentor	<u>Construction Phase: Observation</u>	Up to 40 hours
<b>Supplemental Experience for Elective Hours</b> You may earn a maximum of 1,860 elective hours through supplemental experience opportunities. Elective hours earned through supplemental experience are not applied to any specific IDP experience area.	<u>Teaching or Research</u>	See <u>employment requirements</u>	IDP Supervisor	Elective	Up to 1,860 hours
	<u>Emerging Professional's Companion (EPC)</u>	Yes	IDP Supervisor or Mentor	Elective	Up to 1,800 hours (including EPC for core)
	<u>GBCI LEED AP Credential</u>	Yes	NCARB	Elective	40 hours
	<u>Advanced Degrees</u>	Yes	NCARB	Elective	930 hours
	<u>AIA Continuing Education</u>	Yes	NCARB	Elective	Up to 1,860 hours
	<u>CSI Certificate Program: CDT</u>	Yes	NCARB	Elective	40 hours

Maximum of 40 hours per IDP experience area in any combination of opportunities for core. Maximum of 600 total hours.

Maximum of 1,860 hours in any combination of Supplemental Experience for Elective Hours

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

Supplemental experience activities that qualify as core minimum hours are not considered in the maximum 1,860 experience hours allowed in supplemental experience.

## Design or Construction Related Employment

930 HOURS MAXIMUM

Design or construction related activities under the direct supervision of a person experienced in the activity (e.g. analysis of existing buildings; planning; programming; design of interior space; review of technical submissions; engaging in building construction activities).

### REPORTING DESIGN OR CONSTRUCTION RELATED EMPLOYMENT

- Experience must be submitted in compliance with the reporting requirements.

## Leadership and Service

80 HOURS MINIMUM

320 HOURS MAXIMUM

Qualifying experience is pro bono, in support of an organized activity or in support of a specific organization. There must be an individual who can certify to NCARB that you have performed services in support of the organization.

### APPROVAL OF LEADERSHIP AND SERVICE

Whenever possible, the individual certifying your Leadership and Service experience should be the person in charge of the activity at the organization. However, your IDP Supervisor or mentor can also certify the Leadership and Service experience.

You may satisfy your leadership and service requirement in any combination of the following categories:

- Design Industry related (construction, arch services, planning & development)  
*ex: Habitat for Humanity, mediator at City Planning charrettes*
- Education related  
*ex: critic at design review, ESOL teacher, participation in high school career day*
- Strengthening of community  
*ex: volunteering for food drives or soup kitchens*
- Regulatory or professional organization  
*ex: volunteering for AIA or USGBC, Boy/Girl Scouts*

### REPORTING LEADERSHIP AND SERVICE

- Experience must be submitted in compliance with the reporting requirements.

## Additional Opportunities for Core Hours

40 HOURS MAXIMUM PER EXPERIENCE AREA

600 HOURS MAXIMUM

You may earn a **maximum of 40 core hours in each of the IDP experience areas** by completing **any combination of the following** NCARB-recognized supplemental experience opportunities:

- Emerging Professional's Companion (EPC)
- NCARB's *Professional Conduct* Monograph
- CSI Certification: CCS & CCCA
- Community-Based Design Center/Collaborative
- Design Competitions
- Site Visit With Mentor

You may not earn more than **600 core hours** through any combination of these qualifying supplemental experience opportunities.

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

## The Emerging Professionals Companion (EPC)

Interns whether or not employed in a qualified experience setting can earn up to 40 core hours in each experience area by completing activities in the Emerging Professional's Companion (EPC).

Interns can complete EPC activities for IDP credit under the supervision of either their IDP supervisor or mentor.

EPC, located at [www.epcompanion.org](http://www.epcompanion.org) , is an IDP enrichment resource. The EPC provides free web-based experience opportunities outside of the studio or work environment.

- The EPC chapters are aligned with the IDP experience areas.
- Each chapter includes activities that are identified as qualifying for either core or elective credit.
- Each activity is worth eight hours.
- **Only activities identified as qualifying for core credit can be applied to your core minimum hours required.**
- Interns can earn a maximum of 600 core hours through EPC with no more than 40 core hours earned in any one of the IDP experience areas.

If an intern has already completed the maximum allowable of 40 core hours in a given experience area through any combination of supplemental experience, then EPC activities completed in that experience area will be credited as elective hours.

EPC activities completed for IDP credit may not receive academic credit.

## WORK PRODUCT

It is required that interns retain copies of all documentation related to EPC activities completed for IDP credit for a period of at least three years beyond the date the experience is approved by their mentor or IDP supervisor.

## REPORTING EPC

- If you are not an associate member, you may obtain a temporary AIA customer number by completing the webform at [info.aia.org/aia/freeTranscriptsforInterns.cfm](http://info.aia.org/aia/freeTranscriptsforInterns.cfm) . Contact the AIA at [idp@aia.org](mailto:idp@aia.org) with any additional questions.
- Associate members of the AIA may use their associate number to report continuing education.
- EPC activities must be reviewed and approved by your IDP supervisor or mentor.
- To comply with the reporting requirements, EPC activities must be submitted within eight months of completion.

## NCARB's Professional Conduct Monograph

Interns, whether or not employed, may earn 16 core hours in Business Operations by reading the NCARB *Professional Conduct Monograph* and passing the related quiz.

NCARB monographs are written by experts in their fields and explore topics relevant to architectural practice. NCARB monographs may be completed by architects to satisfy their continuing education requirements, or by interns for IDP credit. Interns completing NCARB monographs for IDP hours will not be eligible to repeat the monograph for continuing education credit.

## ACCESS TO NCARB'S PROFESSIONAL CONDUCT MONOGRAPH

Interns may download a PDF of the *NCARB Professional Conduct Monograph* at no charge through your NCARB Record.

## REPORTING NCARB'S PROFESSIONAL CONDUCT MONOGRAPH

- Take and pass the quiz. The quiz will be available to you in your NCARB Record.
- Interns who do not pass the quiz may repeat the quiz as necessary.
- You will automatically earn IDP hours upon passing the quiz.

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

## CSI Certification Programs: CCS & CCCA

Interns, whether or not employed in a qualified experience setting, may earn core hours for completing the following CSI certifications:

CSI Certified Construction Specifier (CCS): 40 core hours in Material Selection and Specification for passing the CCS certification.

CSI Certified Construction Contract Administrator (CCCA): 40 core hours in Construction Administration for passing the CCCA certification.

Information regarding the Construction Specifications Institute Certificate Programs is available at [www.csinet.org](http://www.csinet.org) .

### REPORTING CSI CERTIFICATION

- You must upload the CSI certificate documenting completion of the program
- Once reported, the CSI Certification is reviewed and approved by NCARB.
- To comply with the reporting requirements, CSI Certification must be submitted within eight months of the certification date.

## Community-Based Design Center/Collaborative

Interns may earn up to 40 core hours in each IDP experience area (except for Leadership and Service) for volunteer service in support of a pre-approved charitable organization outside of a recognized experience setting or academic requirement.

**Community-Based Design Center/Collaborative organizations must apply to NCARB to be recognized for the purpose of IDP credit.**

**The organization must be pre-approved by NCARB before the experience occurs.**

For the list of qualifying Community-Based Design Center/Collaborative organizations currently recognized by NCARB, please check our website.

Organizations interested in applying to NCARB should contact [mdp@ncarb.org](mailto:mdp@ncarb.org).

To be considered as a recognized organization, the Community-Based Design Center/Collaborative must meet the following criteria:

- The organization must have 501(c)(3) status as a charitable organization.
- The work must be in support of “building” or “planning” projects.
- The organization must have an established ongoing relationship with an architect who can exercise direct supervision over the work of the intern. This individual will be considered the “designated IDP supervisor” for the organization.
- The work performed by the organization must be documented as related to the IDP experience areas and certified by the “designated IDP supervisor” as directly related to the practice of architecture.

### REPORTING COMMUNITY-BASED DESIGN CENTER/ COLLABORATIVE EXPERIENCE:

- The IDP supervisor for the organization must approve your experience.
- Experience must be submitted in compliance with the reporting requirements.

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

## Design Competitions

Interns may earn up to 40 core hours in each IDP experience area (except Leadership and Service) for completion and submission of a design competition entry outside of a recognized experience setting or academic requirement. Competitions completed for a firm while employed count for IDP credit under the related experience setting.

The design competition must be completed under the supervision of a mentor and meet the following criteria:

- Align to at least one of the IDP experience areas
- Be for a “building” or “planning” project
- Be a formally structured competition with specified submission requirements
- Sponsored by a recognized business entity, governmental agency, or professional association
- The intern must be appropriately credited on the competition entry.

### WORK PRODUCT

It is required that interns retain copies of all documentation related to design competitions completed for IDP credit for a period of at least three years beyond the date the experience is approved by their mentor.

### REQUIRED DOCUMENTATION

- You must upload a complete Design Competition Verification Form 
- To qualify for IDP credit, the competition entry must be completed and submitted in compliance with the published design competition requirements.

### REPORTING DESIGN COMPETITIONS:

- You must upload your completed Design Competition Verification Form.
- To comply with the reporting requirements, design competitions must be submitted within eight months of the published submission deadline.

### EXPECTATIONS

#### Intern

- Research and identify possible design competitions
- Select appropriate competition with mentor approval
- Determine and document a schedule for the work
- Develop competition entry
- Review work with mentor on a regular basis
- Submit competition entry
- Complete the verification form
- Document experience through the online reporting system and upload the verification form

#### Mentor

- Review possible competitions with intern
- Approve competition selection
- Review proposed schedule of work
- Review competition work with intern on a regular basis
- Review final competition entry prior to submission

## Site Visit With Mentor

Interns may earn up to 40 core hours in Construction Phase: Observation for visiting construction sites with their mentor.

The site visit must be outside of a recognized experience setting.

### EXPECTATIONS

- Opportunities where an intern can see the progress of a job over time are ideal; however, single visits to a site are acceptable.
- It is beneficial to be able to review and discuss the project relative to the drawings
- The experience should be interactive with opportunities to discuss how issues related to the specific project were resolved.
- The discussion should include why particular design decisions were made.
- Interaction with members of the design and construction industry involved in the project is encouraged.

The site visit should include a level of learning consistent with what an intern could expect to learn if their firm was working on the project.

### REPORTING SITE VISIT WITH MENTOR:

- Your mentor who lead the site visit must approve your experience.
- To comply with the reporting requirements, site visit with mentor must be reported within eight months of the visit.

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR ELECTIVE HOURS

## Teaching or Research

Teaching or research in a NAAB- or CACB-accredited program under the direct supervision of a person experienced in the activity.

### REPORTING TEACHING OR RESEARCH

- Experience must be submitted in compliance with the reporting requirements.

## The Emerging Professional's Companion (EPC)

Interns, whether or not employed in a qualified experience setting, can earn elective hours through completion of activities in the Emerging Professional's Companion (EPC).

Interns can complete EPC activities for IDP credit under the supervision of either their IDP supervisor or mentor.

The EPC, located at [www.epcompanion.org](http://www.epcompanion.org), is an IDP training enrichment resource. The EPC provides free web-based training opportunities outside of the studio environment.

- The EPC chapters are aligned with the IDP experience areas.
- Each chapter includes activities that are identified as qualifying for either core or elective credit.
- Each activity is worth eight hours.
- Elective activities are not applied to any specific experience area.

A maximum of 1,800 hours may be earned through the EPC in any combination of core and elective hours.

### WORK PRODUCT

It is required that interns retain copies of all documentation related to EPC activities completed for IDP credit for a period of at least three years beyond the date the experience is approved by their IDP supervisor or mentor.

### REPORTING EPC

- If you are not an associate member, you may obtain a temporary AIA customer number by completing the webform at [info.aia.org/aia/freeTranscriptsforInterns.cfm](http://info.aia.org/aia/freeTranscriptsforInterns.cfm). Contact the AIA at [idp@aia.org](mailto:idp@aia.org) with any additional questions.
- Associate members of the AIA may use their associate number to report continuing education.
- EPC activities must be reviewed and approved by your IDP supervisor or mentor.
- To comply with the reporting requirements, EPC activities must be submitted within eight months of completion.

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR ELECTIVE HOURS

## GBCI LEED AP Credential

Interns, whether or not employed in a qualified experience setting, may earn 40 elective hours by obtaining the GBCI LEED AP credential.

- Obtaining the GBCI LEED AP credential with or without specialization qualifies for IDP credit.
- Obtaining the GBCI LEED Green Associate credential does not qualify for IDP credit.
- An intern may only receive IDP credit for one GBCI LEED AP credential.

Information regarding the Green Building Certification Institute (GBCI) LEED AP Credential is available at [www.gbci.org](http://www.gbci.org).

### REPORTING GBCI LEED AP CREDENTIAL

- You must have the official GBCI LEED AP certificate or a passing score report confirming the credential.
- Once reported, the GBCI LEED AP Credential is reviewed and approved by NCARB.
- To comply with the [reporting requirements](#), you must submit official documentation within eight months of the date the credential was earned.

## Advanced Degree

Interns may earn 930 elective hours for earning an advanced degree in architecture after earning a professional degree in architecture from a program accredited by the NAAB or CACB.

Interns may earn IDP credit for advanced degrees in architecture that meet the following criteria:

- The advanced degree must be conferred after the first professional degree (dual degrees do not qualify)
- The conferring institution must have a college/school of architecture/design that has a NAAB/CACB-accredited program.
- The advanced degree must be conferred within the college/school of architecture/design.
- The advanced degree must be documented as related to the IDP experience areas and certified by the institution as directly related to the practice of architecture.

NCARB publishes a list of acceptable degrees on its website. Programs identified by NAAB as “post-professional” degrees are automatically included on the list. Qualifying advanced degrees are submitted directly to NCARB by the school in order to be on the list.

The advanced degree must be on the list at the time the degree is conferred. For a list of degrees currently recognized by NCARB as qualifying advanced degrees, please [check our website](#).

### REPORTING ADVANCED DEGREE

- Download and mail the transcript request forms and any fee to your school(s).
- Each transcript must be returned directly to NCARB by the school. NCARB will only accept official transcripts submitted by the school.
- In addition to requesting an official transcript, you are required to report your advanced degree through the online reporting system in your NCARB Record.
- You will be required to upload a copy of your transcript or diploma.
- NCARB will not be able to approve your advanced degree until after the official transcript from your school has been received.
- To comply with the [reporting requirements](#), advanced degrees must be submitted within eight months of the graduation date.

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR ELECTIVE HOURS

## AIA Continuing Education

Interns, whether or not employed in a qualified experience setting, may earn elective hours by completing AIA-approved continuing education resources and programs. Self-reported continuing education is not eligible for IDP credit.

One AIA learning unit earns one IDP elective hour.

Information regarding the American Institute of Architects (AIA) continuing education programs is available at [www.aia.org](http://www.aia.org).

### REPORTING AIA CONTINUING EDUCATION

- If you are not an associate member, you may obtain a temporary AIA customer number by completing the webform at [info.aia.org/aia/freeTranscriptsforInterns.cfm](http://info.aia.org/aia/freeTranscriptsforInterns.cfm). Contact the AIA at [idp@aia.org](mailto:idp@aia.org) with any additional questions.
- Associate members of the AIA may use their associate number to report continuing education.
- You must have a copy of your AIA transcript documenting completion of AIA continuing education. Your AIA transcript is available at [www.aia.org/education](http://www.aia.org/education).
- Once reported, AIA continuing education is reviewed and approved by NCARB.
- To comply with the [reporting requirements](#), AIA continuing education courses must be submitted within eight months of the course date.

## CSI Certificate Program: CDT

Interns, whether or not employed in a qualified experience setting, may earn elective hours for completing the following CSI certificate program:

CSI Certified Construction Documents Technologist (CDT): 40 elective hours for passing the CDT certificate program.

Information regarding the Construction Specifications Institute certificate programs is available at [www.csinet.org](http://www.csinet.org).

### REPORTING CSI CERTIFICATION

- You must upload the CSI certificate documenting completion of the program
- Once reported, the CSI Certification is reviewed and approved by NCARB.
- To comply with the [reporting requirements](#), CSI certification must be reported within eight months of the certification date.

### NCARB'S monographs and mini-monographs

NCARB monographs are written by experts in their fields and explore topics relevant to architectural practice. NCARB monographs may be completed by architects to satisfy their continuing education requirements or by interns for IDP credit. Interns completing NCARB monographs for IDP experience hours will not be eligible to repeat the monograph for continuing education credit. NCARB monographs are available at [www.ncarb.org](http://www.ncarb.org). Interns, whether or not employed, may earn elective hours by completing NCARB monographs and mini-monographs.

*Completion of the monographs must be documented on an AIA transcript, and reported through the online reporting system as AIA continuing education. All applicable fees for monographs and quizzes apply.*

# IDP TASKS AND KNOWLEDGE/SKILLS

The requirements for IDP are based on the tasks and knowledge/skills necessary to practice architecture independently. Each experience area has tasks and knowledge/skills that have been derived from the Practice Analysis of Architecture . Upon completion of the IDP, you should be able to complete the tasks associated with each experience area.

## Category 1: Pre-Design

- Programming
- Site and Building Analysis
- Project Cost and Feasibility
- Planning and Zoning Regulations

## Category 2: Design

- Schematic Design
- Engineering Systems
- Construction Cost
- Codes and Regulations
- Design Development
- Construction Documents
- Material Selection and Specification

## Category 3: Project Management

- Bidding and Contract Negotiation
- Construction Administration
- Construction Phase: Observation
- General Project Management

## Category 4: Practice Management

- Business Operations
- Leadership and Service

**Are you having trouble gaining experience in a specific experience area?**

Use these tasks as reference when discussing experience opportunities with your IDP supervisor or mentor.

# IDP TASKS AND KNOWLEDGE/SKILLS

## PRE-DESIGN

### PROGRAMMING

Minimum Programming Experience: 80 Hours

DEFINITION: The process of discovering the owner/client's requirements and desires for a project and setting them down in written, numerical, and graphic form.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Assess the client's needs, opportunities, and constraints
- Develop and/or review a program with the client
- Develop a vision and goals for the project
- Develop or review client's design standards and guidelines
- Establish sustainability goals for the project
- Define the scope of the pre-design services

#### KNOWLEDGE OF/SKILL IN

- Architectural programming including working with clients to define their needs
- Facilities planning (e.g., building use; building conditions; systems conditions; infrastructure; space allocation)
- Space planning
- Sustainable design
- Contract negotiation (e.g., fees, scope, schedules)
- Oral and written communications
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Team building, leadership, participation
- Creativity and vision

## PRE-DESIGN

### SITE AND BUILDING ANALYSIS

Minimum Site and Building Analysis Experience: 80 Hours

DEFINITION: Involves research and evaluation of a project's context and may include site and building evaluation, land planning or design, and urban planning.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Develop or review master plan
- Establish requirements of site survey(s)
- Review site survey(s)
- Review geotechnical and hydrological conditions
- Evaluate and compare alternative sites
- Perform site analysis
- Assess environmental, social, and economic conditions related to project
- Document and evaluate existing conditions

#### KNOWLEDGE OF/SKILL IN

- Interpreting existing site/environmental conditions and data (e.g., topography, drainage, soils, local ecology environmental impact issues)
- Site planning (e.g., site selection, master planning)
- Regional impact on project (e.g., seismic, climate, transportation, economy, labor)
- Government and regulatory requirements (e.g., zoning, planning, design review)
- Community-based awareness (e.g., values, traditions, sociology, future objectives)
- Hazardous conditions and materials
- Facilities planning (e.g., building use, building conditions, systems conditions, infrastructure, space allocation)
- Site design
- Building design

# IDP TASKS AND KNOWLEDGE/SKILLS

## PRE-DESIGN

### PROJECT COST AND FEASIBILITY

Minimum Project Cost and Feasibility Experience: 40 Hours

DEFINITION: Analyze and/or establish project costs relative to project conditions and owner's budget.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Perform or review a feasibility study to determine the cost and/or technical advisability of a proposed project
- Establish preliminary project scope, budget, and schedule

#### KNOWLEDGE OF/SKILL IN

- Project financing and funding
- Project delivery methods
- Construction sequencing
- Cost estimating
- Value engineering
- Life cycle analysis
- Project budget management
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)

## PRE-DESIGN

### PLANNING AND ZONING REGULATIONS

Minimum Planning and Zoning Regulations Experience: 60 Hours

DEFINITION: Evaluate, reconcile, and coordinate applicable regulatory requirements and professional design standards.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Identify requirements of regulatory agencies
- Prepare and present submittals for governmental approval

#### KNOWLEDGE OF/SKILL IN

- Government and regulatory requirements (e.g., zoning, planning, design review)
- Permit and approval processes
- Building codes, zoning codes, and ordinances
- Accessibility laws, codes, and guidelines
- Specialty codes and regulations (e.g., seismic, life safety, fair housing, historic preservation, energy)
- Universal design (environments usable by everyone regardless of limitations)
- Designing and delivering presentations

# IDP TASKS AND KNOWLEDGE/SKILLS

## DESIGN

### SCHEMATIC DESIGN

Minimum Schematic Design Experience: 320 Hours

DEFINITION: Involves the development of graphic and written conceptual design solutions for owner/client's approval.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Develop design concepts, including site design
- Prepare schematic design documents
- Apply sustainable design principles
- Apply historic preservation principles
- Prepare presentation materials (e.g., models, renderings, drawings)
- Develop project phasing plans

#### KNOWLEDGE OF/SKILL IN

- 3-D modeling
- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Architectural history and theory
- Basic engineering principles
- Building design
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Computer Aided Design and Drafting (CADD)
- Conflict resolution
- Construction sequencing
- Creativity and vision
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Designing and delivering presentations
- Freehand drawing and design sketching
- Graphic communication
- Implications of design decisions (e.g., cost, engineering, schedule)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Manual drafting
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Site design
- Space planning
- Spatial visualization and modeling
- Sustainable design
- Team building, leadership, participation
- Universal design (environments usable by everyone regardless of limitations)
- Vertical circulation

## DESIGN

### ENGINEERING SYSTEMS

Minimum Engineering Systems Experience: 360 Hours

DEFINITION: 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.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Analyze and design basic structural elements and systems
- Coordinate building systems (e.g., structural, mechanical, electrical, fire safety, security, telecommunications/data) and reconcile systems' conflicts
- Apply sustainable design principles

#### KNOWLEDGE OF/SKILL IN

- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Basic engineering principles
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Conflict resolution
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Engineering load calculations
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Life cycle analysis
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Sustainable design
- Team building, leadership, participation
- Technological advances and innovative building products
- Vertical circulation

# IDP TASKS AND KNOWLEDGE/SKILLS

## DESIGN

### CONSTRUCTION COST

Minimum Construction Cost Experience: 120 Hours

DEFINITION: Involves estimating the probable construction cost of a project.

#### TASKS

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AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare and/or evaluate estimates of probable construction costs
- Perform value engineering of selected building elements
- Perform life cycle cost analysis of selected building elements

#### KNOWLEDGE OF/SKILL IN

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- Alternative energy systems and technologies
- Building Information Modeling (BIM) technology
- Construction sequencing
- Cost estimating
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Life cycle analysis
- Product evaluation, selection, and availability
- Value engineering

## DESIGN

### CODES AND REGULATIONS

Minimum Codes and Regulations Experience: 120 Hours

DEFINITION: Involves evaluating a specific project in the context of relevant local, state, and federal regulations that protect public health, safety, and welfare.

#### TASKS

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AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Perform code analyses (e.g., building, energy, accessibility)
- Review project with code officials
- Submit documents to approval agencies and obtain approvals

#### KNOWLEDGE OF/SKILL IN

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- Accessibility laws, codes, and guidelines
- Building codes, zoning codes, and ordinances
- Conflict resolution
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Designing and delivering presentations
- Government and regulatory requirements (e.g., zoning, planning, design review)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Permit and approval processes
- Problem solving
- Specialty codes and regulations (e.g., seismic, life safety, fair housing, historic preservation, energy)

# IDP TASKS AND KNOWLEDGE/SKILLS

## DESIGN

### DESIGN DEVELOPMENT

Minimum Design Development Experience: 320 Hours

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

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare design development documents
- Investigate and select building systems and materials
- Meet with client to refine design and obtain approvals
- Conduct or respond to a constructability review
- Apply sustainable design principles

#### KNOWLEDGE OF/SKILL IN

- 3-D modeling
- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Applied mathematics (e.g., algebra, geometry, trigonometry)
- Basic engineering principles
- Building design
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Computer Aided Design and Drafting (CADD)
- Conflict resolution
- Constructability
- Construction details
- Construction sequencing
- Creativity and vision
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Designing and delivering presentations

- Engineering load calculations
- Freehand drawing and design sketching
- Furnishings, fixtures, and equipment
- Graphic communication
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interior materials and finishes
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Managing quality through best practices
- Manual drafting
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Site design
- Space planning
- Spatial visualization and modeling
- Specifications
- Sustainable design
- Team building, leadership, participation
- Technological advances and innovative building products
- Universal design (environments usable by everyone regardless of limitations)
- Vertical circulation

# IDP TASKS AND KNOWLEDGE/SKILLS

## DESIGN

### CONSTRUCTION DOCUMENTS

Minimum Construction Documents Experience: 1,200 Hours

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

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare construction documents
- Coordinate construction documents (e.g., architectural, structural, mechanical, civil, electrical)
- Conduct quality control review of project documents
- Apply sustainable design principles

#### KNOWLEDGE OF/SKILL IN

- 3-D modeling
- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Basic engineering principles
- Building design
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Computer Aided Design and Drafting (CADD)
- Conflict resolution
- Constructability
- Construction details
- Construction sequencing
- Creativity and vision
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Designing and delivering presentations
- Engineering load calculations
- Freehand drawing and design sketching

- Furnishings, fixtures, and equipment
- Graphic communication
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interior materials and finishes
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Managing quality through best practices
- Manual drafting
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Site design
- Space planning
- Spatial visualization and modeling
- Specifications
- Sustainable design
- Team building, leadership, participation
- Technological advances and innovative building products
- Vertical circulation

# IDP TASKS AND KNOWLEDGE/SKILLS

## DESIGN

### MATERIAL SELECTION AND SPECIFICATION

Minimum Material Selection and Specification Experience: 160 Hours

DEFINITION: The 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.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare specifications based on performance criteria
- Research, select, and specify materials

#### KNOWLEDGE OF/SKILL IN

- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Basic engineering principles
- Building design
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Constructability
- Construction details
- Construction sequencing
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design principles
- Furnishings, fixtures, and equipment
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interior materials and finishes
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Managing quality through best practices
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Site design
- Specifications
- Sustainable design
- Technological advances and innovative building products
- Vertical circulation

## PROJECT MANAGEMENT

### BIDDING AND CONTRACT NEGOTIATION

Minimum Bidding and Contract Negotiation Experience: 120 Hours

DEFINITION: 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).

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Conduct or participate in bidding/negotiating phase
- Evaluate product and material substitutions
- Prepare bid documents including addenda

#### KNOWLEDGE OF/SKILL IN

- Conflict resolution
- Construction procurement (e.g., bidding, negotiating)
- Contracts (e.g., professional services and construction)
- Interpreting construction documents
- Oral and written communications
- Product and material substitutions
- Project delivery methods

# IDP TASKS AND KNOWLEDGE/SKILLS

## PROJECT MANAGEMENT

### CONSTRUCTION ADMINISTRATION

Minimum Construction Administration Experience: 240 Hours

DEFINITION: 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.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Respond to Requests for Information (RFI)
- Issue Architect's Supplemental Instructions (ASI)
- Process shop drawings and submittals
- Process Change Orders
- Review and certify contractor's application for payment
- Review material test reports
- Record changes to the contract documents
- Provide substantial and final completion services

#### KNOWLEDGE OF/SKILL IN

- Change order process
- Conflict resolution
- Construction conflict resolution
- Contractor application for payment
- Contracts (e.g., professional services and construction)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Interpreting construction documents
- Managing quality through best practices
- Problem solving
- Product and material substitutions
- Project budget management
- Project closeout procedures
- Project records management
- Shop drawing review
- Site observation
- Team building, leadership, participation

## PROJECT MANAGEMENT

### CONSTRUCTION PHASE: OBSERVATION

Minimum Construction Phase Observation Experience: 120 Hours

DEFINITION: Tasks carried out in the field include observing construction for conformance with drawings and specifications and reviewing and certifying amounts due to contractors.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Conduct on-site observations
- Document and communicate status to owner and constructor
- Resolve constructability issues

#### KNOWLEDGE OF/SKILL IN

- Constructability
- Construction procurement
- Contract negotiation
- Contracts (e.g., professional services and construction)
- Electronic communications (e.g., virtual offices, video-conferencing, web-based networking)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoicing for services
- Oral and written communications
- Permit and approval processes
- Project budget management
- Project delivery methods
- Project records management
- Risk management (e.g., professional and general liability)
- Team building, leadership, participation
- Attend, conduct, and record meetings
- Document project status and progress

# IDP TASKS AND KNOWLEDGE/SKILLS

## PROJECT MANAGEMENT

### GENERAL PROJECT MANAGEMENT

Minimum General Project Management Experience: 240 Hours

DEFINITION: Includes planning, organizing, and staffing; budgeting and scheduling; leading and managing the project team; documenting key project information; and monitoring quality assurance.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare and manage design contracts (owner/architect)
- Prepare and execute professional services contracts (architect/consultant)
- Attend, conduct, and record meetings throughout all phases
- Select, manage, and coordinate consultants
- Partner with the owner's project delivery team
- Prepare and manage design team schedule and budget (consultant and staff costs)
- Obtain client authorization to proceed per contract phases
- Present at public hearings
- Document project status and progress
- Monitor project construction costs
- Prepare owner/contractor agreement
- Conduct post-occupancy evaluation
- Identify the project design team members and their required scope of services, roles, and responsibilities (e.g., architects, engineers, specialty consultants)
- Identify the project delivery team's roles and responsibilities (e.g., owner, architect, contractor, program manager)
- Identify project delivery method

#### KNOWLEDGE OF/SKILL IN

- Construction procurement (e.g., bidding, negotiating)
- Contract negotiation (e.g., fees, scope, schedules)
- Contracts (e.g., professional services and construction)
- Designing and delivering presentations
- Electronic communications (e.g., virtual offices, video-conferencing, web-based networking)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoicing for services
- Oral and written communications
- Permit and approval processes
- Post-occupancy evaluations
- Project budget management
- Project delivery methods
- Project records management
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Risk management (e.g., professional and general liability)
- Team building, leadership, participation

# IDP TASKS AND KNOWLEDGE/SKILLS

## PRACTICE MANAGEMENT

### BUSINESS OPERATIONS

Minimum Business Operations Experience: 80 Hours

DEFINITION: Involves allocation and administration of office resources to support the goals of the firm.

#### TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Obtain and maintain professional and business licenses
- Manage project revenues and expenses
- Calculate hourly billing rates
- Negotiate and establish fees for basic and additional services and reimbursable expenses
- Invoice for services rendered and reimbursable expenses
- Develop and manage positive client relationships

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO ACTIVELY PARTICIPATE IN THE FOLLOWING TASKS: (“Actively participate” is the expectation that you will collaborate with your supervisor in learning how to perform the task.)

#### *Business Operations*

- Maintain record management systems
- Develop and manage firm’s strategic and business plans
- Develop firm’s financial plan
- Develop, implement, and manage marketing and communications plans
- Obtain and update computer technology, including security systems and licenses
- Investigate and use new digital technologies

#### *Human Resources*

- Develop and manage human resource/office policies and operations
- Conduct performance appraisal, career development, and compensation reviews
- Recruit, retain, and manage staff
- Develop training and professional development plans, including IDP and continuing education requirements

#### *Legal & Insurance*

- Establish firm’s legal structure
- Consult legal counsel
- Secure liability and other insurance

## KNOWLEDGE OF/SKILL IN

#### *Business Operations*

- Business planning
- Contract negotiation (e.g., fees, scope, schedules)
- Current software applications
- Designing and delivering presentations
- Electronic communications (e.g., virtual offices, video-conferencing, web-based networking)
- Entrepreneurship
- Ethics and integrity
- Financial management
- Information management (e.g., hardware and software maintenance, office standards)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoicing for services
- Legal and ethical issues pertaining to contracts
- Legal and ethical issues pertaining to practice (e.g., liens, taxation, licensure)
- Managing quality through best practices
- Marketing and communications
- Oral and written communications
- Project budget management
- Recognized ethical standards of the profession
- Requests for Qualifications (RFQ) and Requests for Proposal (RFP)
- Risk management (e.g., professional and general liability)
- Strategic planning
- Team building, leadership, participation

#### *Human Resources*

- Human resources management
- IDP mentoring and supervising
- Oral and written communications
- Managing quality through best practices
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Team building, leadership, participation
- Mentoring and teaching others
- Personal time management
- Ethics and integrity
- Supervising

# IDP TASKS AND KNOWLEDGE/SKILLS

## PRACTICE MANAGEMENT

### LEADERSHIP AND SERVICE

Minimum Leadership and Service Experience: 80 Hours

(Maximum Allowed: 320 hours)

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

#### TASKS

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AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Develop leadership skills to enable successful practice
- Identify and articulate leadership traits required to maintain a successful and healthy office environment in an architecture firm
- Contribute your talents in a community-based organization to improve the quality of life

#### KNOWLEDGE OF/SKILL IN

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- Community leadership/civic involvement
- Creativity and vision
- Entrepreneurship
- Ethics and integrity
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Managing quality through best practices
- Mentoring – teaching others
- Personal time management
- Service to the profession (e.g., AIA, NCARB)
- Supervising
- Team building, leadership, participation

# IDP SUPERVISORS

## Contents for Supervisors

- [Experience Settings](#)
- [Supervision Requirements](#)
- [Employment Requirements](#)
- [Experience Categories and Areas](#)
- [Tasks](#)
- [Eligibility Requirements](#)
- [Reporting Requirements](#)

## Being an IDP Supervisor

IDP supervisors play a vital role in the profession. Completion of the IDP is an essential component of the licensure process. As interns earn the experience required to complete the IDP, all the experience must be verified.

As an IDP supervisor you will be required to have direct supervision over the work performed, foster a professional relationship that is grounded in a direct professional association, and verify your intern's experience.

IDP Supervisors:

- Supervise the intern on a daily basis
- Have control over the work performed
- Provide reasonable opportunities for the intern to gain IDP experience
- Regularly assess the quality of the intern's work
- Periodically certify the intern's experience reports

## Being a Mentor

As a registered architect in a U.S. or Canadian jurisdiction, you may also serve as a mentor. There are opportunities for mentors to verify experience earned through [supplemental experience](#).

## How Can Becoming an IDP Supervisor Benefit Your Firm?

- You will benefit the overall morale of the firm when interns understand their firm supports them becoming licensed.
- You will contribute to the future success of your firm. What interns learn from you now will establish your success as a team later.
- You continue the historic tradition in which the architect/apprentice relationship was an integral factor in the development of the profession.
- You will “pay it forward” for the training you once received as an intern.
- You will assist in staff retention.
- You will develop leaders who will drive the future of your practice and the profession.

## What Additional Resources are Available for IDP Supervisors?

- The NCARB website has information specific to IDP Supervisors [here](#).
- [Sign up](#) for NCARB's [supervisor e-news](#).
- Learn about the [IDP Coordinators program](#). Consider becoming an IDP auxiliary coordinator at your firm.
- Become familiar with other firms' best practices. Check out the [IDP Firm Award program](#).

# IDP SUPERVISORS

## Experience Settings

- Interns earn experience in experience settings.
- As an IDP supervisor, you must understand what experience setting you are in.
- Your experience setting is defined by: the type of organization, the work performed, and your professional credentials.
- NCARB recognizes three experience settings:
  - A: Practice of Architecture
  - O: Other Work Settings
  - S: Supplemental Experience
- For more information, refer to [experience settings](#).

## Supervision Requirements

- In most experience settings you must be a registered architect to be an IDP supervisor.
- In certain settings, a professional from another discipline may act as an IDP supervisor.
- As an IDP supervisor, you must understand the requirements of [direct supervision](#).
- For more information refer to [supervision requirements](#).

## Employment Requirements

- To earn experience in most settings, interns must be employed by the organization where the work is performed.
- In most settings, the intern must be employed for 15 hours per week for at least eight consecutive weeks.
- For more information, refer to [employment requirements](#).

## Experience Categories and Areas

- Interns earn IDP experience by earning hours in the experience categories and areas.
- Interns must earn 5,600 hours to complete the IDP.
- Of the 5,600 hours required for completion of the IDP, 3,740 hours are considered core minimum hours.
- Core minimum hours are earned in four experience categories that include 17 experience areas.
- The additional 1,860 hours required can be earned in any experience area, category, or through supplemental experience.
- For more information, refer to [experience categories and areas](#).

## Tasks

- The requirements for the IDP are based on the tasks and knowledge/skills necessary to practice architecture independently.
- The tasks and knowledge/skills are derived from the [Practice Analysis of Architecture](#), and are aligned with current practice.
- Upon completion of the IDP, an intern should be able to complete the tasks associated with each experience area.
- For more information refer to [tasks](#).

## Eligibility Requirements

- To earn IDP experience, interns must meet one of the established IDP eligibility dates.
- Eligibility is based on education or experience.
- As an IDP supervisor, you may be asked to verify an intern's eligibility.
- For more information refer to [eligibility requirements](#).

## Reporting Requirements

### ONLINE REPORTING

- Interns must report experience through the online reporting system.
- As an IDP supervisor, you will review and approve experience through the online system.
- For more information on how to use the [online reporting system](#) refer to the [NCARB website](#).

### TIMELY REPORTING

- Interns must submit their experience in reporting periods of no longer than six months and within two months of completion of each reporting period.
- As an IDP supervisor, you are encouraged to review experience in a timely manner; however, it is the obligation of the intern to meet the reporting requirements.
- For more information refer to the [reporting requirements](#).

## Agenda Item G

### **DISCUSS ALLOWABLE CREDIT EARNED FOR ACADEMIC INTERNSHIP UNDER IDP 2.0 AND POSSIBLE ACTION**

As noted under the previous agenda item, the final phase of IDP 2.0 offered some of the most significant changes to IDP. Among those changes included the allowance to earn credit through qualifying academic internships.

Page 10 of the April 2012 *IDP Guidelines* reads as follows:

#### ***Academic Internships***

*Many schools have programs where interns work in firms as a part of their degree curriculum. Any internship that is integrated into an academic program whether as a requirement or as an elective is considered an academic internship.*

*Interns may earn up to 930 hours of IDP experience through qualifying academic internships. They may earn hours in any of the IDP experience areas (except for Leadership and Service); however, the total earned may not exceed 930 hours. Qualifying programs must be recognized by NCARB, meet the employment requirements, and be in experience setting A or O.*

*In order for interns to qualify for the academic internship opportunity, the institution sponsoring the program must document its understanding of and compliance with the requirements to NCARB annually. If you are at a school that offers an academic internship, please have the IDP educator coordinator contact [idp@ncarb.org](mailto:idp@ncarb.org) for further information.*

#### ***Reporting Academic Internships***

- *Indicate that your experience is an academic internship when filling out the employer information in the online reporting system.*

More recently (on May 9, 2012), the Board was notified by NCARB that there was an additional proposed modification to IDP, which would eliminate the 930 hour cap on earning hours while participating in an academic internship in Experience Setting A or O (see NCARB's proposed modification/invitation to provide comments – attached).

In light of this recent change to IDP and the proposed modification to eliminate the 930 hour cap, it has been recognized that this allowance differs from the Board's regulations with regard to earning experience credit towards the eight-year requirement for licensure. More specifically, California Code of Regulations section (CCR) 117 (b)(7) states in part that:

*“...A candidate enrolled in a degree program where credit earned is based on work experience courses (i.e., internship or co-op programs) shall not receive more than the maximum credit allowed for degrees earned under subsections (a)(1) through (7).”*

This provision currently precludes candidates from receiving additional experience credit towards the eight-year requirement if the experience in question was required for their degree. For example, a candidate who holds an accredited degree in architecture, where work experience was required as part of the degree program, would only receive a maximum of five years of credit towards the licensure requirement. No additional credit would be granted for the experience gained under an academic internship.

It should be noted that under CCR 117 (a)(11), candidates are granted a minimum of three years credit by the Board for completion of IDP. Through this provision, candidates would potentially receive duplicative experience credit for their academic internship, which is prohibited by CCR 117 (b)(7). Candidates who are exempt from the IDP requirement are not granted this allowance for academic internships under the 117 (b)(7) rule.

Another NCARB proposed modification to IDP includes construction work as an acceptable IDP supplemental experience credit (see NCARB's proposed modification/invitation to provide comments – attached). CCR 117 (a)(10)(c) and (a)(12)(b) currently allow 50% credit (maximum one year) of experience as, or under the direct supervision of a California licensed general building contractor (note: (a)(10)(c) applies when the candidate is enrolled in a college or university). Candidates who are exempt from the IDP requirement would be granted 50% credit under this rule while candidates required to complete IDP would receive full credit.

The PQC is asked to consider the regulatory provisions noted above, along with the changes (and proposed change) to IDP with regard to earning credit through academic internships and construction work, and make a recommendation(s) to the Board.

Attachments:

- 1) NCARB's proposed modification/invitation to provide comments – *30-Day Comment Period: Academic Internships*
- 2) NCARB's proposed modification/invitation to provide comments – *30-Day Comment Period: Construction Work*

## 30-DAY COMMENT PERIOD: ACADEMIC INTERNSHIPS

9 May 2012

Dear NCARB Member Board Members and Member Board Executives,

This document serves to:

- inform you of the modifications being proposed to the Intern Development Program that the NCARB Board of Directors voted to support;
- inform you that the proposed modifications are posted to the Registration Board section of the website; and
- provide you with a 30-day opportunity to review and comment.

Please send comments to [idp-comments@ncarb.org](mailto:idp-comments@ncarb.org) by 11 June 2011. If you are unable to meet this deadline, please let us know at [idp-comments@ncarb.org](mailto:idp-comments@ncarb.org) immediately.

Revisions supported by the NCARB Board of Directors to modify the IDP “Academic Internship” experience defined as:

*“Interns may earn up to 930 hours of IDP experience through qualifying academic internships. They may earn hours in any of the IDP experience areas (except for Leadership and Service); however, the total earned may not exceed 930 hours. Qualifying programs must be recognized by NCARB, meet the employment requirements, and be in experience setting A or O.”*

Modification:

1. Eliminate the 930 hour cap on earning hours while participating in an Academic Internship in Experience Settings A or O.

### Rationale:

Prior to 3 April 2012, the IDP has not allowed an intern to receive IDP credit for an internship that is part of an academic program’s graduation requirement. Beginning 3 April 2012, the IDP rules have been expanded to allow interns to earn up to 930 hours of IDP experience during internships that are part of an academic program’s graduation requirement. The intent of this change was to provide an additional way for students to earn IDP credit, underscoring increased flexibility of the program, emphasizing the validity of academic internship as preparatory for practice, and demonstrating sensitivity to how the economy has limited off-campus internship opportunities.

The Association of Collegiate Schools of Architecture (ACSA), on behalf of its members, reported to NCARB that the earning cap of 930 experience hours negatively affected several well-established academic internship programs. Internships at these programs are run in parallel with the academic program whereby the intern typically works in an office setting for a year or longer. Therefore interns participating in these programs would not be allowed to apply a substantial number of the hours they may work during their internship toward the IDP requirements.

*(continued on next page)*

A special meeting of the Internship Committee (IC) was held on April 2-3 to review the academic internship supplemental experience option available to interns in IDP 2.0. They were joined by the IDP Advisory Committee (IDPAC) members, President Veazey, First VP/President-elect Blitch, FY10 Committee on the IDP Chair Denis Henmi, and IDP Board Liaison Dennis Ward. ACSA President Judith Kinnard presented the ACSA's findings on academic internships and their integration into the requirements for graduation. Members of these committees were also provided with a document prepared by ACSA that summarized many of the academic internships currently existing at the institutions with NAAB accredited degree programs.

Judith Kinnard described academic internships as being "parallel" to an academic program or "embedded" in an academic program. Parallel programs are those where an intern completes all of the academic requirements in a classroom plus participates in an internship concurrently or at some point during the program. Parallel programs typically are required for graduation but earn no academic hours. Embedded programs are those where an intern completes the program as fulfillment of a specific course or as an elective. These programs may earn academic hours toward graduation. Kinnard acknowledged that the requirements of academic internships vary significantly from school to school: whether or not academic hours are earned; the requirements for graduation; required "course" fees; etc.

Current IDPAC member Glenn Wiggins, Dean at Wentworth Institute of Technology, described the program at Wentworth, other programs of which he is knowledgeable, and the merits of the integration of practice in the academy through internships. The committee also reviewed the ACSA program summary documenting numerous programs offered by schools nationally. It was clear to the IC that academic internships vary greatly; however, each provides valuable work experience to the students. In addition, the structure of the oversight by the academic institution provides a level of quality control for the work experience obtained by the students. Academic internships supplement the academic experience obtained in class and on campus. The internships are not intended to address the NAAB Student Performance Criteria (SPC) required for accreditation, but rather are intended to expose students to the "real world" aspects of the practice, which they believe the profession is better equipped to provide. The IC determined that there should be no differentiation between "parallel" and "embedded" programs.

The committee felt strongly that academic internships provide the participants with valuable work experience. Experience obtained within the guidelines of the IDP should count for credit toward the program. Students at institutions where the work experience is well integrated should not be penalized for participating in such programs by having to work longer to complete the IDP than students in a traditional program, obtaining employment outside of an academic internship. Experience is experience, and should be treated as such with respect to credit toward completion of the IDP without limitation.

# 30-DAY COMMENT PERIOD: CONSTRUCTION WORK

9 May 2012

Dear NCARB Member Board Members and Member Board Executives,

This document serves to:

- inform you of the modifications being proposed to the Intern Development Program that the NCARB Board of Directors voted to support;
- inform you that the proposed modifications are posted to the Registration Board section of the website; and
- provide you with a 30-day opportunity to review and comment.

Please send comments to [idp-comments@ncarb.org](mailto:idp-comments@ncarb.org) by 11 June 2011. If you are unable to meet this deadline, please let us know at [idp-comments@ncarb.org](mailto:idp-comments@ncarb.org) immediately.

Revisions supported by the NCARB Board of Directors to modify the IDP “Experience Setting S - Supplemental Experience” by adding the following experience type defined as:

**Construction Work**

Addition:

1. Experience Setting:	S = Supplemental Experience
2. Experience Hours:	930 elective hours, maximum
3. Employment Requirement:	Paid position or volunteer service Note: Volunteer service only applies in a nonprofit organization (Habitat for Humanity, Architecture for Humanity, etc.)
	Minimum of 15 hours per week for a minimum period of eight consecutive weeks
4. Supervision Requirement:	Person who is experienced in the activity that supervises the work (e.g. foreman, project manager, etc.)

**Rationale:**

The Internship Committee (IC) considered FY12 Charge No. 4:

*Explore opportunities for interns to receive construction-related supplementary experience activities. Identify how these activities may relate to the IDP experience requirement. Consider options for earning experience hours in both pay and volunteer scenarios. If the committee recommends that experience hours be allowed, provide options for consideration to the Board of Directors.*

Many options exist in the construction industry for an intern to gain hands-on construction experience working for contractors, sub-contractors, materials manufacturers and installers, etc. Through construction, interns develop knowledge and skills valuable in detailing the built environment and other aspects of the profession of architecture.

Interns are encouraged to volunteer their service with those in need through community or civic architecture programs. Through rebuilding opportunities such as Architecture for Humanity, interns demonstrate the professions' commitment to building community. Through actual construction activities, interns develop knowledge and skills that benefit their whole IDP experience.

Construction work will provide additional opportunities for interns to acquire valuable experience.

Interns will:

- a. gain hands-on experience working with/installing materials and a better understanding of their limitations, installation requirements, etc.
- b. improve performance in the IDP experience areas through understanding how details "on paper" translate to in the built environment
- c. understand and engage with those who construct the final product

"Hands-on" construction experience will enable interns to gain program required knowledge of/skill in:

- Adaptive reuse of buildings and/or materials
- Building systems and their integration
- Characteristics and properties of construction materials
- Constructability
- Construction details
- Construction sequencing
- Implications of design decisions (e.g., cost, engineering, schedule)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Managing quality through best practices
- Product evaluation, selection and availability
- Problem solving
- Team building, leadership, participation

After hearing research, options, and discussion, the IC unanimously agreed that "hands-on" construction experience expands an intern's knowledge base and recommends construction work, as described below, be accepted for IDP supplemental experience credit:

*General Employment Scenarios:*

Qualifying construction activities include "hands-on" experience working for a variety of organizations including but not limited to:

- General contractor
- Subcontractor
- Fabrication shop
- Materials supplier
- Manufacturers (doors, windows, etc)
- Developer/development corporation
- School district or higher education physical plant or facilities department
- Facilities department for a private corporation
- Military construction battalion (e.g. Navy Seabees)
- Disaster relief efforts
- Nonprofits [i.e. Habitat for Humanity, Community Development Corporation, Youth Corps (youth work training program), Religious/Multi-Denominational development corporations, neighborhood housing services]

*Types of construction work:*

Qualifying construction work that define "hands-on" experience working in qualified general employment scenarios includes, but is not limited to:

- Building layout
- Framing
- Roofing
- Concrete and masonry
- Painting and finishing
- Drywall and plastering
- Flooring
- Tile setting
- Wiring and equipment installation
- Ductwork and mechanical equipment installation
- Plumbing and fixture installation
- Site clearing and preparation
- Backhoe operation, grading, etc.

## **Agenda Item H**

### **DISCUSS AND POSSIBLE ACTION ON DEVELOPMENT OF A SYSTEM TO AUDIT COMPLETION OF COURSEWORK ON DISABILITY ACCESS REQUIREMENTS PURSUANT TO ASSEMBLY BILL 1746 (CHAPTER 240, STATUES OF 2010)**

On September 28, 2008, Senate Bill 1608 (Corbett) was approved by Governor Arnold Schwarzenegger, which implemented the Board's mandatory continuing education (CE) requirement for architects on disability access requirements.

While the number of required hours was phased in between July 2009 and January 2011, licensees are now required to complete five hours of coursework for every two-year renewal cycle. As a condition of license renewal, architects must: 1) certify completion of the required coursework; and 2) provide completed coursework documentation to the Board, which must include course title(s), subjects covered, name of provider and trainer or educator, date of completion, number of hours completed, and a statement about the trainer or educator's knowledge and experience background.

On September 23, 2010, Assembly Bill (AB) 1746 (Emmerson) [attached] was approved. This bill amended the Board's CE requirement by adding a: 1) mandate to audit at least 3% of the license renewals beginning with the 2013 renewal cycle; 2) citation and disciplinary action provision for licensees who provide false or misleading information; and 3) mandate for the Board to report to the Legislature on the level of licensee compliance, actions taken by the Board for noncompliance, the findings of Board audits, and any recommendations for improving the process.

At its strategic planning session in December 2011, the Board established an objective to develop a CE audit system in response to AB 1746. Staff has researched the audit procedures of architectural licensing boards and boards under the Department of Consumer Affairs.

Staff will present its findings and explain proposed procedures in detail at the meeting. The PQC will be asked to consider and discuss the proposed audit system (and/or other appropriate components) for verifying completion of CE coursework requirements and make a recommendation to the Board.

Attachment:

- 1) AB 1746 – Emmerson, Chapter 240, Statutes of 2010

## Assembly Bill No. 1746

### CHAPTER 240

An act to amend Section 5600 of, and to add Section 5600.05 to, the Business and Professions Code, relating to architects.

[Approved by Governor September 23, 2010. Filed with  
Secretary of State September 24, 2010.]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 1746, Emmerson. Architects: continuing education.

Existing law provides for the licensure and regulation of persons engaged in the practice of architecture by the California Architects Board. Existing law requires a person licensed to practice architecture to complete, as a condition of license renewal, coursework regarding disability access requirements, as specified, to certify that completion, and to provide specified documentation to the board.

This bill would authorize the board to audit the records of a licensee, would, until January 1, 2015, require the board to audit at least 3% of the license renewals received each year to verify completion of the coursework, and would, commencing with the 2-year license renewal cycle beginning January 1, 2013, require a licensee to provide the specified documentation only upon that audit. The bill would exempt a licensee from these coursework requirements for the licensee's first license renewal in certain circumstances. A licensee who provides false or misleading information relative to the completion of coursework would be subject to an administrative citation or disciplinary action by the board. The bill would require the board to submit, on or before January 1, 2019, a letter to the Legislature relating to these requirements.

*The people of the State of California do enact as follows:*

SECTION 1. Section 5600 of the Business and Professions Code is amended to read:

5600. (a) All licenses issued or renewed under this chapter shall expire at 12 midnight on the last day of the birth month of the licenseholder in each odd-numbered year following the issuance or renewal of the license.

(b) To renew an unexpired license, the licenseholder shall, before the time at which the license would otherwise expire, apply for renewal on a form prescribed by the board and pay the renewal fee prescribed by this chapter.

(c) The renewal form shall include a statement specifying whether the licensee was convicted of a crime or disciplined by another public agency

during the preceding renewal period and that the licensee's representations on the renewal form are true, correct, and contain no material omissions of fact, to the best knowledge and belief of the licensee.

SEC. 2. Section 5600.05 is added to the Business and Professions Code, to read:

5600.05. (a) (1) As a condition of license renewal, a licensee shall have completed coursework regarding disability access requirements pursuant to paragraphs (2) and (3). A licensee shall certify to the board, as a part of the license renewal process, that he or she has completed the required coursework prior to approval of his or her license renewal and shall, until the conclusion of the license renewal cycle beginning January 1, 2011, provide documentation to the board from the course provider that shall include the course title, subjects covered, name of provider and trainer or educator, date of completion, number of hours completed, and a statement about the trainer's or educator's knowledge and experience background. Commencing with the license renewal cycle beginning January 1, 2013, a licensee shall, upon a board audit, provide the documentation from the course provider to the board. A licensee who provides false or misleading information as it relates specifically to the requirements of this paragraph shall be subject to an administrative citation, which may include an administrative fine pursuant to Section 125.9, or to disciplinary action by the board.

(2) (A) For licenses renewed on and after July 1, 2009, and before January 1, 2010, a licensee shall have completed one hour of coursework.

(B) For licenses renewed on and after January 1, 2010, and before January 1, 2011, a licensee shall have completed two and one-half hours of coursework.

(C) For licenses renewed on and after January 1, 2011, a licensee shall have completed five hours of coursework within the previous two years.

(3) Coursework regarding disability access requirements shall include information and practical guidance concerning requirements imposed by the Americans with Disabilities Act of 1990 (Public Law 101-336; 42 U.S.C. Sec. 12101 et seq.), state laws that govern access to public facilities, and federal and state regulations adopted pursuant to those laws. Coursework provided pursuant to this paragraph shall be presented by trainers or educators with knowledge and expertise in these requirements.

(b) The board may audit the records of a licensee to verify the completion of the coursework requirements of subdivision (a). A licensee shall maintain records of completion of the required coursework, containing the information specified in paragraph (1) of subdivision (a), for two years from the date of license renewal and shall make those records available to the board for auditing upon request.

(c) Until January 1, 2015, the board shall audit at least 3 percent of the license renewals received each year to verify the completion of the continuing education requirements of this subdivision.

(d) On or before January 1, 2019, the board shall submit a letter to the Legislature on the disability access continuing education provisions required

under this subdivision, including the level of licensee compliance with the requirements, any actions taken by the board for noncompliance with the requirements, the findings of board audits, and any recommendations of the board for improving the process.

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## **Agenda Item I**

### **UPDATE AND POSSIBLE ACTION ON DEVELOPING A CONTINUING EDUCATION STRATEGY AND FRAMEWORK BASED ON NCARB'S RESEARCH AND DATA**

Continuing education (CE) remains a key issue for California and architectural licensing boards. Currently, more than 40 jurisdictions require CE for licensed architects. Over the years, the Board has devoted extensive attention to the topic of CE and will continue to assess the issue within the context of ensuring public health, safety, and welfare.

In June 2011, NCARB Resolution 2011-1 (attached) was approved by Member Boards, which amended NCARB Model Law and Regulations. The amendments established a recommended standard that Member Boards require 12 CE hours in health, safety, and welfare (HSW) subjects each calendar year and revised/standardized terminology within the provisions. Follow up actions to the resolution have included NCARB evaluating the models of other organizations to assist with their overall CE efforts.

At its strategic planning session in December 2011, the Board established an objective to “develop a continuing education strategy and framework based on NCARB research and data.” Additionally, staff has prepared a Draft Continuing Education Paper (attached), which summarizes some of the California background on the issue and presents possible recommendations for the Board to consider. Also in December 2011, The American Institute of Architects amended its CE membership requirement to incorporate 12 hours of HSW CE hours (see NCARB web update attached).

The PQC is asked to discuss the development of a CE strategy and framework for California that can be presented to the Board for consideration.

Attachments:

- 1) NCARB Resolution 2011-01
- 2) Draft Continuing Education Paper
- 3) NCARB Web Page – AIA Amends Continuing Education Requirement
- 4) NCARB Web Page – Continuing Education Requirements By State

**RESOLUTION 2011-01**

Supported by the Council Board of Directors (14-0)

**TITLE:** *Legislative Guidelines, Model Law and Model Regulations* Amendments – Changes to Continuing Education Requirements

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that the second paragraph of Section 4 of the *Model Law* be amended to read as follows:

“A registered architect must demonstrate ~~professional development~~ completion of annual continuing education activities. ~~since the architect’s last renewal or initial registration, as the case may be;~~ ~~†~~ The Board shall by regulation describe ~~professional development~~ such activities acceptable to the Board and the ~~form of~~ documentation of such activities required by the Board. The Board may decline to renew a registration if the architect’s ~~professional development~~ continuing education activities do not meet the standards set forth in the Board’s regulations.”

**FURTHER RESOLVED**, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to add the following in appropriate alphabetic order:

**Continuing Education (CE)**

Continuing education is post-licensure learning that enables a registered architect to increase or update knowledge of and competence in technical and professional subjects related to the practice of architecture to safeguard the public’s health, safety, and welfare.”

**FURTHER RESOLVED**, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to revise the existing definition of “Professional Development Unit” as follows:

**Professional Development Unit Continuing Education Hour (CEH)**

One continuous instructional hour ~~(50 to 60 minutes of contact)~~ spent in ~~either~~ Structured Educational Activities ~~or Individually Planned Activities~~ intended to increase or update the architect’s knowledge and competence in Health, Safety, and Welfare Subjects. If the ~~vendor~~ provider of the Structured Educational Activities prescribes a customary time for completion of such an Activity, then such prescribed time shall, unless the Board finds the prescribed time to be unreasonable, be accepted as the architect’s time for ~~Professional Development Unit~~ Continuing Education Hour purposes irrespective of actual time spent on the activity.”

**FURTHER RESOLVED**, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to revise the existing definition “Structured Educational Activities” as follows:

**“Structured Educational Activities**

~~Educational activities in which the teaching methodology consists primarily of the systematic presentation of at least 75 percent of an activity’s content and instructional time must be devoted to Health, Safety, and Welfare Subjects related to the practice of architecture, including courses of study or other activities under the areas identified as Health, Safety and Welfare Subjects and provided by qualified individuals or organizations, including monographs, courses of study taught in person or by correspondence, organized lectures, presentations or workshops and other means through which identifiable technical and professional subjects are presented in a planned manner, whether delivered by direct contact or distance learning methods.”~~

**FURTHER RESOLVED**, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to delete the existing definition “Individually Planned Educational Activities” as follows:

**“Individually Planned Educational Activities**

~~Educational activities in which the teaching methodology primarily consists of the architect himself/herself addressing Health, Safety, and Welfare Subjects, which are not systematically presented by others, including reading or writing articles on such Subjects; studying or researching building types, designs or building systems; rendering services to the public, advancing the profession’s and the public’s understanding of the practice of architecture; and the like.”~~

**FURTHER RESOLVED**, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to revise the existing definition “Health, Safety, and Welfare Subjects” as follows:

**“Health, Safety, and Welfare Subjects**

~~Technical and professional subjects, which that the Board deems appropriate to safeguard the public’s health, safety, and welfare. Such subjects include building design; sustainable design; environmental or land use analysis; life safety; architectural programming; site and soils analysis; accessibility; structural systems considerations; lateral forces; building codes; evaluation and selection of building systems, products or materials; construction methods; contract documentation; construction administration; and the like. and that are within the following enumerated areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment.~~

LEGAL: Laws, Codes, Zoning, Regulations, Standards, Life Safety, Accessibility, Ethics, Insurance to protect Owners and Public

BUILDING SYSTEMS: Structural, Mechanical, Electrical, Plumbing, Communications, Security, Fire Protection

ENVIRONMENTAL: Energy Efficiency, Sustainability, Natural Resources, Natural Hazards, Hazardous Materials, Weatherproofing, Insulation

OCCUPANT COMFORT: Air Quality, Lighting, Acoustics, Ergonomics

MATERIALS and METHODS: Construction Systems, Products, Finishes,  
Furnishings, Equipment

PRESERVATION: Historic, Reuse, Adaptation

PRE-DESIGN: Land Use Analysis, Programming, Site Selection, Site and Soils  
Analysis, Surveying

DESIGN: Urban Planning, Master Planning, Building Design, Site Design,  
Interiors, Safety and Security Measures

CONSTRUCTION DOCUMENTS: Drawings, Specifications, Delivery Methods

CONSTRUCTION CONTRACT ADMINISTRATION: Contracts, Bidding,  
Contract Negotiations”

**FURTHER RESOLVED**, that Section 100.703 of the *Model Regulations* be amended as follows:

**“100.703 Renewal**

**[Describe terms, including fee with cross reference to 100.107, citing applicable statute.]**

**[The Board may require that each registered architect demonstrate professional development continuing education by including the following provisions.]**

Continuing Education Professional Development Requirements. To renew registration, i  
In addition to all other requirements for registration renewal, an architect must have—  
acquired complete a minimum of 12 Continuing Education Hours each calendar year  
Professional Development Units for each 12-month period since his/her last renewal or  
initial registration as the case may be or be exempt from these continuing education  
professional development requirements all as provided below. Failure to comply with  
these requirements shall may result in non-renewal of the architect’s registration.

(A) Professional Development Units. Continuing Education Hours. Within any 12-  
month period during which 12 Professional Development Units must be acquired,  
at least eight Professional Development Units shall be 12 Continuing Education  
Hours must be completed in Health, Safety, and Welfare Subjects acquired in  
Structured Educational Activities. and the remaining four Professional  
Development Units shall be in Health, Safety, and Welfare Subjects but may be in  
either Structured Educational Activities or in Individual Planned Educational  
Activities. Professional Development Units need not be acquired within this  
jurisdiction, but Continuing Education Hours may be acquired at any location.  
Excess Continuing Education Hours may not be credited to a future calendar year.

~~[Note: for jurisdictions having renewal periods of longer than one year — adjust numbers accordingly.]~~

- (B) Reporting and Recordkeeping. An architect shall complete and submit forms ~~prescribed or accepted as required~~ by the Board certifying to ~~that the architect's~~ having has acquired completed the required Professional Development Units ~~Continuing Education Hours~~. Forms may be audited by the Board for verification of compliance with these requirements. ~~Evidence of compliance — Documentation of reported Continuing Education Hours~~ shall be maintained by the architect for ~~two six~~ years from the date of award ~~after submission of the form to which it relates~~. If the Board disallows any Professional Development Units, ~~unless~~ Continuing Education Hours the Board finds following a notice and hearing ~~that the architect willfully disregarded these requirements, then~~ the architect shall have ~~six months~~ 60 days from notice of such disallowance either to provide further evidence of having ~~acquired — completed~~ the Professional Development Units ~~Continuing Education Hours~~ disallowed or to ~~cure — remedy~~ the disallowance by ~~acquiring — completing~~ the required number of Professional Development Units ~~Continuing Education Hours~~ (but such Professional Development Units ~~Continuing Education Hours~~ shall not again be used for the next ~~renewal~~ calendar year). If the Board finds, after proper notice and hearing, that the architect willfully disregarded these requirements or falsified documentation of required Continuing Education Hours, the architect may be subject to disciplinary action in accordance with the Board regulations.
- (C) Exemptions. An architect shall not be subject to these requirements if:
1. The architect has been granted emeritus or other similar honorific but inactive status by the Board; or
  2. The architect otherwise meets all renewal requirements and is ~~a civilian~~ called to active military service duty in the armed forces of the United States for a significant period of time, has a serious medical condition is ill or disabled for a significant period of time, or can demonstrate to the Board other like hardship, then upon the Board's so finding, the architect may be excused from some or all of these requirements; ~~or~~
  3. ~~The architect otherwise meets all renewal requirements and is registered in any other jurisdiction having continuing professional development requirements which the architect has met~~, provided that such other jurisdiction accepts satisfaction of this jurisdiction's continuing professional development requirements as meeting its own."

## SPONSORS' STATEMENT OF SUPPORT

Chaos and confusion have dominated the debate over continuing education for architects for the past several years. Requirements, terminology, types of hours, number of hours, and renewal dates are literally all over the map as almost every jurisdiction now has some form of continuing education requirement. The resolution being presented is a result of the Committee on Professional Development, the Member Board Executives Committee, and the Committee on Procedures and Documents working together, analyzing, and discussing the current situation in order to standardize continuing education requirements.

Since all jurisdictions are charged with protecting the public's health, safety and welfare, NCARB's *Model Law* and *Model Regulations* only concern health, safety, and welfare (HSW) continuing education. Professional development, as it applies to the *Model Law* and *Model Regulations* should be more accurately termed "continuing education," the term used by most jurisdictions in their current laws and regulations.

Despite the variety of renewal requirements imposed by jurisdictions, the committees tried to remedy the difficult issue of mutual acceptance whereby a particular jurisdiction accepts another jurisdiction's requirements. They determined that the language in the *Model Regulations* should be simplified to allow an architect who has met all mandatory continuing educational requirements and is in good standing in one jurisdiction requiring a minimum of 12 continuing education hours per calendar year in HSW subjects acquired in structured educational activities to have met the mandatory continuing education requirements. Any registrant of a jurisdiction will still be subject to that jurisdiction's auditing policies with respect to continuing education requirements.

Since 34 jurisdictions currently require an average of 12 hours per year, the committees also concluded that 12 HSW continuing education hours cited in NCARB's *Model Regulations* was appropriate. However, the way adults learn in the 21st century is very different than that of the previous century. As a result, the committees offered to expand the definition of "structured educational activities" to include both direct contact and distance learning methods, which could include webinars, podcasts, etc. The committees dropped the term "individually planned educational activity" since it is difficult to evaluate the learning objectives, accomplishments, and time devoted to the individually planned educational activity.

The committees determined that the *NCARB Model Regulations* should not allow for any carry-over of continuing education hours earned during a previous calendar year. Under the proposed model regulations there is no justification for carry-over of CEHs. The committees also agreed on 60 days as a reasonable period to make up for any disallowed continuing education hours, and that a reasonable period for record retention would be six years from the date the continuing education hours were awarded.

The committees did not feel it realistic to try to define health, safety, and welfare, but instead chose to identify HSW categories and subjects found in the *NCARB Model Regulations*, AIA's provider manual, and in a variety of jurisdictional regulations. The subjects are aligned with those used for the Intern Development Program (IDP) and Architect Registration Examination<sup>®</sup> (ARE<sup>®</sup>), as directed by the Practice Analysis and should reinforce the competence of practitioners in the same areas where the competence of emerging professionals is initially required.

When approved and implemented by the Member Boards, this resolution will lead to greater standardization of continuing education requirements, improved course content and quality, and simplified record keeping processes for Member Boards, while easing the burden for practitioners licensed in multiple jurisdictions.

## DRAFT

### Continuing Education Paper

Continuing education (CE) remains a key issue for all California licensing boards, as well as within the architectural profession. Most architect registration boards in the United States now have some sort of CE requirement, although many of these requirements are incongruent. Both the Board and the profession (The American Institute of Architects, California Council; or AIACC) have been contending with a number of issues that shape the thinking about CE. The following is a synopsis of key factors and actions on CE and a possible approach for the Board.

#### Emerging National Issue

There is encouraging news on the national front. Currently, more than 40 jurisdictions recognize the value of lifelong learning and require CE of some variety. Those requirements vary from state-to-state. Example of differences include number of hours; percentage of health, safety, and welfare (HSW) v. “other” courses; time frame for course completion; specialized requirements (disabled access or sustainability); and quality control for both course providers and course material. The fact that there are so many differences between the states, and because many practitioners hold licenses in numerous states, has caused the National Council of Architectural Registration Boards (NCARB) to examine the issue. In addition, some are asking whether NCARB should assume a more active role in CE, such as managing records of courses taken by NCARB certificate holders. Accordingly, the topic of CE is a key national issue.

#### NCARB Resolution

NCARB Resolution 2011-1, which was approved by NCARB Member Boards in June of 2011, amends NCARB Model Law to urge Member Boards to require 12 hours of CE per year and to decouple the “year” from the renewal cycle. This will harmonize Member Boards’ time frames for CE requirements by relying on the calendar year as a common standard.

Other features of the resolution include: a definition for CE, standardized terminology, a revised definition of structured educational activities, and the removal of acceptance of individually planned educational activities.

As a follow-up action to the resolution, NCARB’s CE Committee is presently evaluating other CE models from related organizations to identify potential program features that could be incorporated into NCARB’s CE efforts. Specifically, the committee is charged with:

*Reviewing the CE Provider Manuals for AIA, LACES, USGBC, CSI and NCEES to understand similarities and differences in establishing quality CE programs. Develop summary overview of similarities and differences. Identify areas of deficiency.*

The national efforts on CE are indeed encouraging. It is also important to be mindful of the history of the issue in California and understand these events, as they may shape the approach to CE in California. (These elements are listed to further inform the Board’s action on this issue rather than impact interest in CE.)

## California Architect Proficiency Survey

The Board has long been interested in CE and practitioners' proficiency. In 2001, the Board approved a study and recommendation on architects' proficiency. The Task Force on Post-licensure Competency met on June 13, 2001 to review and discuss the results of a major survey in detail. Based on the results of the survey, the Task Force made the following recommendations, which the Board approved at its June 14, 2001 meeting:

*To accept the report on the results of the California Architect Proficiency Survey as prepared by Professional Management and Evaluation Services, Inc. (PMES) and to agree with the conclusions and recommendations contained therein that, on an overall basis, there is not a significant proficiency problem that would warrant mandatory CE at this time.*

As reflected in the *Executive Summary of the California Architect Proficiency Survey*, the Board concluded that:

1. Overall, California architects do not have serious or significant post-licensure competency problems.
2. At the present time, a broad-based mandatory CE program is not warranted.
3. The Board will continue to review the need for targeted action to correct or improve identified areas of potential competency problems as they relate to public health, safety, and welfare.

## Disabled Access Continuing Education

In 2008, as part of a comprehensive bill (Chapter 549, Statutes of 2008) aimed at reforming the civil process for disabled access litigation, the Board was required to implement a program requiring architects to complete five hours of CE on disability access requirements every biennial renewal cycle. During discussions on the bill, the Board offered to drop its opposition to the bill if the language would be amended to also give the Board authority to adopt a CE requirement focusing on HSW coursework. Such amendments were not added to the bill, and accordingly the Board opted to maintain its opposition to the measure.

## AIACC Legislation for HSW Continuing Education

In 2009, AIACC introduced legislation (AB 1746) to authorize the Board to require CE on HSW topics. The primary arguments in support of the bill (as well as for the amendment noted above) was that 1) the practice of architecture is changing in such a rapid and dynamic way that it is critical for architects to continually maintain their knowledge base; and 2) a piecemeal approach to CE is not in the public interest because it could be subject to groups adding special requirements that may not be appropriate, rather than a more comprehensive approach that focuses on the public HSW needs of each practitioner. The bill was approved by the Legislature, but vetoed by Governor Arnold Schwarzenegger. The veto message stipulated that the Administration does "not believe we should be placing additional burdens on licensees by demanding they fulfill new continuing education requirements." It should also be noted that prior to the veto, the Senate Business, Professions, and Economic Development Committee inserted language into the bill to make the grant of authority to the Board conditional based upon

empirical evidence. This was in recognition of the findings of the Board's California Architect Proficiency Survey, as noted above.

More recently, with the emergence of the Brown Administration, there was a question as to the prognosis for future CE legislation for professions and trades. The Administration's position on CE was made known via the veto of SB 671 on September 30, 2011 (which would have required CE for court reporters), wherein Governor Brown opined as follows:

*The whole idea of legally mandated "continuing education" is suspect in my mind. Professionals already are motivated to hone their skills or risk not getting business.*

CE remains a key issue of interest for AIACC. In addition, the positive action at the national level also creates opportunities for the Board to leverage that momentum to improve its current program, and potentially build the case for further action. The following are possible actions the Board can consider to further its work on CE.

#### Possible Recommendations

1. The Board should analyze NCARB Resolution 2011-1 to identify opportunities to amend its current disabled access CE requirement to be more consistent with other states.
2. Continue to work to improve SB 1608's CE provisions (audit system, course content, implementation issues and clarifications, etc.).
3. Encourage NCARB to take the lead role in HSW CE, including approving providers, courses, tracking hours, etc.
4. Monitor work of NCARB's CE Committee.
5. Encourage NCARB to build empirical evidence regarding changes to profession by comparing its 2012 Practice Analysis with the 2001 version (coincides with the year of the Board's Architect Proficiency Survey) to identify the magnitude of the changes in practice.
6. Should AIACC pursue CE legislation, assist in building a strong coalition of interested groups in support of CE for architects. This will help demonstrate broad interest in such a requirement. Possible groups are: California Building Officials, Seismic Safety Commission, insurance industry, California Council for Interior Design Certification, California Building Industry Association, etc.

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## AIA AMENDS CONTINUING EDUCATION REQUIREMENT TO INCORPORATE NCARB MODEL LAW RECOMMENDATION

7 February 2012

Washington, DC—The American Institute of Architects (AIA) has amended its continuing education membership requirement to incorporate 12 hours of health, safety, and welfare (HSW) continuing education hours (CEHs).

In June, NCARB's 54 U.S. Member Boards overwhelmingly passed by resolution significant changes to the continuing education requirements outlined in the NCARB Model Law and Model Regulations. The revisions established a recommended standard of 12 CEHs in HSW subjects each calendar year for registration renewal.

At its 8-9 December 2011 meeting, the AIA Board of Directors amended the AIA Rules of the Board as follows:

*"2.11 Continuing Education Requirement. The annual continuing education requirement for Architect members is 18 learning units, which must include twelve (12) hours of health, safety, and welfare education. During the years 2009 through 2012, this requirement must also include four (4) hours of sustainable design education within the total 18-hour continuing education requirement. The Institute will re-evaluate this requirement in 2012. The Institute shall determine what activities or programs qualify for learning units. One hour earned in an eligible activity or program shall equal one learning unit. An activity or program may qualify both for health, safety, and welfare education and for sustainable design education."*

"There was broad acceptance among our leadership that higher standards of professional knowledge were crucial to our identity, that AIA strongly supports efforts by NCARB to seek uniform continuing education requirements across its member jurisdictions, and that a better alignment of requirements is more valuable and convenient for our AIA members and NCARB Record holders," said 2012 AIA President Jeff Potter, FAIA.

"We are excited to hear that AIA has decided to modify their requirement in an effort to further promote the standardization of continuing education for licensed architects," said NCARB President/Chair of the Board Scott C. Veazey, AIA, NCARB.

The next vital step to streamline continuing education requirements is for individual jurisdictions to adopt and implement the NCARB recommendation. Some jurisdictions have already adopted this standard, and others are in the process of doing so. NCARB has pledged any assistance necessary to support the jurisdictions in order to facilitate this standardization of requirements.

You can read [Resolution 2011-01](#) at [www.ncarb.org](http://www.ncarb.org).

For more information on AIA's decision, please visit its [website](#).

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### About NCARB

The National Council of Architectural Registration Boards' membership is made up of the architectural registration boards of all 50 states as well as those of the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands. NCARB assists its member registration boards in carrying out their duties and provides a certification program for individual architects.

NCARB protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects. In order to achieve these goals, the Council develops and recommends standards to be required of an applicant for architectural registration; develops and recommends standards regulating the practice of architecture; provides to Member Boards a process for certifying the qualifications of an architect for registration; and represents the interests of Member Boards before public and private agencies. NCARB has established reciprocal registration for architects in the United States and Canada.

Visit: [www.ncarb.org](http://www.ncarb.org)  
 Twitter: [www.twitter.com/ncarb](https://twitter.com/ncarb)  
 Facebook: [www.facebook.com/NCARB](https://www.facebook.com/NCARB)

### RELATED CONTENT

#### [NCARB Member Boards Pass New Continuing Education Standards](#)

NCARB's 54 U.S. Member Boards overwhelmingly passed by resolution significant changes to the continuing education requirements outlined in the NCARB Model Law and Model Regulations at the 92nd NCARB Annual Meeting and Conference in June.

[\[more\]](#)

#### [Continuing Education Requirements](#)

Most jurisdictions require that architects complete some form of continuing education to update their skills to renew their license. Learn each state's requirements.

[\[more\]](#)

## CONTINUING EDUCATION REQUIREMENTS BY STATE

More than 40 jurisdictions require that architects complete continuing education to update their professional skills to renew their license while additional states are considering such requirements. Following is a summary of states requiring continuing education for architects, total continuing education hours required, health, safety, and welfare (HSW) continuing education hours required, and frequency of license renewal:

**Note:** You should check with your state board to find out the most current continuing education requirements and renewal dates.

State	Total Hours	Requirements	Renewal Cycle
Alabama	12 Hours	12 HSW	Annual
Alaska	24 Hours	24 HSW	Biennial
Arkansas	12 Hours	8 HSW	Annual
California	5 Hours	5 Disability Access	Biennial
Colorado	16 Hours	16 HSW	Biennial
Delaware	24 Hours	24 HSW	Biennial
District of Columbia	24 Hours	24 HSW	Biennial
Florida	20 Hours	20 Florida-approved	Biennial
Georgia	24 Hours	16 HSW	Biennial
Hawaii	16 Hours	16 HSW	Biennial
Idaho	8 Hours	8 HSW	Annual
Illinois	24 Hours	16 HSW	Biennial
Indiana	24 Hours	16 HSW	Biennial
Iowa	24 Hours	16 HSW	Biennial
Kansas	30 Hours	Non-HSW Accepted	Biennial
Kentucky	12 Hours	8 HSW	Annual
Louisiana	12 Hours	12 HSW	Annual
Maryland	24 Hours	16 HSW	Biennial
Massachusetts	12 Hours	8 HSW	Annual
Minnesota	24 Hours	24 HSW	Biennial
Michigan	Pending *	Pending *	Pending *
Mississippi	24 Hours	24 HSW	Biennial
Missouri	24 Hours	16 HSW	Biennial
Nebraska	24 Hours	16 HSW	Biennial
Nevada	8 Hours	8 HSW	Annual
New Hampshire	24 Hours	16 HSW	Biennial
New Jersey	24 Hours	16 HSW	Biennial
New Mexico	24 Hours	24 HSW	Biennial
New York	36 Hours	24 HSW	Every 3 Years
North Carolina	12 Hours	12 HSW	Annual
Ohio	24 Hours	16 HSW	Biennial
Oklahoma	24 Hours	24 HSW	Biennial
Oregon	24 Hours	24 HSW	Biennial
Puerto Rico	50 Hours	36 HSW	Every 5 years
Rhode Island	24 Hours	16 HSW	Biennial
South Carolina	24 Hours	24 HSW	Biennial
South Dakota	30 Hours	20 HSW	Biennial
Tennessee	24 Hours	16 HSW	Biennial
Texas	8 Hours	6 HSW+1SD+1Acc.	Annual
Utah	16 Hours	16 HSW	Biennial
Vermont	24 Hours	24 HSW	Biennial
Virginia	16 Hours	Non-HSW Accepted	Biennial
Washington	Pending *	Pending *	Pending *
West Virginia	12 Hours	8 HSW	Annual
Wisconsin	24 Hours	16 HSW	Biennial
Wyoming	16 Hours	16 HSW	Biennial

\* Pending - State has pass enabling legislation and regulations are being promulgated; please contact state board for current requirements.

### RELATED PUBLICATIONS



#### All Over the Map

If you have multiple architectural licenses, chances are you know how hard it can be to manage all of your continuing education requirements. NCARB is taking steps to encourage a uniform and universal continuing education requirement.

[Download](#) (PDF, 1,310K)

## **Agenda Item J**

### **DISCUSS AND POSSIBLE ACTION ON A REGULATORY AMENDMENT TO ESTABLISH A RECIPROCAL LICENSURE PATHWAY FOR CANDIDATES HOLDING NCARB CERTIFICATION OBTAINED THROUGH THE BROADLY EXPERIENCED FOREIGN ARCHITECT PROGRAM**

At its September 2011 meeting, the Board was provided with a presentation on the National Council of Architectural Registration Boards' (NCARB) Broadly Experienced Foreign Architect (BEFA) Program by Derek Haese, NCARB's Assistant Director of Member Board Relations.

#### BEFA Program Background

The BEFA Program was developed by NCARB's Broadly Experienced Architect (BEA) Committee in 2003 and voted on and approved at the 2004 NCARB Annual Meeting. The Program was created as a result of an expressed interest in a path for foreign architects who, if deemed eligible, could obtain NCARB Certification. Applicants who meet the Program's eligibility requirements are allowed to demonstrate competence to practice independently in the United States and meet the NCARB examination requirement (Architect Registration Examination) through practice experience in a foreign country.

The Program's eligibility requirements are: 1) professional degree from an accredited/validated/officially recognized architecture program; 2) current credential as an architect in a country that has a formal record-keeping method for disciplinary action for architects; and 3) minimum of seven years of comprehensive, unlimited practice as a credentialed architect over which the individual exercised responsible control in the country in which he/she is registered.

Additionally, the BEFA process requires: 1) establishment and maintenance of an active NCARB Record prior to beginning the Program; 2) preparation and submission of a dossier to demonstrate experience/competence to independently practice architecture in the United States; 3) personal interview with the BEA Committee; and 4) final evaluation of record.

Currently, 36 Member Boards accept an NCARB Certificate granted by satisfaction of the BEFA Program requirements. California's regulations do not allow acceptance of the NCARB Certificate through the BEFA Program. Existing regulations provide, however, three paths for individuals seeking reciprocal licensure (for architects licensed in: another U.S. jurisdiction; a Canadian province; or the U.K.).

As of last year, 12 individuals have successfully completed the BEFA Program. These individuals were initially from Argentina, Colombia, Germany, Norway, Romania, Serbia, South Africa, and the United Kingdom, and have received licenses in Connecticut, District of Columbia, Louisiana, North Carolina, Pennsylvania, Texas, and Virginia.

More detailed information regarding the BEFA Program requirements and process can be found on NCARB's website (attached) and in the supplemental NCARB documents provided (attached).

At its December 2011 meeting, the Board discussed its current reciprocity requirements (California Code of Regulations [CCR] 121) in relation to the BEFA Program and the possibility of recognizing other reciprocal licensure candidates (foreign architects). The Board voted to pursue a regulatory proposal to amend CCR 121 to allow the Board to recognize NCARB Certification obtained via the BEFA Program and thus expanding reciprocal licensure to candidates from countries other than Canada and the United Kingdom. Staff drafted the attached proposed regulatory change with legal counsel.

The PQC is asked to review the BEFA Program information attached, along with the draft regulatory proposal, and offer any recommendations to the Board in pursuing this proposal.

Attachments:

- 1) NCARB website information regarding the BEFA Program
- 2) Supplemental documents regarding the BEFA Program and Process
- 3) CCR 121 Reciprocity Requirements – Summary and Regulation
- 4) CCR 121 Proposed Regulatory Language – Draft

**N C A R B**

National Council of Architectural Registration Boards

**B E F A**

Broadly Experienced Foreign Architect Program

[www.ncarb.org/befa](http://www.ncarb.org/befa)

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## BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) PROGRAM PROCESS

The BEFA Program is a multi-step process. There are many factors that affect the length of time required to complete the BEFA process. In addition to the time it takes to process and review records, evaluations, applications, and dossiers, applicants should factor in their own time requirements to prepare and submit the BEFA Eligibility Verification Form and BEFA dossier. All steps of the process are required (if there are any questions about your professional degree, you may be required to obtain an [EESA-NCARB Education Evaluation](#) to evaluate your education in relation to the [NCARB Education Standard](#); you will be notified if you are required to obtain an evaluation).

**BEFA Eligibility Verification** – Please refer to the [BEFA Eligibility Verification Form \(Form 262\)](#) and the [BEFA Credential Verification Form \(Form 263\)](#) for detailed eligibility requirements and information and documents required for NCARB to determine if you are eligible. For questions related to the BEFA Program, please contact the Education Directorate at [BEFA@ncarb.org](mailto:BEFA@ncarb.org).

**NCARB Record** – Applicants are required to establish and maintain an active NCARB Record after NCARB confirms eligibility for the BEFA Program. Applicants who currently hold an NCARB Record should confirm that their Record is active. For information on fees associated with an NCARB Record, [click here](#). Contact NCARB for more information. [\[more\]](#)

**BEFA Dossier** – Once the BEFA Eligibility Verification Form and all required supporting documents have been received by NCARB and NCARB has confirmed eligibility, applicants will receive an eligibility confirmation letter with dossier preparation forms and instructions. In their BEFA dossier the applicant must demonstrate competence to independently practice architecture in the United States while protecting the public health, safety, and welfare; describe the nature of their responsible control over each project; and note any modifications of their projects that would be required to comply with U.S. building codes and laws. [\[more\]](#)

- Effective 1 July 2011, BEFA applicants will have a window of 18 months from the date of their eligibility confirmation letter to prepare and submit their BEFA dossiers. Applicants who do not submit within this 18-month time period will be required to complete and submit an updated BEFA Eligibility Verification Form (Form 262) and BEFA Credential Verification Form (Form 263) with all required documents. They will also be required to pay the BEFA Eligibility Verification fee for the updated verification.

**Interview** – Applicants who have demonstrated in their BEFA dossier competence to independently practice architecture in the United States are invited for an interview. [\[more\]](#)

**Final Evaluation of Record** – Once an applicant successfully completes the BEFA Program, NCARB performs a final evaluation of the applicant's NCARB Record. Applicants will be required to provide any incomplete information. The applicant will also be required to request updated credential information from the credentialing authority (Form 263) of their foreign country prior to issuance of an NCARB Certificate. Documentation of the credential must be submitted directly to NCARB from the credentialing authority.

Please note: Once an NCARB Certificate has been issued, applicants will have one year to obtain registration in a Member Board jurisdiction as a certificate renewal requirement.

### Handbook for Interns and Architects

Updated July 2011! The Handbook for Interns and Architects describes the NCARB organization, services, procedures, and examinations. [\[more\]](#)

### BEFA Eligibility Verification Form (Form 262)

The NCARB Broadly Experienced Foreign Architect (BEFA) Eligibility Verification Form is designed for you to provide information so NCARB can accurately evaluate your eligibility for the BEFA program. [\[more\]](#)

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## BEFA EXPERIENCE DOSSIER

The BEFA dossier allows the applicant to demonstrate competence to independently practice architecture in the United States, while protecting the public health, safety, and welfare to meet the examination requirement of NCARB certification. The BEFA dossier is distinct from a professional portfolio of work in that it allows the applicant to demonstrate competence to practice architecture independently rather than documentation of registration and professional qualifications; these are eligibility requirements and are not the focus of the dossier.

The specific areas of the BEFA dossier are based on the [Architect Registration Examination® \(ARE®\)](#) and outlined in the [Handbook for Interns and Architects](#):

1. Programming, Planning, & Practice
2. Site Planning & Design
3. Building Design & Construction Systems
4. Schematic Design
5. Structural Systems
6. Building Systems
7. Construction Documents & Services

The dossier must include a detailed written description of specific examples of experience as a credentialed architect and provide supporting documentation that is relevant to the experience areas. The projects included in the dossier must be completed projects in the foreign country where the applicant is credentialed.

Comprehensive practice and responsible control must be clearly explained both in the written descriptions and in the supporting documentation. Applicants must also describe the general nature of modifications necessary to comply with U.S. building codes and laws including accessibility laws. Thorough organization of the dossier and thorough annotation of supporting material are required.

Dossiers must conform to specific format requirements and utilize standard forms. These are provided after NCARB has confirmed the applicant's eligibility. Dossiers that do not meet format and submission requirements will be returned to the applicant at the applicant's expense. The Format Review fee is required to submit revised dossiers.

Effective 1 July 2011, BEFA applicants will have a window of 18 months from the date of their eligibility confirmation letter to prepare and submit their BEFA dossiers. Applicants who do not submit within this 18-month time period will be required to complete and submit an updated BEFA Eligibility Verification Form (Form 262) and BEFA Credential Verification Form (Form 263) with all required documents. They will also be required to pay the BEFA Eligibility Verification fee for the updated verification.

Applicants are free to submit dossiers at any time within the 18-month window. Submission dates correspond to committee meetings and determine the potential review and interview schedule.

Current dossier submission dates are:

### Dossier submission dates

- 8 September 2011
- 8 December 2011
- 16 February 2012
- 26 April 2012

### BEFA Eligibility Verification Form (Form 262)

The NCARB Broadly Experienced Foreign Architect (BEFA) Eligibility Verification Form is designed for you to provide information so NCARB can accurately evaluate your eligibility for the BEFA program.

[\[more\]](#)

There is a minimum six-month review process from the submission date to a potential interview. Forms, program requirements, and fees are subject to change. Applicants are responsible for meeting current program requirements and using current forms at the time of dossier submission.

Dossiers that do not meet format and submission requirements will be returned to the applicant at the applicant's expense. The format review fee is required to submit revised dossiers.

BEFA dossiers are reviewed by the BEA Committee to determine whether the applicant demonstrated knowledge of U.S. building codes and laws in all areas of the ARE and whether the applicant demonstrated competence to practice architecture independently in the United States. Applicants do not attend the dossier review. Dossier review **fees** are due upon dossier submission. Results of the dossier review are announced approximately four weeks after the review.

[FAQS](#) | [Contact Us](#) | [Privacy Statement](#) | 2009 NCARB

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[BEFA Fees](#)

## BEFA INTERVIEW

Applicants who have demonstrated competence to practice architecture independently in the United States in their BEFA dossier are invited for an interview at a subsequent meeting of the BEA Committee. The purpose of the interview is to verify the applicant's responsibility over the development, management, and implementation of each submitted project; the applicant's understanding of U.S. licensing and professional conduct requirements; and the applicant's knowledge of U.S. building codes and laws.

Interviews are held several times a year in major U.S. cities. Detailed information about the interview location and time is provided once the applicant's dossier has been reviewed and accepted. **Interview fees** are due before the interview. Results are announced approximately four weeks after the interview.

Upon successful completion of the BEFA Program, prior to issuance of an NCARB Certificate, applicants are required to request updated credential information from the credentialing authority of their foreign country (**Credential Verification Form 263**). Documentation of credentials must be submitted directly to NCARB from the credentialing authority.

Once an NCARB Certificate has been issued, the applicant must obtain registration in a Member Board jurisdiction within one year of issuance. NCARB Certificates must be renewed annually. Annual renewal requires that the applicant maintain active registration in at least one **Member Board jurisdiction**. If registration is not obtained within one year, the NCARB Certificate will expire.

|

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**BEFA Fees**

## BEFA FEES

**Note: All fees are subject to change, and are non-refundable unless otherwise noted.**

### Eligibility Verification Fee: \$500

This fee is for review of your official documents to verify your eligibility for the BEFA Program is due upon submission of your BEFA Eligibility Verification Form.

*Effective 1 July 2011, BEFA applicants will have a window of 18 months from the date of their eligibility confirmation letter to prepare and submit their BEFA dossiers. Applicants who do not submit within this 18-month time period will be required to complete and submit an updated BEFA Eligibility Verification form (Form 262) and BEFA Credential Verification Form (Form 263) with all required documents. They will also be required to pay the BEFA Eligibility Verification fee for the updated verification.*

### Experience Dossier Review Fee: \$5,000

This fee includes one non-refundable format review fee of \$500 to verify format and submission requirements have been met. Should you decide to cancel this process before the committee reviews the dossier, \$4,500 is refundable.

### Format Review Fee: \$500

If your dossiers are not approved in the format review and you revise and submit new dossiers this fee is due upon dossier submission.

### Interview Fee: \$2,000

The interview fee is due approximately six weeks before your scheduled interview.

[Click here](#) for information related to other NCARB fees, including certification.

**Note: All fees are subject to change, and are non-refundable unless otherwise noted.**

### Value of an NCARB Certificate

An NCARB Certificate means you have met the highest professional standards established by the registration boards responsible for protecting the health, safety, and welfare of the public.

[\[more\]](#)

### Certification Fees

Learn the fees associated earning and maintaining an NCARB Certificate.

[\[more\]](#)

**Dear foreign architect:**

The Broadly Experienced Foreign Architect (BEFA) program allows foreign architects who meet all eligibility requirements to apply for NCARB certification.

To be eligible for the BEFA program, you must:

- Hold a professional degree in architecture from an accredited/validated/officially-recognized architecture program,
- Hold current credential as an architect in a country (other than the United States, or Canada) that has a formal record-keeping method for disciplinary actions for architects, and
- Have completed a **minimum** of seven (7) years of comprehensive, unlimited practice as a credentialed architect over which you exercised responsible control in the country in which you are credentialed.

Please refer to the *Handbook for Interns and Architects*, available on the NCARB web site, for the BEFA program requirements and detailed program information, and for definitions of responsible control and comprehensive practice.

Submission of specific documents and supplementary information is required for determining eligibility for the BEFA program. It is your responsibility to formally request that the appropriate issuing authorities send the required documents directly to NCARB, as explained in Part 1 (attached). You are also responsible for providing to NCARB the additional information requested in Part 2 (attached) and for paying the BEFA Eligibility Verification fee.

Please note:

- You may **not** personally submit the required documents directly to NCARB; they must come from the issuing authority and must be in paper form, not digital form.
- You are **not** required to establish an NCARB Record before submitting the BEFA Eligibility Verification Form. If you have already established an NCARB Record, please indicate your Record number on all forms.
- You must submit official translations for all documents that are not in English.
- NCARB will review eligibility **only** after all required forms and documents have been received. Incomplete forms will not be reviewed. NCARB will not review or pre-approve drafts or copies of documents.
- All submitted information and documents become part of your official NCARB Record and will not be returned. You are encouraged to retain a copy of all documents.
- You must meet all requirements and fees in effect at the time of application.
- Program requirements and fees are subject to change.

Once all required documents and information have been received, NCARB will inform you of your eligibility status. Once eligibility is confirmed, you will receive an eligibility confirmation letter with dossier preparation instructions and forms and will be required to establish an NCARB Record before you begin the BEFA process. Please note that upon completion of the BEFA program, you will be required to request an update from your country's credentialing authority on your credential information prior to issuance of an NCARB Certificate.

Effective 1 July 2011, you will have a window of 18 months from the date of your eligibility confirmation letter to prepare and submit your dossiers. If you do not submit your dossiers within the eligibility window, you will be required to complete and submit a current BEFA Eligibility Verification Form (Form 262), required documents, and pay the BEFA Eligibility Verification Fee. You will also be required to request an update from your country's credentialing authority on credential information (Form 263: BEFA Credential Verification Form).

Please contact the NCARB Education Directorate at 202/879-0537 or [befa@ncarb.org](mailto:befa@ncarb.org) if you have any specific questions regarding the BEFA program.

Sincerely,



Michelle Kinisiewicz, AIA, NCARB, LEED AP  
Assistant Director, Education

## PART 1

*Documents to be sent from the issuing authorities (credentialing authority, educational institute, or official translator as appropriate)*

**Send directly to NCARB at the following address:**

Education Directorate/BEFA Program  
NCARB  
1801 K Street, NW  
Suite 700K  
Washington, DC 20006  
USA

You must arrange to have official translations submitted for all documents that are not in English. Official English translation must be obtained from the issuing authority or a lawyer, translation service, notary, or embassy and must be on official letterhead; translations by applicants will not be accepted. Because you are required to have the information and documents sent directly to NCARB from the issuing authority, please obtain copies of any documents that are not in English so that you can arrange for translations to be completed and submitted directly to NCARB.

**A. Documentation of your credential as an architect (Form 263), to be submitted by your country's credentialing authority, must include all of the following:**

1. Name and description of the profession in which you are credentialed
2. Scope of services that your credential legally allows you to provide, including any restrictions to services for specific building types, construction systems, etc.
3. Classification and/or rank of your credential, or if none, confirmation that no classifications and/or ranks exist
4. Date of your initial credential (month, day, year)
5. Date of your credential's expiration (month, day, year)
6. Current status of your credential (active and in good standing, inactive, lapsed, revoked, etc.)
7. Record of disciplinary action against your credential and the current status, or if none, confirmation that no record exists
8. Geographic area in which your credential is valid
9. Name and contact information for the person responsible for the credentialing authority

**B. Official transcript of your professional degree in architecture from the educational institution where it was obtained must include all of the following:**

1. Your name
2. Institution
3. Dates attended
4. All courses taken and grades received
5. Degree awarded and date awarded

You may not personally submit the required documents directly to NCARB; they must come from the issuing authority and must be in paper form, not digital form.

**Part 2****Information to be provided and sent by the applicant to NCARB****Send to the following address:**

Education Directorate/BEFA Program  
 NCARB  
 1801 K Street, NW  
 Suite 700K  
 Washington, DC 20006  
 USA

All information provided must be in English.

**A. Applicant information**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

Street address 1: \_\_\_\_\_

Street address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Facsimile number: \_\_\_\_\_

NCARB Record No\*, if already established: \_\_\_\_\_

*\* Please note, applicants for the BEFA Program are not required to establish an NCARB Record before submitting a BEFA Eligibility Verification Form. An applicant who has already completed an NCARB Record application should include his or her NCARB Record number here.*

**B. Professional degree(s) in architecture**

*Please list **only** the degrees awarded that are required for obtaining a credential as an architect.*

Name of first degree: \_\_\_\_\_

Type of degree: (foundation/associate's/bachelor's/master's/doctorate/honorary): \_\_\_\_\_

Date awarded: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Name of institution: \_\_\_\_\_

Street address 1: \_\_\_\_\_

Street address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

Registrar's e-mail address: \_\_\_\_\_

Web site address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Facsimile number: \_\_\_\_\_

**Part 2 (continued)**

**Information to be provided and sent by the applicant to NCARB**

Name of second degree (if applicable): \_\_\_\_\_

Type of degree: (foundation/associate's/bachelor's/master's/doctorate/honorary): \_\_\_\_\_

Date awarded:    Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Name of institution: \_\_\_\_\_

Street address 1: \_\_\_\_\_

Street address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

Registrar's e-mail address: \_\_\_\_\_

Web site address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Facsimile number: \_\_\_\_\_

**C. Credential as an architect in a foreign country**

**1. Name and contact information of the credentialing authority in the country in which you are credentialed**

Credentialing authority: \_\_\_\_\_

Web site address: \_\_\_\_\_

Credential number or individual credential designation: \_\_\_\_\_

Country of credential: \_\_\_\_\_

Date of initial credential:                      Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Expiration date of current credential:    Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

**Part 2 (continued)****Information to be provided and sent by the applicant to NCARB**

- 2. Describe the following aspects of the architecture profession in the country in which you are credentialed:**
- a) The education level and degree required for credentialing, as well as information about the education program (accepted in writing below or by submission of information from the accreditation/validation/recognition authority or both)
  - b) The process by which you were credentialed (accepted in writing below or by submission of material from the credentialing authority or both)
  - c) The process by which and the reasons for which disciplinary actions may be taken against architects and the system in which these actions are recorded (accepted in writing below or by submission of information from the disciplinary authority or both)
  - d) Classification and/or rank of your credential, if applicable

**Part 2 (continued)****Information to be provided and sent by the applicant to NCARB****D. BEFA Dossier Projects**

*Upon determination of eligibility for the BEFA program and establishment of your NCARB Record, you will be required to prepare and submit a BEFA dossier to demonstrate competence to independently practice architecture in the U.S. The dossier includes drawings, photographs, and descriptions of a minimum of three (3) completed projects (other than one- and two-family dwellings, farm buildings, and structures or additions not requiring governmental building permits) in the country in which you are credentialed as an architect and over which you exercised comprehensive practice and responsible control. Please list the three completed projects that you will document and describe in your dossier:*

**1. Project I**

Project name: \_\_\_\_\_

Building type/function: \_\_\_\_\_ Gross floor area (SF): \_\_\_\_\_ Year completed: \_\_\_\_\_

Project address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

Title/responsibility: \_\_\_\_\_

Name of client: \_\_\_\_\_

Client address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

**2. Project II**

Project name: \_\_\_\_\_

Building type/function: \_\_\_\_\_ Gross floor area (SF): \_\_\_\_\_ Year completed: \_\_\_\_\_

Project address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

Title/responsibility: \_\_\_\_\_

Name of client: \_\_\_\_\_

Client address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

**3. Project III**

Project name: \_\_\_\_\_

Building type/function: \_\_\_\_\_ Gross floor area (SF): \_\_\_\_\_ Year completed: \_\_\_\_\_

Project address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

Title/responsibility: \_\_\_\_\_

Name of client: \_\_\_\_\_

Client address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

## Part 2 (continued)

Information to be provided and sent by the applicant to NCARB

I hereby certify that I understand all BEFA program requirements and definitions, including “responsible control” and “comprehensive practice” as defined in the *Handbook for Interns and Architects*; that I have requested the required documents from the credentialing authority/educational institution to be sent directly to NCARB; and that I verify that all information provided herein and attached hereto is correct to the best of my knowledge:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment of the nonrefundable BEFA Eligibility Verification fee must be included with this form. See the NCARB web site for current fees.**

**Checks, made payable to “NCARB” noting “BEFA Program,” may be sent to:**

BEFA Program/ Education Directorate  
NCARB  
1801 K Street NW, Suite 700K  
Washington, DC 20006

**Credit card payment may be arranged by contacting:**

NCARB  
Accounting Department  
Tel: 202/454-2224

# BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) PROGRAM

## Credential Verification Form

Please complete the following form to verify the applicant's credentials in your country. Documentation of their credentials as an architect must be submitted by the credentialing authority and must answer all of the following questions. Submission of this form from applicants will not be accepted. Facsimile transmissions and/or electronic submissions will not be accepted.

### A. Applicant information

The applicant is required to complete part A and request that the credentialing authority complete part B and submit the original completed form to NCARB. Submission of this form from applicants will not be accepted.

Name: (Last, First) \_\_\_\_\_ NCARB Record No. \_\_\_\_\_

Country: \_\_\_\_\_ Date: \_\_\_\_\_

### B. Credentialing Authority

The credentialing authority in the country in which the applicant is registered as an architect is required to complete part B to verify the applicant's current registration status. The credentialing authority are required to submit the original completed form to NCARB.

1. Name and description of the profession in which the above applicant is credentialed

2. Scope of services that the credential legally allows the applicant to provide, including any restrictions to services for specific building types, construction systems, etc.

3. Classification and/or rank of the credential, or if none, confirmation that no classifications and/or ranks exist

4. Date of initial credential: \_\_\_\_\_  
month                      date                      year

5. Date of credential's expiration: \_\_\_\_\_  
month                      date                      year

6. Current status of credential:  
 Active and in good standing     Inactive     Lapsed     Revoked     Other \_\_\_\_\_

7. Record of disciplinary action against applicant's credential and the current status, or if none, confirmation that no record exists

8. Geographic area in which the credential is valid: \_\_\_\_\_

9. Name and contact information for the person responsible for the credentialing authority:  
 \_\_\_\_\_

Please submit this form to the following address: NCARB  
 Education Directorate/BEFA Program  
 1801 K Street NW, Suite 700K  
 Washington, DC 20006 USA

The credentialing authority is required to submit the original completed form to NCARB. Facsimile transmissions and/or electronic submissions will not be accepted.

The objective of the Broadly Experienced Foreign Architect (BEFA) Program allows foreign architects to demonstrate competence to independently practice architecture in the U.S. and meet the NCARB examination requirement, the Architect Registration Examination® (ARE®), through practice experience in a foreign country.

The BEFA Program is a well-developed, rigorous program that provides an opportunity for highly qualified foreign architects to apply for NCARB certification and obtain registration in a U.S. jurisdiction. For our Member Boards, we are happy to answer any questions or concerns that may promote a better understanding and acceptance of the BEFA Program.

**1. A detailed description of the current BEFA process;**

Completion of the BEFA Program is a multi-step process and all steps are required.

- \* **Step 1:** Eligibility - To be eligible applicants must;
  - Have a professional degree from an accredited/validated/officially recognized architecture program,
  - Hold current credential as an architect in a country (other than the United States or Canada) that has a formal record-keeping method for disciplinary action for architects,
  - And have completed a minimum of seven years comprehensive, unlimited practice as a credentialed architect over which the applicant exercised responsible control in the country in which he/she is registered.

*BEFA Eligibility Verification Form (Form 262) provides more information on documentation requirements.*

- \* **Step 2:** NCARB Record – An eligible applicant is required to establish and maintain an active NCARB Record prior to beginning the program.
- \* **Step 3:** BEFA Dossier – An eligible applicant must submit a dossier to demonstrate competence to independently practice architecture in the United States, while protecting the public health, safety, and welfare.

There is a minimum project requirement of three completed projects (other than one- and two-family dwellings, farm buildings, and structures or additions not requiring governmental building permits) completed in the country in which the applicant is registered.

They must provide detailed written description of specific examples of experience as a credentialed architect and provide supporting documentation that is relevant to the experience areas. Comprehensive practice and responsible control must be clearly explained both in their written descriptions and in their supporting documentation. They must also annotate the drawings of such projects describing the general nature of modifications, if any, necessary to comply with typical U.S. building codes and laws including accessibility laws.

- \* **Step 4:** Interview – Applicants who pass the dossier review must participate in an interview with the BEA Committee, the committee responsible for reviewing applicants for both the BEA Program and the BEFA Program. The purpose of the interview is to verify their responsibility over the development, management, and

implementation of each submitted project, to verify their understanding of U.S. licensing and professional conduct requirements, and to verify their knowledge of U.S. building codes and laws.

- \* **Step 5: Final Evaluation of Record** – Upon successful completion of the program, they must submit a Credential Verification Form to update information that may have changed since beginning the program (which is typically over one year). Staff performs a final evaluation of the applicant's NCARB Record before the NCARB Certificate is granted.

**2. What measures are taken to assure state boards the foreign architect is competent to practice in the U.S.?**

The BEA Committee reviews all applicants individually. Comments from these independent reviews are compiled by NCARB staff and discussed among the committee as a whole and voted on. Their review is based upon demonstration of competency in all areas tested on the ARE<sup>®</sup> including knowledge of U.S. building codes and regulations.

**3. What prompted the program's inception?**

The creation of BEFA Program inception was a result of an expressed interest in a path for foreign architects who, if deemed eligible, could obtain NCARB certification in support of registration in our Member Boards. Without the BEFA Program as a path to an NCARB Certificate, foreign architects would encounter enumerable difficulties in obtaining registration in a Member Board jurisdiction.

**4. How was the program developed?**

The program was developed by the BEA Committee and implemented in 2003. The process is similar to the BEA Program in that the applicant submits a dossier of practice experience which is reviewed by the BEA Committee. This process was adopted for the BEFA Program. However, the basis for review and objective for the BEA and BEFA are very distinct. The BEA is strictly a review of an applicant's education deficiency (reviewed against the *NCARB Education Standard*) with the objective of obtaining an NCARB Certificate for reciprocity. For the BEFA, the basis for review is competency in all areas tested on the ARE<sup>®</sup> with the objective of obtaining NCARB certification based on their practice in their foreign country.

**5. What significant changes to the program have occurred since it was implemented?**

The only significant change in the BEFA Program since its implementation was the elimination of the eligibility requirement to require an applicant's foreign country to offer reasonable reciprocal credentialing opportunities to U.S. architects. The committee felt that this requirement was unfairly holding the applicant responsible for something they could not control or influence. Resolution 2010-01 regarding this eligibility requirement was presented to the Member Boards and passed with overwhelming support.

**6. Have there been arguments made against such a program?**

There have been no arguments made against the BEFA Program since implementation.

The committee, as well as Member Boards who have had the opportunity to observe the process, have been extremely impressed with the level of knowledge, competency, skill, and experience demonstrated by BEFA applicants. As of 30 June 2011, 12 applicants have successfully completed the BEFA Program, seven last year alone. Currently 36 Member Boards accept an NCARB Certificate granted by satisfaction of the BEFA Program. With an increased awareness and knowledge of the program, and the trend of increased acceptance of the program from Member Boards, we anticipate continued growth in the BEFA Program.



FOREIGN ARCHITECTS FIND  
BEFA IMPORTANT TO SUCCESS  
IN UNITED STATES





**LEFT** THE BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) PROGRAM ALLOWED STEFAN BEHNISCH TO DEMONSTRATE COMPETENCE TO PRACTICE INDEPENDENTLY, AND TO EARN THE NCARB CERTIFICATE SO HE CAN BECOME LICENSED IN A U.S. JURISDICTION. STEFAN BEHNISCH, AN ARCHITECT CURRENTLY LICENSED IN GERMANY, RECEIVED HIS NCARB CERTIFICATE IN 2009 AND FOUND IT TO BE A BENEFICIAL CREDENTIAL TO HIS BUSINESS. HE IS CURRENTLY INVOLVED IN PROJECTS IN CALIFORNIA, MASSACHUSETTS, AND MARYLAND.

**RIGHT** STEFAN BEHNISCH RECEIVED HIS ARCHITECTURE LICENSE IN GERMANY, AND IS CURRENTLY LICENSED IN GERMANY, CALIFORNIA, MASSACHUSETTS, AND MARYLAND.

"The NCARB Certificate makes it possible to ensure that clients choosing my firm would get my architecture and benefit from my knowledge and my experience."

– Stefan Behnisch, Dipl.-Ing. Arch,  
Hon: FAIA, AIA, BDA, RIBA, NCARB

The Broadly Experienced Foreign Architect (BEFA) program allows foreign architects—who meet the eligibility requirements—to demonstrate competence to practice independently, and to earn the NCARB Certificate so they can become licensed in a U.S. jurisdiction. Stefan Behnisch, an architect currently licensed in Germany, received his NCARB Certificate in 2009 and found it to be a beneficial credential to his business. He is currently involved in projects in California, Massachusetts, and Maryland.

**WHY DID YOU PURSUE AN NCARB CERTIFICATE THROUGH THE BEFA PROGRAM?**

In the past, I depended either on the license of an office partner or a partnering firm. This made me dependent on their understanding of the architecture that I wanted to pursue in the United States. Since my firm is deeply involved in the design of sustainable buildings, our partner offices at times considered the imminent process of innovation as perhaps too risky or too tiresome. Therefore, I decided to pursue NCARB certification and each jurisdiction's license myself in order to have the choice of which partnering firm I wanted to work with and not which firm happened to have a license where I wanted to design and realize a project. The best way for me to do this was through the BEFA program.

**WHAT WAS YOUR EXPERIENCE GOING THROUGH THE PROCESS?**

The process itself was a bit rigorous and lengthy, but in the end it worked out well. It's important to focus on key projects that demonstrate competency to practice architecture in the United States. The BEFA program is a good and fair way for people who are licensed abroad to obtain an NCARB Certificate to pursue licensure in the United States.

**WHEN DID YOU COMPLETE THE BEFA PROGRAM AND RECEIVE YOUR NCARB CERTIFICATE?**

I completed the BEFA program with an interview in Kansas City in April 2009 and was able to get my license in Massachusetts shortly after receiving my NCARB Certificate.

**WHAT ADVICE WOULD YOU GIVE TO FOREIGN ARCHITECTS WHO ARE INTERESTED IN GOING THROUGH THE BEFA PROGRAM TO BECOME NCARB CERTIFIED?**

If you want to work as an architect and not just as a so-called "designer," and if you really want to practice architecture and not just design, then it is absolutely necessary to have a license. Otherwise, you will always be dependent on architects who are registered in the project location. By nature, architects of record who have to sign drawings will only sign what they are convinced works and that is not always innovative architecture. DC

**ABOUT BEFA**

Foreign architects are eligible to apply for an NCARB Certificate through the BEFA program if they:

- Hold a professional architecture degree from an accredited/validated/officially recognized architecture program
- Are currently credentialed as an architect in a country other than the United States and Canada that:
  - Has a formal record-keeping method for disciplinary actions for architects
  - Provides reasonable reciprocal credentialing opportunities for U.S. architects
- Have completed a minimum of seven years of comprehensive and unlimited practice as a credentialed architect in the country in which credentialed

The BEFA process requires establishment of an NCARB Record, preparation of a dossier to demonstrate experience, and a personal interview.

Please note not all U.S. jurisdictions accept an NCARB Certificate issued through the BEFA program for reciprocal registration. Applicants should confirm reciprocal registration requirements directly with the individual registration board. For summaries of registration requirements and links to each registration board's web site, go to: <http://www.ncarb.org/Reg-Board-Requirements>

For further information about the BEFA program including detailed information about the program eligibility process, schedule, and fees, go to: <http://www.ncarb.org/BEFA>. Please contact Michelle Kinasiewicz, Assistant Director, Education at 202/461-3946 or [mkinasiewicz@ncarb.org](mailto:mkinasiewicz@ncarb.org) for additional information.

## BROADLY EXPERIENCED ARCHITECT (BEFA) PROGRAM

### BEFA Experience Dossier and Interview Process

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#### Further Information

Education Directorate staff is available to answer questions regarding BEFA program eligibility and program requirements. For these and other BEFA program-related questions, please contact the NCARB Education Directorate. Staff is not able to pre-review projects and/or dossier submittals.

Michelle Kinasiwicz, AIA, NCARB, LEED AP <sup>BD+C</sup> Assistant Director, Education	202/461-3946	<a href="mailto:mkinasiwicz@ncarb.org">mkinasiwicz@ncarb.org</a>
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Craig A. Schwarz Manager, Education	202/879-0537	<a href="mailto:cschwarz@ncarb.org">cschwarz@ncarb.org</a>
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For questions related to your NCARB Record, please contact Customer Service:

Customer Service	202/879-0520	<a href="mailto:customerservice@ncarb.org">customerservice@ncarb.org</a>
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For general questions, please contact NCARB:

NCARB	202/783-6500	<a href="mailto:customerservice@ncarb.org">customerservice@ncarb.org</a>
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## PROGRAM INTRODUCTION

### NCARB Certification Requirements and the BEFA Program

The BEFA program allows foreign architects the opportunity to demonstrate competence to independently practice architecture, while protecting the public health, safety, and welfare to meet the examination requirement of NCARB certification. A “Foreign Architect” as defined by the *Handbook of Interns and Architects*, (p.6) is an individual who holds a current registration, license, or certificate in good standing in a country other than the United States or Canada allowing him/her to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building).

### Reciprocity

Many architects apply for an [NCARB Certificate](#) to seek reciprocal registration in other U.S. jurisdictions. Reciprocal registration requirements vary and not all jurisdictions accept an NCARB Certificate issued upon satisfaction of the examination requirement through the BEFA program. The NCARB web site has links to each [jurisdiction’s web site](#) and a summary of registration requirements. Because requirements may change, it is important to confirm requirements, including reciprocity requirements, with the jurisdiction in which you are seeking registration.

### BEFA Eligibility and Program Purpose

To be eligible for the BEFA program, you must satisfy the following requirements outlined in the [Handbook for Interns and Architects](#), Chapter 3: Requirements for Certification of Foreign Architects:

1. Have graduated with a professional degree in architecture from an accredited/validated/officially recognized architecture program. The BEFA applicant is required to describe such program or submit information describing the program from the accreditation/validation/recognition authority. The applicant is required to have an official transcript of his/her educational record sent directly to NCARB from the school. Where there is doubt about the nature of the professional degree, an Educational Evaluation Services for Architects (EESA) evaluation may be required;
2. Be credentialed in a foreign country that has a formal record-keeping mechanism for disciplinary actions in the practice of architecture. The applicant is required to describe the process by which he/she was credentialed or submit information describing the credentialing process from the credentialing authority that granted the credential, and to arrange for independent verification by the credentialing authority directly to NCARB showing that the applicant’s credential has been granted and is currently in good standing. The applicant is also required to describe the process by which and the reasons for which disciplinary actions may be taken against architects and the system in which these actions are recorded, or to submit information provided by the disciplinary authority in this regard. The applicant shall secure a written statement from his/her credentialing authority stating that the applicant either has no record of a disciplinary action or if such record exists, describing such action and its current status. This statement must be sent directly to NCARB from the credentialing authority; and
3. Have completed a minimum of seven (7) years of comprehensive practice as a credentialed architect over which he/she exercised responsible control in the foreign country in which he/she is credentialed.

## PROGRAM PROCESS

### Steps of the Process

The BEFA program is a multi-step process. Many factors, including time to prepare and submit your dossiers, time for review of your dossiers, and the committee meeting schedule, determine the time to complete the program.

Dossiers are reviewed in the order in which they are received. If the number of applicants exceeds the review capacity of the committee, your dossier may be reviewed during a subsequent review cycle.

#### Step 1 BEFA Eligibility Verification

To be considered for the BEFA program, you must submit the [BEFA Eligibility Verification Form](#), which can be found on our web site, the non-refundable BEFA Eligibility Verification fee, and all required supporting documents.

Effective 1 July 2011, applicants will have an eligibility window of 18 months from the date of their eligibility confirmation letter to prepare and submit their dossiers. Applicants who do not submit

within the eligibility window will be required to complete and submit another BEFA Eligibility Verification Form (Form 262) and associated fee.

## PROGRAM PROCESS (continued)

### Step 2 NCARB Record

You are required to establish and maintain an active [NCARB Record](#) once NCARB has confirmed eligibility for the BEFA Program. If you already hold an NCARB Record you should confirm with [Customer Service](#) that your record is active and provide any required information. All BEFA applicants are also required to satisfy the training requirement for NCARB certification. Record evaluation of training is required before a certificate may be granted. You are required to maintain an active NCARB Record throughout the BEFA program.

### Step 3 BEFA Experience Dossier

The BEFA Experience Dossier allows you to demonstrate competence to independently practice architecture while protecting the public health, safety, and welfare, through drawings, photographs, and descriptions and annotations of projects. The BEFA Experience Dossier must demonstrate your knowledge and competence in the following Divisions of the 4.0 ARE®:

1. Programming, Planning & Practice
2. Site Planning & Design
3. Building Design & Construction Systems
4. Schematic Design
5. Structural Systems
6. Building Systems
7. Construction Documents & Services

Although you may have completed the minimum number of years of practice to be eligible for the BEFA program, you should only select experience that is relevant to demonstrating competence to independently practice architecture.

Please note the dossier is not a portfolio of your professional qualifications and achievements; these may fulfill eligibility requirements; however they are not the focus of the dossier.

**Submission** - Four identical complete dossiers and four identical CD-ROMs (see **EXPERIENCE DOSSIER FORMAT & SUBMISSION REQUIREMENTS**, p.8) must be submitted to:

BEFA Program/Education Directorate  
NCARB  
1801 K Street, NW, Suite 700K  
Washington, DC 20006

All submissions become part of your NCARB Record. NCARB reserves the right to verify information and/or documentation submitted.

All Experience Dossiers and related materials become the property of NCARB and will not be returned once they are forwarded to the committee. You are required to retain a master copy of your dossier and encouraged to retain all documents submitted for your personal record. Dossiers will be shipped several times during the BEFA program process; NCARB is not responsible for dossiers and/or the condition of dossiers.

It is your responsibility to ensure that dossiers conform to all requirements and that all information and documentation are accurate and complete. You are encouraged to clarify any questions you may have with the Education Directorate prior to submitting your dossiers.

### Step 4 BEFA Experience Dossier Format Review

Prior to review by the committee, your dossiers will be reviewed by NCARB staff to determine if they conform to format and submission requirements. This review is not an evaluation of dossier content for demonstration of competence to practice architecture independently in the U.S.

If your dossiers conform to format and submission requirements they will be forwarded to the committee for review. If your dossiers do not conform to requirements they will not be reviewed and will be returned.

The Education Directorate is available to clarify questions you may have regarding format and

submission requirements; however it is your responsibility to review your entire dossier prior to submission to ensure that it meets all requirements. NCARB will not pre-review projects and/or dossier submittals.

## PROGRAM PROCESS (continued)

### Step 5 BEFA Experience Dossier Review

If your dossiers conform to format and submission requirements they will be reviewed by the BEA Committee to determine if you have demonstrated competence to practice architecture independently in the U.S. You do not participate in the review.

If the committee determines that you have demonstrated competence to practice architecture independently in the U.S., you will be invited for an interview. If the committee determines that you have not demonstrated competence, an interview will not be scheduled (see **Options for Unsuccessful Applicants**, below).

### Step 6 Interview

The purpose of the interview is to verify information in your dossiers and your role and responsibility in projects in your dossiers. In preparing your dossiers, it is important to select projects for which you were personally responsible and through which you gained experience in relation to specific Divisions of the ARE®.

Interviews are held at BEA committee meetings in major U.S. cities several times a year. An interview location and date will be provided no later than four weeks of the result of your Dossier Review; further information is provided in advance of the interview to allow time for you to make travel and hotel reservations. Schedules are established in advance and requests for schedule changes will not be accommodated.

### Step 7 Final Evaluation of Record and Certification

A final evaluation of your NCARB Record is required to ensure that you have provided all required information before your NCARB Certificate may be issued. Please contact the [Records Directorate](#) for any questions related to your NCARB Record and Final Evaluation.

#### Dossier Review Results and Interview Results

You will be notified by letter of Dossier Review results and Interview results within four weeks of the committee meeting at which the review or interview was held. Results are not conveyed by telephone.

The Education Directorate is available to clarify questions you may have regarding the results of the Dossier Review or Interview; however it is your responsibility to ensure that your dossier meets all program requirements. Direct communication with the BEA Committee is not permitted at any time.

#### Options for Unsuccessful Applicants

If you are unsuccessful at the Dossier Review or Interview, you may:

- Prepare and submit new dossiers to demonstrate competence
- Prepare and submit new dossiers after gaining additional experience
- Take one or more relevant Divisions of the [ARE®](#). A passing grade will be treated as remedying the deficiency in question.
- Meet the requirements set forth in Chapter 1 of the *Handbook for Interns and Architects*

#### Program Fees

The Eligibility Verification fee is due upon submission of the Eligibility Verification Form, the Experience Dossier Review fee is due upon dossier submission, and the Interview fee is due two weeks prior to your scheduled interview. Current [BEFA Experience Dossier Review and Interview fees](#) are available on the NCARB web site.

Please note that fees, submission deadlines, review and interview schedules, and BEFA Experience Dossier Content and Format Requirements are subject to change. You are required to meet the current requirements including fees at the time of dossier submission.

- Checks made payable to NCARB BEFA Program:  
BEFA Program/Education Directorate  
NCARB
- Credit card payment::  
NCARB Accounting Department  
Telephone: 202/454-2224

**PROGRAM PROCESS** (continued)

**Program Fees**

Please note the following:

- Payment must be sent under separate cover; payment must not be included with your dossiers.
- BEFA program fees do not include NCARB Record application or NCARB Certificate application fees.
- You are responsible for all other expenses including preparation and submission of dossiers, return shipment of dossiers (if applicable), individual travel, lodging, and related expenses for the interview.
- The Dossier Review fee includes one Format Review fee.
- The Dossier Review fee is non-refundable once your dossiers are sent to the committee for review.
- The Format Review fee is non-refundable.

**EXPERIENCE DOSSIER OBJECTIVE & DESCRIPTION**

**Demonstration of Competence**

The objective of the Experience Dossier is to allow you to demonstrate comprehensive practice experience to meet the examination requirement for NCARB certification. Dossiers must include a detailed written description of specific examples of experience as a credentialed architect and provide supporting documentation (i.e. construction documents, sketches, graphic documentation) that is relevant to the experience areas. It is important to select practice experience for which you were personally responsible, that meets the definitions of *comprehensive practice* and *responsible control*, and relates to the Divisions of the ARE. The projects included in the dossier must be projects that have been completed in the foreign country where the applicant was credentialed for the project’s duration.

**Comprehensive Practice** means an architectural practice that regularly involves familiarity with all of those areas tested on the Architect Registration Examination, including programming, design, technical and construction documents production, construction administration.

**Responsible Control** means that amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by U.S. registered architects applying the required professional standard of care.

**Dossier Base Forms and Organization**

Following is a summary of items required to be included in your dossier, quantity of each, and placement in dossiers. A complete description of each form follows (see **Dossier Base Forms Description**, below): all forms included on CD-ROM

	<b>Form</b>	<b>Purpose</b>	<b>Quantity</b>	<b>Placement</b>
<b>1. General Forms</b>	1a ARE® Division Checklist	Overview of ARE® Divisions	Maximum one page	Cover
	1b Content Checklist	Confirms all required documents included	Maximum one page	First Page
	1c Resume	Summarizes professional experience	Maximum one page	Second Page
	1d Registration Form	Confirms registration, practice, and project eligibility	One per project or experience	Third Page
<b>2. Demonstration of Competence</b>	2a Experience Area Evaluation Form (EAEF)	Written description of experience that fulfills each Experience Area	One per Experience Area, no limit	After the Registration Form
	2b Index to Documentation Form	Cross references supporting Experience Documentation	One per EAEF, no limit	After each EAEF
<b>3. Experience Documentation</b>	3a Project Form	Confirms project eligibility and your role and responsibility	One per project or experience, no limit	Before each project or experience

3b	Experience Documentation	Projects and experiences through which you gained competence	No limit	For each Experience Area
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**EDUCATION DOSSIER OBJECTIVE & DESCRIPTION (continued)**

- Dossier Base Forms Description** You are encouraged to review all forms and instructions prior to dossier preparation. You are responsible for ensuring that your dossiers comply with all the requirements.
- 1. General Forms**
- 1a-1d General Forms**  
General forms include ARE® Division Checklist, Content Checklist, Resume, and Registration Form and require information necessary to confirm registration, comprehensive practice and responsible control, and project eligibility. Please ensure that all required information is provided, and if required all forms are signed and dated.
- 2. Demonstration of Competence**
- 2a Experience Area Evaluation Form**  
The Experience Area Evaluation Form is designed for you to provide detailed descriptions of the practice experience gained in each project included in the dossier, as it relates to the ARE® Division Statement and ARE® Content Area(s) of each Experience Area. For description of the Division Statements and Content Area(s), you must refer to the Experience Area Criteria page of each Experience Area. You must describe their practice experience in their own words; descriptions should not be direct restatements of the Division Statements and/or Content Area definitions.
- You must clearly describe in detail your role and level of responsibility for all experience presented in your dossier and its relevance to the Experience Area. Work and professional decisions made by others must not be implied by any means to be your own work or decisions. It is important that you do not rely upon a title alone, such as “Project Architect” or a single statement of authorship as evidence of your level of responsibility for a project.
- 2b Index to Documentation Form**  
The Index to Documentation Form is designed for you to provide a clear and direct cross reference to the location of all supporting Experience Documentation. This allows you to use one set of Experience Documentation to demonstrate competence in multiple Experience Areas.
- Experience Area Criteria**  
Each Experience Area includes an ARE Division Statement and associated Content Areas, which outline the various criteria for which you will need to demonstrate knowledge and competence. You are required to demonstrate competence in all Content Areas.
- 3. Experience Documentation**
- 3a Project Form**  
Experience must meet the definitions of *comprehensive practice* and *responsible control* and must be in the country in which you are credentialed.
- Projects in other settings are not eligible to be included in your dossier. Projects completed prior to registration are not eligible for inclusion in the dossier. Projects completed in a U.S. jurisdiction are not eligible.
- Projects which are the result of a group effort must include a description of your specific individual responsibilities. The complete and correct names of institutions, businesses, individuals, etc. must be provided for all documentation.
- 3b Experience Documentation**  
Experience Documentation are samples of your practice experience and projects you provide to demonstrate competence. Examples of Experience Documentation may include but are not limited to: text, graphic, and photographic documentation of conceptual/schematic documents, code review documents, programming documents, design development documents, proposal documents, presentation documents, approval documents, contract negotiation documents, contract documents, contracts, etc.

## EDUCATION DOSSIER OBJECTIVE & DESCRIPTION (continued)

### Annotation of Documentation

You must annotate your documentation to include detailed information about the significance of each document and to identify key elements within each document that are related to the Content Areas of the Divisions of the ARE and the way in which it demonstrates your competence in all Experience Areas. You are also required to describe the general nature of modifications, if any, necessary to comply with typical U.S. building codes and laws including accessibility laws.

Annotation may be handwritten, inserted blocks of text, or in another form that is clear and legible to the reviewer. The purpose of annotation is to:

- Explain personal experience and involvement with a specific aspect of a project
- Point out key aspects of a specific document
- Highlight critical areas of design and decision-making or problem resolution
- Summarize key points of the document relative to the Experience Area Evaluation Form

You should only include documentation, descriptions, and annotations that are directly relevant to each Experience Area. Extraneous and superfluous documentation decrease the effectiveness of the dossier. For example, copies of an entire set of construction documents are not required if just a few sheets are sufficient to demonstrate competence.

**Note:** All documents and materials submitted in Experience Dossiers remain confidential unless you grant permission to NCARB for use in BEFA program materials. All submissions and submission materials become property of NCARB and will not be returned.

## EXPERIENCE DOSSIER FORMAT & SUBMISSION REQUIREMENTS

### Format and Submission Requirements

Dossiers must conform with the following format requirements:

1. Quantity requirements:
  - a. Four (4) identical complete dossiers must be submitted. Dossiers must conform to all format and submission requirements.
  - b. Four (4) identical CD-ROMs with a bookmarked PDF of the dossier must be submitted. CD-ROMs must be labeled with your name and NCARB Record number.
2. Dossier binder requirements:
  - a. 8½ inch x 11 inch size, portrait format, three-ring binder, maximum three-inch diameter rings.
  - b. Binder thickness/ring diameter must be appropriate for the amount of documents included.
  - c. Binders less than three-inch diameter rings are acceptable.
  - d. Binders greater than three-inch diameter rings are not acceptable.
3. Organization requirements:
  - a. Each binder must contain all dossier documents.
  - b. Dossier documents may not be divided into separate binders.
  - c. Dossiers must be well organized.
  - d. Individual divisions of dossiers must be divided using individual tab sheets with projecting tabs keyed to the Experience Area Evaluation Forms.
  - e. Documentation used to support the Experience Area Evaluation Forms must be clearly referenced, paginated, and annotated.
  - f. No more than one copy of supporting documentation may be included, even if the documentation is referenced in multiple Experience Areas; individual documentation may be referenced in multiple Experience Areas.
  - g. Entire sets of documents such as construction documents, contracts, etc. must not be included; representative examples of extensive documents must be selected.
4. Document format requirements:
  - a. All documents must be either 8½ x 11 inch pages or 11 x 17 inch pages folded to 8½ x 11 inches; documents of other sizes may not be included.
  - b. All standard forms must be 8½ x 11 inch pages portrait format.
  - c. 8½ x 11 inch page documentation of experience should be portrait format and 11 x 17 inch page documentation should be landscape format.
  - d. All 8½ x 11 inch size documents (including indices, forms, etc.) must be two-sided.
  - e. All documents must be copies; original documents and work must not be submitted.
  - f. Documents may not be submitted in plastic sleeves.
  - g. The minimum font size for all documents (indices, forms, etc.), other than Experience Documentation that may be reduced from larger documents, is 10 points. Samples of construction documents reduced to 8 ½ x 11 inch or 11 x 17 inch page are not required to conform to the minimum font size.

If your dossiers do not conform to format and submission requirements they will not be reviewed by the committee and will be returned to you.

The Education Directorate is available to clarify questions you may have regarding format and submission requirements; however it is your responsibility to review your entire dossier prior to submission to ensure that it meets all requirements. NCARB will not pre-review projects and/or dossier submittals.

**BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) DOSSIER REVIEW**  
**National Council of Architectural Registration Boards**

BEFA Applicant (name):	
NCARB no:	
Reviewer (name):	
Committee meeting:	
Review Due Date:	

**BEFA Experience Areas:**

- 1. Programming, Planning & Practice**
- 2. Site Planning & Design**
- 3. Building Design & Construction Systems**
- 4. Schematic Design**
- 5. Structural Systems**
- 6. Building Systems**
- 7. Construction Documents & Services**

**Notes to the Reviewer:**

1. *Please refer to the NCARB Evaluation of Record included with the applicant's BEFA file for information on the applicant's education, state(s) of registration, and professional experience.*
2. *The purpose of the Experience Dossier is to allow BEFA applicants to document foreign experience as a registered architect to satisfy the examination/registration requirement of NCARB Certification requirements. The reviewer/interviewer should use the Architect Registration Examination® (ARE®) Division Statements and Content Areas as a guide when reviewing a dossier or in the preparation of questions for an interview.*
3. *Please respond Yes or No to each question and provide comments in Yes or No column.*
4. *Review forms are for internal use only and are not released to applicants; however, comments from the form may be communicated to applicants in response to the applicant's questions about the review results, specifically rejection of dossiers. Reviewers are encouraged to note and record specific examples, projects, items, etc. upon which decisions are based. Use of bullet point/summary list form is encouraged to emphasize key information and specific references.*
5. *Review forms should be returned by e-mail to [cschwarz@ncarb.org](mailto:cschwarz@ncarb.org) as an MSWord file (not PDF) so that they can be combined with other reviewers' comments and formatted for printing. A hard copy should be returned with the dossier.*

**BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) DOSSIER REVIEW**  
**National Council of Architectural Registration Boards**

BEFA Applicant (name):	
NCARB no:	
Reviewer (name):	
Committee meeting:	
Review Due Date:	

**BEFA DOSSIER REVIEW**

*(Evaluation of the content of the candidate's dossier and of learning through experience)*

<b>1. Programming, Planning &amp; Practice:</b>			
The application of project development knowledge and skills relating to architectural programming; environmental, social, and economic issues; codes and regulations; and project and practice management.			
<b>1. PROGRAMMING &amp; ANALYSIS</b>			
Assess client needs and requirements to develop master plan and program. Document design objectives including site characteristics, spatial and functional relationships, and building systems considerations. Establish preliminary project scope, phasing, budget, and schedule.			
<b>2. ENVIRONMENTAL, SOCIAL, &amp; ECONOMIC ISSUES</b>			
Obtain and review site and building surveys. Assess physical, environmental, social, and economic issues and project impact. Develop project concepts utilizing sustainable principles, alternative energy systems, and new material technologies. Apply basic design principles and historic precedent.			
<b>3. CODES &amp; REGULATIONS</b>			
Identify, analyze, and incorporate building codes, specialty codes, zoning, and other regulatory requirements. Manage regulatory approval process.			
<b>4. PROJECT &amp; PRACTICE MANAGEMENT</b>			
Develop scope of services and project delivery method. Assess project budget and financing. Identify project team members including consultants. Document project meetings. Manage project schedule and design progress. Assist with construction procurement. Manage legal issues relating to practice including fees, insurance and professional services contracts.			
<b>5. SITE ZONING (VIGNETTE)</b>			
Delineate areas suitable for the construction of buildings and other site improvements responding to regulatory restrictions and programmatic requirements. Define a site profile and maximum buildable envelope based on zoning regulations and environmental constraints.			
<b><u>DOCUMENTATION</u> – Does the applicant's documentation of foreign experience satisfy the examination deficiency in Programming, Planning &amp; Practice?</b>			
<b>YES</b>		<b>NO</b>	
<b>Comments:</b>		<b>Comments:</b>	
<b><u>DESCRIPTION</u> – Does the applicant's description of foreign experience satisfy the examination deficiency in Programming, Planning &amp; Practice?</b>			
<b>YES</b>		<b>NO</b>	
<b>Comments:</b>		<b>Comments:</b>	
<b><u>SATISFACTION OF DEFICIENCY</u> – Has the applicant satisfied the examination deficiency in Programming, Planning &amp; Practice?</b>			
<b>YES</b>		<b>NO</b>	
<b>Comments:</b>		<b>Comments:</b>	

**BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) DOSSIER REVIEW**  
**National Council of Architectural Registration Boards**

BEFA Applicant (name):	
NCARB no:	
Reviewer (name):	
Committee meeting:	
Review Due Date:	

<b>2. Site Planning &amp; Design:</b>	
The application of knowledge and skills of site planning and design including environmental, social, and economic issues, project and practice management.	
<b>1. PRINCIPLES</b> Review and assess sites. Incorporate the implication of human behavior, historic precedent, and design theory in the selection of systems, materials, and methods related to site design and construction.	
<b>2. ENVIRONMENTAL ISSUES</b> Interpret site and environmental conditions. Assess and apply systems, materials, and construction methods. Incorporate principles of sustainability. Assess design impact on human behavior.	
<b>3. CODES &amp; REGULATIONS</b> Incorporate building codes, specialty codes, zoning, and other regulatory requirements in site design and construction.	
<b>4. MATERIALS &amp; TECHNOLOGY</b> Analyze the implication of design decisions in the selection of systems, materials, and methods incorporated in site design and construction.	
<b>5. PROJECT &amp; PRACTICE MANAGEMENT</b> Assess and administer site design, including construction sequencing, scheduling, cost, and risk management.	
<b>6. SITE GRADING (VIGNETTE)</b> Modify a site's topographical characteristics responding to programmatic and regulatory requirements.	
<b>7. SITE DESIGN (VIGNETTE)</b> Design a site, including building placement, parking, and vehicular and pedestrian circulation, responding to programmatic, functional, environmental, and setback requirements utilizing general site planning principles.	
<b>DOCUMENTATION – Does the applicant’s documentation of foreign experience satisfy the examination deficiency in Site Planning &amp; Design?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:
<b>DESCRIPTION – Does the applicant’s description of foreign experience satisfy the examination deficiency in Site Planning &amp; Design?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:
<b>SATISFACTION OF DEFICIENCY – Has the applicant satisfied the examination deficiency in Site Planning &amp; Design?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:

**BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) DOSSIER REVIEW**  
**National Council of Architectural Registration Boards**

BEFA Applicant (name):	
NCARB no:	
Reviewer (name):	
Committee meeting:	
Review Due Date:	

<b>3. Building Design &amp; Construction Systems:</b>	
The application of knowledge and skills of building design and construction, including environmental, social, and economic issues, project and practice management.	
<b>1. PRINCIPLES</b> Incorporate the implications of human behavior, historic precedent, and design theory in the selection of systems, materials, and methods related to building design and construction.	
<b>2. ENVIRONMENTAL ISSUES</b> Consider the principles of sustainable design including adaptive re-use, thermal and moisture protection, and hazardous material mitigation.	
<b>3. CODES &amp; REGULATIONS</b> Incorporate building and specialty codes, zoning, and other regulatory requirements in building design and construction systems.	
<b>4. MATERIALS &amp; TECHNOLOGY</b> Analyze the implication of design decisions in the selection of systems, materials, and methods incorporated in building design and construction.	
<b>5. PROJECT &amp; PRACTICE MANAGEMENT</b> Assess the implication of construction sequencing, scheduling, cost, and risk management in the selection of systems, materials, and methods.	
<b>7. ACCESSIBILITY/RAMP (VIGNETTE)</b> Design a ramp and stairway connecting two levels that complies with accessibility and code requirements.	
<b>8. STAIR DESIGN (VIGNETTE)</b> Design a stairway connecting multiple levels that complies with accessibility and code requirements.	
<b>9. ROOF PLAN (VIGNETTE)</b> Design a sloped-roof plan for the removal of rainwater and locate accessories and equipment.	
<b><u>DOCUMENTATION</u> – Does the applicant’s documentation of foreign experience satisfy the examination deficiency in Building Design &amp; Construction Systems?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:
<b><u>DESCRIPTION</u> – Does the applicant’s description of foreign experience satisfy the examination deficiency in Building Design &amp; Construction Systems?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:
<b><u>SATISFACTION OF DEFICIENCY</u> – Has the applicant satisfied the examination deficiency in Building Design &amp; Construction Systems?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:

**BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) DOSSIER REVIEW**  
**National Council of Architectural Registration Boards**

BEFA Applicant (name):	
NCARB no:	
Reviewer (name):	
Committee meeting:	
Review Due Date:	

<b>4. Schematic Design</b>	
The application of knowledge and skills required for the schematic design of buildings and interior space planning.	
<b>1. INTERIOR LAYOUT (VIGNETTE)</b> Design an interior space plan and furniture arrangement responding to program, code, and accessibility requirements.	
<b>2. BUILDING LAYOUT (VIGNETTE)</b> Develop a schematic design for a two-story building addressing program, code, site, and environmental requirements.	
<b>DOCUMENTATION – Does the applicant’s documentation of foreign experience satisfy the examination deficiency in Schematic Design?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:
<b>DESCRIPTION – Does the applicant’s description of foreign experience satisfy the examination deficiency in Schematic Design?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:
<b>SATISFACTION OF DEFICIENCY – Has the applicant satisfied the examination deficiency in Schematic Design?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:

**BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) DOSSIER REVIEW**  
**National Council of Architectural Registration Boards**

BEFA Applicant (name):	
NCARB no:	
Reviewer (name):	
Committee meeting:	
Review Due Date:	

<b>5. Structural Systems:</b>
Identification and incorporation of general structural and lateral force principles in the design and construction of buildings.
<b>1. GENERAL STRUCTURES</b>
<b>A. Principles</b> Apply general structural principles to the design and construction of buildings.
<b>B. Materials &amp; Technology</b> Analyze the implications of design decisions in the selection of systems, materials, and construction details related to general structural design.
<b>C. Codes &amp; Regulations</b> Incorporate building codes, specialty codes, and other regulatory requirements in the design of general structural systems.
<b>2. SEISMIC FORCES</b>
<b>A. Principles</b> Apply lateral forces principles to the design and construction of buildings to resist seismic forces.
<b>B. Materials &amp; Technology</b> Analyze the implications of design decisions in the selection of systems, materials, and construction details related to seismic forces.
<b>C. Codes &amp; Regulations</b> Incorporate building codes, specialty codes, and other regulatory requirements related to seismic forces.
<b>3. WIND FORCES</b>
<b>A. Principles</b> Apply lateral forces principles to the design and construction of buildings to resist wind forces.
<b>B. Materials &amp; Technology</b> Analyze the implications of design decisions in the selection of systems, materials, and construction details related to wind forces.
<b>C. Codes &amp; Regulations</b> Incorporate building codes, specialty codes, and other regulatory requirements related to wind forces.
<b>4. LATERAL FORCES - GENERAL</b>
<b>A. Principles</b> Apply lateral forces principles to the design and construction of buildings.
<b>B. Materials &amp; Technology</b> Analyze the implications of design decisions in the selection of systems, materials, and construction details related to lateral forces.
<b>5. STRUCTURAL LAYOUT (VIGNETTE)</b> Design a schematic framing plan for a one-story building with a multi-level roof.

<b>DOCUMENTATION – Does the applicant’s documentation of foreign experience satisfy the examination deficiency in Structural Systems?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:

<b>DESCRIPTION – Does the applicant’s description of foreign experience satisfy the examination deficiency in Structural Systems?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:

<b>SATISFACTION OF DEFICIENCY – Has the applicant satisfied the examination deficiency in Structural Systems?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:

**BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) DOSSIER REVIEW**  
**National Council of Architectural Registration Boards**

BEFA Applicant (name):	
NCARB no:	
Reviewer (name):	
Committee meeting:	
Review Due Date:	

<b>6. Building Systems:</b>	
The evaluation, selection, and integration of mechanical, electrical, and specialty systems in building design and construction.	
<b>1. CODES &amp; REGULATIONS</b> Incorporate building codes, specialty codes, and other regulatory requirements in the design of mechanical, electrical, and specialty systems.	
<b>2. ENVIRONMENTAL ISSUES</b> Apply sustainable design principles to the selection, design and construction of building systems.	
<b>3. PLUMBING</b>	
<b>A. Principles</b> Analyze and design plumbing systems.	
<b>B. Materials &amp; Technology</b> Evaluate and select materials and construction details related to plumbing systems.	
<b>4. HVAC</b>	
<b>A. Principles</b> Analyze and design heating, ventilating, and air conditioning systems.	
<b>B. Materials &amp; Technology</b> Evaluate and select materials and construction details related to heating, ventilating, and air conditioning systems.	
<b>5. ELECTRICAL</b>	
<b>A. Principles</b> Analyze and design electrical systems.	
<b>B. Materials &amp; Technology</b> Evaluate and select materials and construction details related to electrical systems.	
<b>6. LIGHTING</b>	
<b>A. Principles</b> Analyze and design natural and artificial lighting systems.	
<b>B. Materials &amp; Technology</b> Evaluate and select materials and construction details related to natural and artificial lighting systems.	
<b>7. SPECIALTIES</b>	
Evaluate, select, and design specialty systems for:	
<b>A. Acoustics</b>	
<b>B. Communications &amp; Security</b>	
<b>C. Conveying Systems</b>	
<b>D. Fire Detection &amp; Suppression</b>	
<b>8. MECHANICAL &amp; ELECTRICAL PLAN (VIGNETTE)</b>	
Develop a reflected ceiling plan that integrates ceiling, lighting, mechanical, and structural systems and incorporates life safety considerations.	
<b>DOCUMENTATION – Does the applicant’s documentation of foreign experience satisfy the examination deficiency in Building Systems?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:
<b>DESCRIPTION – Does the applicant’s description of foreign experience satisfy the examination deficiency in Building Systems?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:
<b>SATISFACTION OF DEFICIENCY – Has the applicant satisfied the examination deficiency in Building Systems?</b>	

**BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) DOSSIER REVIEW**  
**National Council of Architectural Registration Boards**

BEFA Applicant (name):	
NCARB no:	
Reviewer (name):	
Committee meeting:	
Review Due Date:	

<b>YES</b>	<b>NO</b>
Comments:	Comments:

**BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) DOSSIER REVIEW**  
**National Council of Architectural Registration Boards**

BEFA Applicant (name):	
NCARB no:	
Reviewer (name):	
Committee meeting:	
Review Due Date:	

<b>7. Construction Documents &amp; Services:</b>	
Application of project management and professional practice knowledge and skills, including the preparation of contract documents and contract administration.	
<b>1. CODES &amp; REGULATIONS</b> Incorporate building codes, specialty codes, zoning, and other regulatory requirements in construction documents and services.	
<b>2. ENVIRONMENTAL ISSUES</b> Incorporate sustainable design principles, adaptive reuse concepts, alternative energy systems, new material technologies, and hazardous material mitigation in construction documents.	
<b>3. CONSTRUCTION DRAWINGS &amp; PROJECT MANUAL</b> Prepare and coordinate construction drawings including building systems, product selection, and constructability. Prepare, coordinate, and review general and supplementary conditions and technical specifications.	
<b>4. PROJECT &amp; PRACTICE MANAGEMENT</b>	
A. Cost Prepare estimates of probable construction cost. Consider cost implications of design decisions.	
B. Scheduling & Coordination Prepare and manage project schedule and coordinate all contract documents including those of consultants.	
C. Project Delivery (including submittals) Establish project delivery method. Provide contract administration documentation and services.	
D. Contracts & Legal Issues Review and administer professional services and construction contracts. Consider issues pertaining to practice including risk management and professional and business ethics.	
<b>5. BUILDING SECTION (VIGNETTE)</b> Delineate a building section that integrates structural, mechanical, and lighting.	
<b><u>DOCUMENTATION</u> – Does the applicant’s documentation of foreign experience satisfy the examination deficiency in Construction Documents &amp; Services?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:
<b><u>DESCRIPTION</u> – Does the applicant’s description of foreign experience satisfy the examination deficiency in Construction Documents &amp; Services?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:
<b><u>SATISFACTION OF DEFICIENCY</u> – Has the applicant satisfied the examination deficiency in Construction Documents &amp; Services?</b>	
<b>YES</b> Comments:	<b>NO</b> Comments:

**BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) DOSSIER REVIEW**  
**National Council of Architectural Registration Boards**

BEFA Applicant (name):	
NCARB no:	
Reviewer (name):	
Committee meeting:	
Review Due Date:	

<b>SATISFACTION OF DEFICIENCIES</b> – Has the applicant satisfied all examination deficiencies, as defined by the ARE® Division Statements and Content Areas?	
<b>YES</b> Comments:	<b>NO</b> Comments:

<b>RECOMMENDATION</b>	
<b>INTERVIEW</b> – Should the applicant be invited for an interview?	
<b>YES</b> Comments:	<b>NO</b> Comments:

## CCR 121 Reciprocity Requirements - Summary

### U.S. Candidates Must:

- a) Hold a current and valid license or registration as an architect in another U.S. jurisdiction (i.e., state, territory or possession of the United States)
- b) Have passed a written architectural licensing examination administered by that U.S. jurisdiction on or before January 1, 1966 **and** have engaged in the practice of architecture as a licensed architect for five or more years in one or more U.S. jurisdiction **OR** have passed an examination prepared by NCARB, comparable to the ARE (as determined by the Board)
- c) Have completed IDP of NCARB or IAP of Canada; **OR** submit a) proof of licensure in another U.S. jurisdiction, b) 3 years of documented architectural practice as a licensed architect in another U.S. jurisdiction, and c) documentation of five years of education equivalents; **OR** hold a current and valid Certification by NCARB
- d) Pass the CSE

### Canadian Candidates Must:

- a) Hold a current and valid registration as an architect in a Canadian province
- b) Hold a current and valid Certification by NCARB
- c) Pass the CSE

### U.K. Candidates Must:

- a) Hold a current and valid registration as an architect in the U.K.
- b) Hold a current and valid Certification issued on or before December 31, 1996 by NCARB
- c) Pass the CSE

§ 121 Form of Examinations; Reciprocity

All candidates for an architectural license shall be required to take and successfully complete the Architect Registration Examination (ARE) and the California Supplemental Examination subject to the following provisions:

- (a) (1) A candidate who is licensed as an architect in another United States jurisdiction, (i.e., state, territory or possession of the United States) either by having passed a written architectural licensing examination administered by that United States jurisdiction on or before January 1, 1966 and who has engaged in the practice of architecture as a licensed architect for five or more years in one or more United States jurisdiction or by having passed an examination prepared by the National Council of Architectural Registration Boards (NCARB), comparable to the ARE (as determined by the Board), shall be eligible for licensure upon passing the California Supplemental Examination as specified in Section 124 of these regulations.
  - (2) Effective January 1, 2005, such candidate shall all prior to licensure (1) complete the Intern Development Program (IDP) of the National Council of Architectural Registration Boards (NCARB), as defined in the most recent edition of NCARB's Intern Development Program Guidelines (currently the 2003- 2004 edition), or the Internship in Architecture Program (IAP) of Canada (currently the 1999 edition); or (2) submit to the Board (A) proof of licensure in another U.S. jurisdiction, (B) an Employment Verification Form on his or her own behalf documenting three years of architectural practice as a licensed architect in another U.S. jurisdiction, and, (C) documentation of five years of education equivalents. Both documents referred to in the preceding sentence are hereby incorporated by reference. A candidate who holds a current and valid Certification by NCARB shall be exempt from the IDP /IAP/CIDP requirement and the requirement to submit items (A) through (C) prescribed in this subdivision upon receipt in the Board office of the candidate's current and valid NCARB blue cover Certification file transmitted by NCARB.
- (b) (1) A candidate who is registered as an architect in a Canadian province and who holds a current and valid Certification issued by the National Council of Architectural Registration Boards shall be eligible for licensure upon passing the California Supplemental Examination as specified in Section 124 of these regulations.
  - (2) A candidate who is registered as an architect in the United Kingdom and who holds a current and valid Certification issued on or before December 31, 1996 by the National Council of Architectural Registration Boards shall be eligible for licensure upon passing the California Supplemental Examination as specified in Section 124 of these regulations.

Subdivision (a)(2), which contains provisions for the IDP/IAP/CIDP requirement, shall become inoperative on January 1, 2011, and, as of January 1, 2011, is repealed, unless a later enacted regulation, which becomes operative on or before January 1, 2011, deletes or extends the date on which it becomes inoperative and is repealed.

# DRAFT

## CALIFORNIA ARCHITECTS BOARD

### PROPOSED REGULATORY LANGUAGE

#### Article 3. Examinations

Amend Section 121 as follows:

#### **Section 121, Form of Examinations; Reciprocity.**

\* \* \*

- (b) (1) A candidate who is registered as an architect in a Canadian province and who holds a current and valid Certification issued by the National Council of Architectural Registration Boards shall be eligible for licensure upon passing the California Supplemental Examination as specified in Section 124 of these regulations.
- (2) A candidate who is registered as an architect in the United Kingdom and who holds a current and valid Certification issued on or before December 31, 1996 by the National Council of Architectural Registration Boards shall be eligible for licensure upon passing the California Supplemental Examination as specified in Section 124 of these regulations.
- (3) A candidate who is registered as an architect in a foreign country, other than a Canadian province or the United Kingdom, and who holds a current and valid Certificate issued by the National Council of Architectural Registration Boards obtained by completing the Broadly Experienced Foreign Architect Program shall be eligible for licensure upon passing the California Supplemental Examination as specified in Section 124 of these regulations.

**Note: Authority cited: Sections 5526, 5550, and 5552.5, Business and Professions Code. Reference: Sections 5550, 5552, and 5552.5, Business and Professions Code.**

## **Agenda Item K**

### **DISCUSS AND POSSIBLE ACTION ON LEGISLATION TO AMEND BUSINESS AND PROFESSIONS CODE TO ACCEPT INDIVIDUAL TAXPAYER IDENTIFICATION NUMBERS IN LIEU OF SOCIAL SECURITY NUMBERS FOR FOREIGN-LICENSED PROFESSIONALS PURSUING LICENSURE IN CALIFORNIA**

In conjunction with the Board's vote in December 2011 to recognize NCARB's Broadly Experienced Foreign Architect Program (previous agenda item), the Board also voted to evaluate and/or pursue a legislative proposal to recognize the Individual Taxpayer Identification Number (ITIN) in lieu of a Social Security Number (SSN) for purposes of facilitating the licensure of foreign-licensed professionals. Currently, Business and Professions Code section (BPC) 30 (attached) requires that an individual hold an SSN in order to obtain and maintain a professional license in California.

The intent of the legislative proposal would be to not preclude foreign-licensed professionals (those who hold a current and valid NCARB Certificate) from becoming licensed in California, if they are not eligible for an SSN at the time they apply for licensure and they are not in noncompliance with a judgment or order for support pursuant to section 17520 of the Family Code. This action would be consistent with legislation passed by the State Bar of California (State Bar) [Assembly Bill (AB) 664 – Jones, Chapter 610, Statutes of 2005 – attached].

In recent years, the Board has discussed and sought ways to facilitate the licensure of foreign professionals in California. In 2008, the Board raised the issue of an exception to the SSN requirement with the Department of Consumer Affairs' (DCA) Chief Deputy Director and received DCA's support. However, the State and Consumer Services Agency rejected the issue at the time and no feedback was provided.

The Board again brought this issue to DCA in 2011, specifically to the Division of Legislative & Policy Review (letter attached). It was conveyed that the SSN requirement can preclude candidates from countries like Canada from becoming licensed in California and that since

architecture is an increasingly global practice, the ability to hire architects from other countries is invaluable. Additionally, it was noted that the Franchise Tax Board (FTB) had previously reviewed a proposal to recognize ITINs in lieu of SSNs and indicated that such a proposal would not impede their efforts. The letter also referenced the State Bar's legislation.

Also attached for the PQC's review is information and requirements for obtaining an SSN and an ITIN.

The PQC is asked to review and discuss the information provided and to offer any recommendations to the Board in pursuing a legislative proposal. It should also be noted that the Board may have an opportunity to insert a proposal into its "term staggering" bill (AB 1822 – Berryhill).

Attachments:

- 1) BPC 30
- 2) AB 664 – Jones, Chapter 610, Statutes of 2005
- 3) July 18, 2011 letter to Richard Woonacott, Deputy Director – Division of Legislative & Policy Review regarding BPC 30 – Reciprocity
- 4) Social Security Numbers For Noncitizens (SSA Publication No. 05-100096)
- 5) Social Security Administration Application for a Social Security Card (Form SS-5)
- 6) General ITIN information from [www.irs.gov](http://www.irs.gov)
- 7) Instructions for Form W-7 (Application for IRS Individual Taxpayer Identification Number)
- 8) Application for IRS Individual Taxpayer Identification Number (Form W-7)

**§ 30 Federal Employer Identification Number or Social Security Number Required of Licensee**

- (a) Notwithstanding any other provision of law, any board, as defined in Section 22, and the State Bar and the Department of Real Estate shall at the time of issuance of the license require that any licensee provide its federal employer identification number, if the licensee is a partnership, or his or her social security number for all others.
- (b) Any licensee failing to provide the federal identification number or social security number shall be reported by the licensing board to the Franchise Tax Board and, if failing to provide after notification pursuant to paragraph (1) of subdivision (b) of Section 19528 of the Revenue and Taxation Code, shall be subject to the penalty provided in paragraph (2) of subdivision (b) of Section 19528 of the Revenue and Taxation Code.
- (c) In addition to the penalty specified in subdivision (b), a licensing board may not process any application for an original license unless the applicant or licensee provides its federal employer identification number or social security number where requested on the application.
- (d) A licensing board shall, upon request of the Franchise Tax Board, furnish to the Franchise Tax Board the following information with respect to every licensee:
  - (1) Name.
  - (2) Address or addresses of record.
  - (3) Federal employer identification number if the entity is a partnership or social security number for all others.
  - (4) Type of license.
  - (5) Effective date of license or a renewal.
  - (6) Expiration date of license.
  - (7) Whether license is active or inactive, if known.
  - (8) Whether license is new or a renewal.
- (e) For the purposes of this section:
  - (1) "Licensee" means any entity, other than a corporation, authorized by a license, certificate, registration, or other means to engage in a business or profession regulated by this code or referred to in Section 1000 or 3600.
  - (2) "License" includes a certificate, registration, or any other authorization needed to engage in a business or profession regulated by this code or referred to in Section 1000 or 3600.
  - (3) "Licensing board" means any board, as defined in Section 22, the State Bar, and the Department of Real Estate.
- (f) The reports required under this section shall be filed on magnetic media or in other machine-readable form, according to standards furnished by the Franchise Tax Board.
- (g) Licensing boards shall provide to the Franchise Tax Board the information required by this section at a time that the Franchise Tax Board may require.
- (h) Notwithstanding Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code, the social security number and federal employer identification number furnished pursuant to this section shall not be deemed to be a public record and shall not be open to the public for inspection.

## **Business and Professions Code**

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- (i) Any deputy, agent, clerk, officer, or employee of any licensing board described in subdivision (a), or any former officer or employee or other individual who in the course of his or her employment or duty has or has had access to the information required to be furnished under this section, may not disclose or make known in any manner that information, except as provided in this section to the Franchise Tax Board or as provided in subdivision (k).
- (j) It is the intent of the Legislature in enacting this section to utilize the social security account number or federal employer identification number for the purpose of establishing the identification of persons affected by state tax laws and for purposes of compliance with Section 17520 of the Family Code and, to that end, the information furnished pursuant to this section shall be used exclusively for those purposes.
- (k) If the board utilizes a national examination to issue a license, and if a reciprocity agreement or comity exists between the State of California and the state requesting release of the social security number, any deputy, agent, clerk, officer, or employee of any licensing board described in subdivision (a) may release a social security number to an examination or licensing entity, only for the purpose of verification of licensure or examination status.
- (l) For the purposes of enforcement of Section 17520 of the Family Code, and notwithstanding any other provision of law, any board, as defined in Section 22, and the State Bar and the Department of Real Estate shall at the time of issuance of the license require that each licensee provide the social security number of each individual listed on the license and any person who qualifies the license. For the purposes of this subdivision, "licensee" means any entity that is issued a license by any board, as defined in Section 22, the State Bar, the Department of Real Estate, and the Department of Motor Vehicles.

## Assembly Bill No. 664

### CHAPTER 610

An act to add Section 6060.6 to the Business and Professions Code, and to amend Section 1161.2 of the Code of Civil Procedure, relating to the State Bar of California.

[Approved by Governor October 6, 2005. Filed with  
Secretary of State October 6, 2005.]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 664, Jones. Administration of the State Bar.

(1) Existing law requires that an applicant for the issuance or renewal of a license to practice law, supply his or her social security number or, if a partnership, its federal employer identification number.

This bill would authorize, in specified circumstances, submission of a federal tax identification number or another identification number, as determined by the State Bar of California, in place of the applicant's social security number.

(2) In a summary proceeding for the possession of real property, existing law requires the court clerk to mail a specified notice to each defendant named in the eviction action. This notice is required to include, among other things, the name and telephone number of the county bar association and the name and telephone number of an office funded by the federal Legal Services Corporation that provides legal services to low-income persons in the county in which the action is filed.

This bill would permit that notice to include the name and telephone number of qualified legal services projects that receive specified funds distributed by the State Bar of California, in lieu of a legal services office funded by the federal Legal Services Corporation.

*The people of the State of California do enact as follows:*

SECTION 1. Section 6060.6 is added to the Business and Professions Code, to read:

6060.6. Notwithstanding Section 30 of this code and Section 17520 of the Family Code, the Committee of Bar Examiners may accept for registration, and the State Bar may process for an original or renewed license to practice law, an application from an individual containing a federal tax identification number, or other appropriate identification number as determined by the State Bar, in lieu of a social security number, if the individual is not eligible for a social security account number at the time of application and is not in noncompliance with a judgment or order for support pursuant to Section 17520 of the Family Code.

SEC. 2. Section 1161.2 of the Code of Civil Procedure, as amended by Chapter 75 of the Statutes of 2005, is amended to read:

1161.2. (a) The clerk may allow access to limited civil case records filed under this chapter, including the court file, index, and register of actions, only as follows:

(1) To a party to the action, including a party's attorney.

(2) To any person who provides the clerk with the names of at least one plaintiff and one defendant and the address of the premises, including the apartment or unit number, if any.

(3) To a resident of the premises who provides the clerk with the name of one of the parties or the case number and shows proof of residency.

(4) To any person by order of the court, which may be granted ex parte, on a showing of good cause.

(5) To any other person 60 days after the complaint has been filed, unless a defendant prevails in the action within 60 days of the filing of the complaint, in which case the clerk may not allow access to any court records in the action, except as provided in paragraphs (1) to (4), inclusive.

(b) For purposes of this section, "good cause" includes, but is not limited to, the gathering of newsworthy facts by a person described in Section 1070 of the Evidence Code. It is the intent of the Legislature that a simple procedure be established to request the ex parte order described in subdivision (a).

(c) Upon the filing of any case so restricted, the court clerk shall mail notice to each defendant named in the action. The notice shall be mailed to the address provided in the complaint. The notice shall contain a statement that an unlawful detainer complaint (eviction action) has been filed naming that party as a defendant, and that access to the court file will be delayed for 60 days except to a party, an attorney for one of the parties, or any other person who (1) provides to the clerk the names of at least one plaintiff and one defendant in the action and provides to the clerk the address, including any applicable apartment, unit, or space number, of the subject premises, or (2) provides to the clerk the name of one of the parties in the action or the case number and can establish through proper identification that he or she lives at the subject premises. The notice shall also contain a statement that access to the court index, register of actions, or other records is not permitted until 60 days after the complaint is filed, except pursuant to an order upon a showing of good cause therefor. The notice shall contain on its face the name and telephone number of the county bar association and the name and telephone number of an office or offices funded by the federal Legal Services Corporation or qualified legal services projects that receive funds distributed pursuant to Section 6216 of the Business and Professions Code, that provide legal services to low-income persons in the county in which the action is filed. The notice shall state that these numbers may be called for legal advice regarding the case. The notice shall be issued between 24 and 48 hours of the filing of the complaint, excluding weekends and holidays. One copy of the notice shall be addressed to "all occupants" and mailed separately to the subject

premises. The notice shall not constitute service of the summons and complaint.

(d) Notwithstanding any other provision of law, the court shall charge an additional fee of fifteen dollars (\$15) for filing a first appearance by the plaintiff. This fee shall be added to the uniform filing fee for actions filed under this chapter.

(e) This section does not apply to a case that seeks to terminate a mobilehome park tenancy if the statement of the character of the proceeding in the caption of the complaint clearly indicates that the complaint seeks termination of a mobilehome park tenancy.



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

July 18, 2011

Mr. Richard Woonacott, Deputy Director - Division of Legislative & Policy Review  
California Department of Consumer Affairs  
1625 North Market Boulevard, Suite S204  
Sacramento, CA 95834

RE: Business and Professions Code section (BPC) 30 - Reciprocity

Dear Richard:

I am writing to follow up on our conversation regarding Business and Professions Code section (BPC) 30 and its impact on candidates from other nations seeking licensure in California.

Our national association has informed us that BPC 30 is precluding candidates from Canada from becoming licensed as architects in California. Our research indicates that this contention is accurate, and is also an issue for all boards and bureaus under the Department of Consumer Affairs (DCA).

Since architecture is an increasingly global practice, and due to the shortage of architects that California firms encounter during robust economic conditions, the ability to hire architects from Sweden, Japan, etc. is invaluable. Being able to operate at maximum capacity enables California firms to export architectural services to other states and nations (rather than having to outsource functions outside of California or miss opportunities for new business all together).

The remedy would be to amend BPC 30 to permit applicants to provide an Individual Taxpayer Identification Number in lieu of a Social Security Number. Doing so provides the identifier needed for purposes of BPC 30, which is to have a means to find candidates in the event they have unpaid family support and/or tax obligations. I have asked the Franchise Tax Board to review the proposal and have been assured they have not identified any problems that would impact its legislative potential.

I should note that our research has discovered that the State Bar of California (Bar) has a specific statute to address BPC 30. BPC 6060.6 authorizes the Bar to process an application from an individual "containing a federal tax identification number, or other appropriate identification number as determined by the State Bar, in lieu of a social security number, if the

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July 18, 2011

Mr. Richard Woonacott, Deputy Director - Division of Legislative & Policy Review

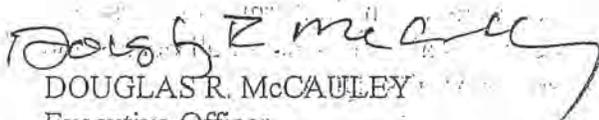
Page 2

individual is not eligible for a social security account number at the time of application and is not in noncompliance with a judgment or order for support pursuant to Section 17520 of the Family Code."

I raised this issue previously when Scott Reid was Chief Deputy Director and received DCA's support. Mr. Reid raised the issue to the State and Consumer Services Agency, where it was rejected, but no feedback was provided. I am hopeful that under the Brown Administration this issue can be reconsidered and sponsored by the DCA on behalf of all the boards and bureaus.

I have attached some background from legal counsel to the National Council of Architectural Registration Boards. I would be pleased to discuss this with you further so that a legislative remedy can be pursued in 2012.

Sincerely,

  
DOUGLAS R. McCAULEY  
Executive Officer

cc: Brian Stiger, Director - Department of Consumer Affairs  
Bill Gage, Chief Consultant - Senate Business, Professions and Economic Development Committee  
G. V. Ayres, Consultant - Senate Business, Professions and Economic Development Committee  
Ross Warren, Chief Consultant - Assembly Business and Professions Committee  
Julie D'Angelo Fellmeth, Administrative Director - Center for Public Interest Law

Attachment

MEMORANDUM

TO: Daniel Taylor  
FROM: Jarrett Barrios   
DATE: September 25, 2000  
RE: Access to Social Security Numbers for the  
Licensing of Foreign Architects

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Massachusetts, among other states, requires architects and other professionals to provide a social security number to obtain licenses to practice within the Commonwealth.<sup>1</sup> Historically, a foreign architect -- someone living abroad or residing here temporarily with no intent of emigrating -- could apply for a social security number to satisfy this requirement.

In May of 1996, the Internal Revenue Service introduced a new type of taxpayer identification number called the Individual Taxpayer Identification Number ("ITIN"). The ITIN was instituted for issuance to non-immigrant aliens as a means of distinguishing them from citizens, lawful permanent residents and others legally authorized to work in the United States.

The introduction of the ITIN was not coordinated with state agencies. Many of these agencies had incorporated the words "social security number" into their licensure statutes. Accordingly, the inability of non-immigrant licensees to obtain -- or retain -- their social security numbers meant these licensees could no longer fulfill the requirements of these states. The ITIN did not satisfy the plain language of state statutes which required "social security numbers."

It was suggested to you, Carl Sapers and Charlie Baker of this firm that recent legislative activity may have corrected this unintended consequence of the IRS reform. I was asked to research the scope and impact of such legislation, and particularly to determine whether this "fix" actually "fixed" our problem.

The legislation which Hill & Barlow's AIA contact referenced is titled "Noncitizen Benefit Clarification and Other Technical Amendments Act of 1998." P.L. 105-306 (Oct. 28, 1998). Section 5 of this Act, "Eligibility of Nonresident Aliens to Renew Professional Licenses," amends relevant sections of the 1996 Welfare Reform Act which, when passed in 1996, explicitly banned, inter alia, the issuance of professional licenses to foreign nationals.<sup>2</sup>

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<sup>1</sup> Most notably, California requires this social security number. The California Board of Architectural Examiners recently denied a Canadian architect renewal of his license to practice in California because he could no longer comply with Section 30 of the state's business code, requiring him to provide a "social security number".

<sup>2</sup> Title IV of the Welfare Reform Act bans any alien "who is not a qualified alien" from receiving any Federal public benefit. P. L. 104-193 § 401(a). Federal benefit explicitly includes professional license issued by the United States or by appropriated funds of the United States. Id. at § 401(c)(1)(A).

Legislative history on the Welfare Reform Act made this intent manifest. "Noncitizens who are 'not qualified aliens' (generally illegal immigrants and students) are ineligible for all Federal public benefits [which] include professional license[s]." H. Conf. Rpt. 104-725.

The 1998 corrective legislation amended the Welfare Reform Act to permit "the issuance of a professional license to, or the renewal of a professional license by a foreign national not physically present in the United States." P.L. 105-306 §5(a) & (b). The intent of Congress, described in the House Way & Means Committee Report, was to "allow such nonresidents to obtain or renew professional licensure while abroad... It is the intent of the Committee that this amendment provide clarification for States that issue professional licenses [in light of the fact that] several professional societies have complained that States are misapplying the 1996 law by restricting access by foreign nationals to professional licenses in the United States." H. Rpt. 105-735 § II(5)(described in "Reason for Change").

Clearly, this legislation remedies one problem facing foreign architects: the ban on federal professional licenses. Nonetheless, by amending the Welfare Reform Act and not reaching the related, but separate, question of access to social security numbers, this remedy does not appear to solve the problem identified in the Haeryung Shin memorandum: the problem of architects' accessing a social security number, or persuading a state agency to accept an ITIN.<sup>1</sup> Accordingly, foreign architects would continue to need assistance in the state legislature or administration to authorize acceptance of ITINs, or to permit these workers to obtain a social security number.

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<sup>1</sup> This concern would appear to persist. Despite the admonition of the House Ways & Means Report that the 1998 law intends to "provide clarification for States that issue professional licenses," it fails to clarify or even mention the ancillary problem of the social security numbers.

# Social Security Numbers For Noncitizens



## Does a noncitizen need a Social Security number?

Unless you are a noncitizen who wants to work in the United States, you probably do not need a Social Security number.

Generally, only noncitizens authorized to work in the United States by the Department of Homeland Security (DHS) can get a Social Security number. Social Security numbers are used to report an individual's wages to the government and to determine a person's eligibility for Social Security benefits. You need a Social Security number to work, collect Social Security benefits and receive some other government services.

Lawfully admitted noncitizens can get many benefits and services without a Social Security number. You do not need a number to get a driver's license, register for school, obtain private health insurance, or to apply for school lunch programs or subsidized housing.

Some organizations use Social Security numbers to identify you in their records. Most, however, will identify you by some other means if you request it.

We cannot assign you a Social Security number solely so you can get a driver's license or a service that requires a credit check.

Although many companies, such as banks and credit companies, may ask for your Social Security number, you generally are not required to provide one if you don't have one.

## How can I get a Social Security number and card?

There are two ways you can apply:

- You can apply in your home country before you come to the United States when filing an application for an immigrant visa with the U.S. Department of State. In almost all cases, if you apply for a Social Security number and card with your immigrant visa application, you do not have to visit a Social Security office in the

United States. (For more information, see [www.socialsecurity.gov/ssnvisa](http://www.socialsecurity.gov/ssnvisa)); or

- You can visit a Social Security office in person.

If you are not an immigrant or did not apply for a Social Security number on your immigrant visa application, you must have your papers from DHS showing your U.S. immigration status and authorization to work in the United States. Then you should apply for a Social Security number and card by visiting an office. We recommend you wait 10 days after arriving in the United States to apply for a Social Security number. This will make it easier for us to verify your DHS documents online, which will speed processing of your Social Security number application. Applying for a Social Security number and card is free. To apply:

- Complete an *Application For A Social Security Card* (Form SS-5);
- Show us at least two original documents proving your:
  - Identity;
  - Work-authorized immigration status;
  - Age; and
- Take your completed application and original documents to your local Social Security office.

***All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents.*** We also cannot accept a receipt showing you applied for the document.

We may use one document for two purposes. For example, we may use your DHS work permit as proof of both your identity and work-authorized immigration status. Your birth certificate or passport may serve as proof of age. ***However, you must provide at least two separate documents.***

We will mail your number and card as soon as we have all of your information and have verified your documents with the issuing offices.

## Identity and work-authorized immigration status

To prove your identity and work-authorized immigration status, show us your current U.S. immigration documents and your unexpired foreign passport. Acceptable immigration documents include your:

- Form I-551 (includes machine-readable immigrant visa);
- Form I-94 (*Arrival/Departure Record*) showing DHS work authorization; or
- Form I-766 (*Employment Authorization Card*).

**Exchange visitors:** If you are a J-1 or J-2 exchange visitor, we also need to see your DS-2019, *Certificate of Eligibility for Exchange Visitor Status*. If you are a J-1 student, student intern, or international visitor, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

**International students:** If you are an F-1 or M-1 student, we need to see your Form I-20, *Certificate of Eligibility for Nonimmigrant Student Status*. For information on other documents students must provide, ask for *International Students And Social Security Numbers* (Publication No. 05-10181).

## Age

You must present your foreign birth certificate if you have it or can get it within 10 business days. If not, we can consider other documents, such as your passport or a document issued by DHS, as evidence of your age.

## What if I need a number for other reasons?

If you are not authorized by DHS to work in the United States, you can get a Social Security number only if you can prove you need it for a valid non-work reason. That might happen, for example, if a state or federal law requires you to have a Social Security number to obtain benefits to which you have already established entitlement.

If you need a number for tax purposes and you are not authorized to work in the United States, you can apply for an *Individual Taxpayer Identification Number* from the Internal Revenue Service (IRS). Visit IRS in person or call the IRS toll-free number, **1-800-TAXFORM (1-800-829-3676)**, and request Form W-7, *Application For An Individual Taxpayer Identification Number*.

If a business or government agency asks you for a Social Security number and you are not authorized to work in the United States, ask if they can identify you in some other way. In most cases, you will be able to get the service or license you need without a Social Security number.

## Contacting Social Security

For more information and to find copies of our publications, visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov) or call toll-free, **1-800-772-1213** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**). We treat all calls confidentially. We can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. We can provide information by automated phone service 24 hours a day.

We also want to make sure you receive accurate and courteous service. That is why we have a second Social Security representative monitor some telephone calls.

# **SOCIAL SECURITY ADMINISTRATION**

## **Application for a Social Security Card**

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**Applying for a Social Security Card is free!**

### **USE THIS APPLICATION TO:**

- Apply for an original Social Security card
- Apply for a replacement Social Security card
- Change or correct information on your Social Security number record

**IMPORTANT:** You MUST provide a properly completed application and the required evidence before we can process your application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. We will return any documents submitted with your application. For assistance call us at 1-800-772-1213 or visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov).

### **Original Social Security Card**

To apply for an original card, you must provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status. If you are not a U.S. citizen and do not have DHS work authorization, you must prove that you have a valid non-work reason for requesting a card. See page 2 for an explanation of acceptable documents.

NOTE: If you are age 12 or older and have never received a Social Security number, you must apply in person.

### **Replacement Social Security Card**

To apply for a replacement card, you must provide one document to prove your identity. If you were born outside the U.S., you must also provide documents to prove your U.S. citizenship or current, lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

### **Changing Information on Your Social Security Record**

To change the information on your Social Security number record (i.e., a name or citizenship change, or corrected date of birth) you must provide documents to prove your identity, support the requested change, and establish the reason for the change. For example, you may provide a birth certificate to show your correct date of birth. A document supporting a name change must be recent and identify you by both your old and new names. If the name change event occurred over two years ago or if the name change document does not have enough information to prove your identity, you must also provide documents to prove your identity in your prior name and/or in some cases your new legal name. If you were born outside the U.S. you must provide a document to prove your U.S. citizenship or current lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

### **LIMITS ON REPLACEMENT SOCIAL SECURITY CARDS**

Public Law 108-458 limits the number of replacement Social Security cards you may receive to 3 per calendar year and 10 in a lifetime. Cards issued to reflect changes to your legal name or changes to a work authorization legend do not count toward these limits. We may also grant exceptions to these limits if you provide evidence from an official source to establish that a Social Security card is required.

### **IF YOU HAVE ANY QUESTIONS**

If you have any questions about this form or about the evidence documents you must provide, please visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov) for additional information as well as locations of our offices and Social Security Card Centers. You may also call Social Security at 1-800-772-1213. You can also find your nearest office or Card Center in your local phone book.

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## EVIDENCE DOCUMENTS

The following lists are examples of the types of documents you must provide with your application and are not all inclusive. Call us at 1-800-772-1213 if you cannot provide these documents.

**IMPORTANT** : If you are completing this application on behalf of someone else, you must provide evidence that shows your authority to sign the application as well as documents to prove your identity and the identity of the person for whom you are filing the application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable.

### Evidence of Age

In general, you must provide your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

### Evidence of Identity

You must provide current, unexpired evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, we prefer to see documents issued in the U.S. Documents you submit to establish identity must show your legal name AND provide biographical information (your date of birth, age, or parents' names) **and/or** physical information (photograph, or physical description - height, eye and hair color, etc.). If you send a photo identity document but do not appear in person, the document must show your biographical information (e.g., your date of birth, age, or parents' names). Generally, documents without an expiration date should have been issued within the past two years for adults and within the past four years for children.

As proof of your identity, you must provide a:

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

If you do not have one of the documents above or cannot get a replacement within 10 work days, we may accept other documents that show your legal name and biographical information, such as a U.S. military identity card, Certificate of Naturalization, employee identity card, certified copy of medical record (clinic, doctor or hospital), health insurance card, Medicaid card, or school identity card/record. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, or a school identity card, or other school record maintained by the school.

If you are not a U.S. citizen, we must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph.

**WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD STUB OR A SOCIAL SECURITY RECORD as evidence of identity.**

### Evidence of U.S. Citizenship

In general, you must provide your U.S. birth certificate or U.S. Passport. Other documents you may provide are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

### Evidence of Immigration Status

You must provide a current unexpired document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, or I-766. If you are an international student or exchange visitor, you may need to provide additional documents, such as Form I-20, DS-2019, or a letter authorizing employment from your school and employer (F-1) or sponsor (J-1). We CANNOT accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid non-work reason. Your card will be marked to show you cannot work and if you do work, we will notify DHS. See page 3, item 5 for more information.

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## HOW TO COMPLETE THIS APPLICATION

**Complete and sign this application LEGIBLY using ONLY black or blue ink on the attached or downloaded form using only 8 ½" x 11" (or A4 8.25" x 11.7") paper.**

**GENERAL:** Items on the form are self-explanatory or are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

4. Show the month, day, and full (4 digit) year of birth; for example, "1998" for year of birth.

5. If you check "Legal Alien Not Allowed to Work" or "Other," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. NOTE: Most agencies do not require that you have a Social Security number. Contact us to see if your reason qualifies for a Social Security number.

6., 7. Providing race and ethnicity information is voluntary and is requested for informational and statistical purposes only. Your choice whether to answer or not does not affect decisions we make on your application. If you do provide this information, we will treat it very carefully.

9.B., 10.B. If you are applying for an original Social Security card for a child under age 18, you MUST show the parents' Social Security numbers unless the parent was never assigned a Social Security number. If the number is not known and you cannot obtain it, check the "unknown" box.

13. If the date of birth you show in item 4 is different from the date of birth currently shown on your Social Security record, show the date of birth currently shown on your record in item 13 and provide evidence to support the date of birth shown in item 4.

16. Show an address where you can receive your card 7 to 14 days from now.

17. WHO CAN SIGN THE APPLICATION? If you are age 18 or older and are physically and mentally capable of reading and completing the application, you must sign in item 17. If you are under age 18, you may either sign yourself, or a parent or legal guardian may sign for you. If you are over age 18 and cannot sign on your own behalf, a legal guardian, parent, or close relative may generally sign for you. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including additional information on the signature line as this may invalidate your application. Call us if you have questions about who may sign your application.

## HOW TO SUBMIT THIS APPLICATION

In most cases, you can take or mail this signed application with your documents to any Social Security office. Any documents you mail to us will be returned to you. Go to

<https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> to find the Social Security office or Social Security Card Center that serves your area.

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## PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD

Protect your SSN card and number from loss and identity theft. DO NOT carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card; e.g., to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you did not initiate.

### PRIVACY ACT STATEMENT

#### Collection and Use of Personal Information

Sections 205(c) and 702 of the Social Security Act, as amended, authorize us to collect this information. The information you provide will be used to assign you a Social Security number and issue a Social Security card.

The information you furnish on this form is voluntary. However, failure to provide the requested information may prevent us from issuing you a Social Security number and card.

We rarely use the information you supply for any purpose other than for issuing a Social Security number and card. However, we may use it for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following:

1. To enable a third party or an agency to assist Social Security in establishing rights to Social Security benefits and/or coverage;
2. To comply with Federal laws requiring the release of information from Social Security records (e.g., to the Government Accountability Office and Department of Veterans' Affairs);
3. To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level; and
4. To facilitate statistical research, audit or investigative activities necessary to assure the integrity of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for Federally-funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.

Complete lists of routine uses for this information are available in System of Records Notice 60-0058 (Master Files of Social Security Number (SSN) Holders and SSN Applications). The Notice, additional information regarding this form, and information regarding our systems and programs, are available on-line at [www.socialsecurity.gov](http://www.socialsecurity.gov) or at any local Social Security office.

This information collection meets the requirements of 44 U.S.C. §3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 8.5 to 9.5 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. **Send only comments relating to our time estimate to this address, not the completed form.**

# SOCIAL SECURITY ADMINISTRATION

## Application for a Social Security Card

Form Approved  
OMB No. 0960-0066

<b>1</b>	<b>NAME</b> TO BE SHOWN ON CARD	First	Full Middle Name	Last
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First	Full Middle Name	Last
	OTHER NAMES USED			

<b>2</b>	Social Security number previously assigned to the person listed in item 1	<input type="text"/>							
----------	---------------------------------------------------------------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

<b>3</b>	<b>PLACE OF BIRTH</b> (Do Not Abbreviate) City State or Foreign Country	Office Use Only	<b>4</b>	<b>DATE OF BIRTH</b> MM/DD/YYYY
		FCI		

<b>5</b>	<b>CITIZENSHIP</b> (Check One)	<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Legal Alien Allowed To Work	<input type="checkbox"/> Legal Alien <b>Not</b> Allowed To Work (See Instructions On Page 3)	<input type="checkbox"/> Other (See Instructions On Page 3)
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<b>6</b>	<b>ETHNICITY</b> Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>7</b>	<b>RACE</b> Select One or More (Your Response is Voluntary)	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> American Indian	<input type="checkbox"/> Other Pacific Islander
				<input type="checkbox"/> Alaska Native	<input type="checkbox"/> Black/African American	<input type="checkbox"/> White
				<input type="checkbox"/> Asian		

<b>8</b>	<b>SEX</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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<b>9</b>	<b>A. PARENT/ MOTHER'S NAME AT HER BIRTH</b>	First	Full Middle Name	Last
	<b>B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 9 B on Page 3)	<input type="text"/>	<input type="text"/>	<input type="text"/>

				<input type="checkbox"/> Unknown
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<b>10</b>	<b>A. PARENT/ FATHER'S NAME</b>	First	Full Middle Name	Last
	<b>B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 10B on Page 3)	<input type="text"/>	<input type="text"/>	<input type="text"/>

				<input type="checkbox"/> Unknown
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<b>11</b>	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before?	<input type="checkbox"/> Yes (If "yes" answer questions 12-13)	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)
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<b>12</b>	Name shown on the most recent Social Security card issued for the person listed in item 1	First	Full Middle Name	Last

<b>13</b>	Enter any different date of birth if used on an earlier application for a card	MM/DD/YYYY
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<b>14</b>	<b>TODAY'S DATE</b> MM/DD/YYYY	<b>15</b>	<b>DAYTIME PHONE NUMBER</b> Area Code Number
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<b>16</b>	<b>MAILING ADDRESS</b> (Do Not Abbreviate)	Street Address, Apt. No., PO Box, Rural Route No.		
		City	State/Foreign Country	ZIP Code

<b>17</b>	<b>YOUR SIGNATURE</b>	<b>18</b>	<b>YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:</b>			
			<input type="checkbox"/> Self	<input type="checkbox"/> Natural Or Adoptive Parent	<input type="checkbox"/> Legal Guardian	<input type="checkbox"/> Other Specify _____

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)					
NPN	DOC	NTI	CAN	ITV	
PBC	EVI	EVA	EVC	PRA	UNIT
EVIDENCE SUBMITTED			SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		
			DATE		
			DATE		



- [Individuals](#)
- [Businesses](#)
- [Charities & Non-Profits](#)
- [Government Entities](#)
- [Tax Professionals](#)
- [Retirement Plans Community](#)
- [Tax Exempt Bond Community](#)

## General ITIN Information

### Individuals Topics

- [Abusive Tax Shelters](#)
- [Appeal a Tax Dispute](#)
- [Taxpayer Rights](#)
- [More Topics ...](#)

### IRS Resources

- [Compliance & Enforcement](#)
- [Contact My Local Office](#)
- [e-file](#)
- [Forms and Publications](#)
- [Newsroom](#)
- [Frequently Asked Questions](#)
- [Taxpayer Advocate Service](#)
- [Where To File](#)

#### What is an ITIN?

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. It is a nine-digit number that always begins with the number 9 and has a range of 70-88 in the fourth and fifth digit. Effective **April 12, 2011**, the range was extended to include 90-92 and 94-99 in the fourth and fifth digit, example 9XX-90-XXXX.

IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain a Social Security Number (SSN) from the Social Security Administration (SSA).

ITINs are issued regardless of immigration status because both resident and nonresident aliens may have a U.S. filing or reporting requirement under the Internal Revenue Code.

Individuals must have a filing requirement and file a valid federal income tax return to receive an ITIN, unless they meet an exception.

#### What is an ITIN used for?

ITINs are for federal tax reporting only, and are not intended to serve any other purpose. IRS issues ITINs to help individuals comply with the U.S. tax laws, and to provide a means to efficiently process and account for tax returns and payments for those not eligible for Social Security Numbers (SSNs).

An ITIN does not authorize work in the U.S. or provide eligibility for Social Security benefits or the Earned Income Tax Credit.

#### Who needs an ITIN?

IRS issues ITINs to foreign nationals and others who have federal tax reporting or filing requirements and do not qualify for SSNs. A non-resident alien individual not eligible for a SSN who is required to file a U.S. tax return only to claim a refund of tax under the provisions of a U.S. tax treaty needs an ITIN.

Other examples of individuals who need ITINs include:

- A nonresident alien required to file a U.S. tax return
- A U.S. resident alien (based on days present in the United States) filing a U.S. tax return
- A dependent or spouse of a U.S. citizen/resident alien
- A dependent or spouse of a nonresident alien visa holder

#### How do I know if I need an ITIN?

If you do not have a SSN and are not eligible to obtain a SSN, but you have a requirement to furnish a federal tax identification number or file a federal income tax return, you must apply for an ITIN.

If you have an application for a SSN pending, do not file Form W-7. Complete Form W-7 only if the Social Security Administration (SSA) notifies you that a SSN cannot be issued.

To obtain a SSN, see Form SS-5, Application for a Social Security Card. To get Form SS-5 or to find out if you are eligible to obtain a SSN, go to [Social Security Administration Website](#) or contact a SSA office. By law, an alien individual cannot have both an ITIN and a SSN.

IRS processes returns showing SSNs or ITINs in the blanks where tax forms request SSNs. IRS no longer accepts, and will not process, forms showing "SSA205c," "applied for," "NRA," blanks, etc.

#### How do I apply for an ITIN?

Use the latest revision of Form W-7, [Application for IRS Individual Taxpayer Identification Number](#) to apply. Attach a valid federal income tax return, unless you qualify for an exception, and include your original, notarized, or certified proof of identity and foreign status documents.

Because you are filing your tax return as an attachment to your ITIN application, you should not mail your return to the address listed in the Form 1040, 1040A or 1040EZ instructions. Instead, send your return, Form W-7 and proof of identity and foreign status documents to:

Internal Revenue Service  
Austin Service Center  
ITIN Operation  
P.O. Box 149342  
Austin, TX 78714-9342

You may also apply using the services of an IRS-authorized [Acceptance Agent](#) or visit an IRS [Taxpayer Assistance Center](#) in lieu of mailing your information to the IRS in Austin. Taxpayer Assistance Centers (TACs) in the United States provide in-person help with ITIN applications on a walk-in or appointment basis. Applicants outside the United States should contact an overseas IRS office to find out if that office accepts Form W-7 applications. The IRS's ITIN Unit in Austin issues all numbers by mail.

**When should I apply for an ITIN?**

You should complete Form W-7 as soon as you are ready to file your federal income tax return, since you need to attach the return to your application.

If you meet one of the exceptions to the tax filing requirement, submit Form W-7, along with the documents that prove your identity and foreign status and the required supplemental documents to substantiate your qualification for the exception, as soon as possible after you determine that you are covered by that exception.

You can apply for an ITIN any time during the year; however, if the tax return you attach to Form W-7 is filed after the return's due date, you may owe interest and/or penalties. You should file your current year return by the prescribed due date to avoid this.

**Where can I get help with my ITIN application?**

You may call the IRS toll-free at 1-800-829-1040 for information and help in completing your Form W-7 and your tax return, or to check on the status of your application six weeks after submitting Form W-7.

Assistance is also available at IRS [Taxpayer Assistance Centers](#) in the United States to provide in-person help with ITIN applications on a walk-in or appointment basis. Applicants outside the United States may contact an overseas IRS office to find out if that office accepts Form W-7 applications.

You may also use the services of an IRS-authorized [Acceptance Agent](#).

**How and when can I expect to receive my ITIN?**

If you qualify for an ITIN and your application is complete, you will receive a letter from the IRS assigning your tax identification number, usually within six weeks. If you have not received your ITIN or other correspondence six weeks after applying, you may call the IRS toll-free number at 1-800-829-1040 to request the status of your application.

*Page Last Reviewed or Updated: November 01, 2011*

[Accessibility](#) | [Freedom of Information Act](#) | [Important Links](#) | [IRS Privacy Policy](#) | [USA.gov](#) | [U.S. Treasury](#)

# Instructions for Form W-7

(Rev. January 2011)



Department of the Treasury  
Internal Revenue Service

(Use with the January 2010 revision of Form W-7.)

## Application for IRS Individual Taxpayer Identification Number

Section references are to the Internal Revenue Code unless otherwise noted.

### General Instructions

#### Purpose of Form

Use Form W-7 to apply for an IRS individual taxpayer identification number (ITIN). An ITIN is a nine-digit number issued by the U.S. Internal Revenue Service (IRS) to individuals who are required for U.S. tax purposes to have a U.S. taxpayer identification number but who do not have and are not eligible to get a social security number (SSN).

**The ITIN is for federal tax purposes only.** It does not entitle you to social security benefits and does not change your immigration status or your right to work in the United States. Also, individuals filing tax returns using an ITIN are not eligible for the earned income credit (EIC).

**SSNs.** Do not complete Form W-7 if you have an SSN or you are eligible to get an SSN. You are eligible for an SSN if you are a U.S. citizen or if you have been admitted by the United States for permanent residence or U.S. employment.

To get an SSN, see Form SS-5, Application for a Social Security Card. To get Form SS-5 or to find out if you are eligible to get an SSN, go to [www.socialsecurity.gov](http://www.socialsecurity.gov) or contact a Social Security Administration (SSA) office.

If you have an application for an SSN pending, do not file Form W-7. Complete Form W-7 only if the SSA notifies you that an SSN cannot be issued.

If the SSA will not issue you an SSN, you must get a letter of denial and attach it to your Form W-7. This applies whether you are attaching Form W-7 to your federal tax return or requesting an ITIN under one of the exceptions. However, students, professors, and researchers, see information for box "f" on page 3.

#### Who Must Apply

Any individual who is not eligible to get an SSN but who must furnish a taxpayer identification number must apply for an ITIN on Form W-7. Examples include the following.

- A nonresident alien individual eligible to get the benefit of reduced withholding under an income tax treaty. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.
- A nonresident alien individual not eligible for an SSN who is required to file a U.S. tax return or who is filing a U.S. tax return only to claim a refund.
- A nonresident alien individual not eligible for an SSN who elects to file a joint U.S. tax return with a spouse who is a U.S. citizen or resident alien.
- A U.S. resident alien (based on the substantial presence test) who files a U.S. tax return but who is not eligible for an SSN. For information about the substantial presence test, see Pub. 519, U.S. Tax Guide for Aliens.
- An alien spouse claimed as an exemption on a U.S. tax return who is not eligible to get an SSN.
- An alien individual eligible to be claimed as a dependent on a U.S. tax return but who is not eligible to get an SSN. To determine if an alien individual is eligible to be claimed as a dependent on a U.S. tax return, see Pub. 501, Exemptions, Standard Deduction, and Filing Information, and Pub. 519.

- A nonresident alien student, professor, or researcher who is required to file a U.S. tax return but who is not eligible for an SSN, or who is claiming an exception to the tax return filing requirement.
- A dependent/spouse of a nonresident alien holding a U.S. visa who is not eligible for an SSN.

#### Deceased Taxpayers

When requesting an ITIN for a deceased taxpayer, the deceased must meet all of the requirements established to get an ITIN. Also, you must write "Deceased" across the top of the Form W-7 and attach the additional documentation shown in the following chart.

IF you are:	THEN you must attach:
The surviving spouse filing an original or amended joint return with your deceased spouse	<ul style="list-style-type: none"><li>• Form W-7,</li><li>• A U.S. individual income tax return,</li><li>• Documentation substantiating the identity and foreign status of the deceased, and</li><li>• A copy of the certificate of death.</li></ul>
The court-appointed executor or administrator of the deceased's estate filing an original tax return on behalf of the deceased	<ul style="list-style-type: none"><li>• Form W-7,</li><li>• A U.S. individual income tax return,</li><li>• Documentation substantiating the identity and foreign status of the deceased*, and</li><li>• A court certificate showing your appointment.</li></ul>
Neither the surviving spouse nor the court-appointed executor or administrator of the deceased's estate	<ul style="list-style-type: none"><li>• Form W-7,</li><li>• A U.S. individual income tax return,</li><li>• Documentation substantiating the identity and foreign status of the deceased*,</li><li>• Form 1310 (if a refund is due), and</li><li>• A copy of the certificate of death.</li></ul>

\* If the Form W-7 is for a deceased individual under 18 years of age, one of the documents proving identity and/or foreign status must be a birth certificate, unless a passport is submitted.

#### ITIN not needed for Forms 4868, 1040-ES, or 1040-ES (NR).

If you are filing an application for an extension of time to file using Form 4868, or making an estimated tax payment using Form 1040-ES or Form 1040-ES (NR), do not file Form W-7 with those forms. Enter "ITIN TO BE REQUESTED" wherever your SSN or ITIN is requested. An ITIN will be issued only after you file a tax return and meet all other requirements.

#### Additional Information

**Publications.** In addition to Pubs. 501, 515, and 519 mentioned earlier, see Pub. 1915, Understanding Your IRS Individual Taxpayer Identification Number (ITIN), for more information.

These publications are available free from the IRS. To order the publications, call 1-800-TAX-FORM (1-800-829-3676) if you are in the United States. If you have a foreign address, write to:

Internal Revenue Service  
1201 N. Mitsubishi Motorway  
Bloomington, IL 61705-6613

You also can get these publications at [IRS.gov](http://IRS.gov).

**Telephone help.** If, after reading these instructions and our free publications, you are not sure how to complete your application or have additional questions, call 1-800-829-1040 if you are in the United States. If you are outside the United States, call 267-941-1000 (not a toll-free number) or contact our overseas offices in Beijing, Frankfurt, London, or Paris.

## How To Apply

Your application must include all of the following.

1. Your completed Form W-7.

**Note.** If you submit a Form W-7, all later ITIN notices and correspondence that you receive will be in English. If you prefer to receive them in Spanish, please submit Form W-7(SP).

2. Your original, completed tax return(s) for which the ITIN is needed. Attach Form W-7 to the front of your tax return. If you are applying for more than one ITIN for the same tax return (such as for a spouse or dependent(s)), attach all Forms W-7 to the same tax return. After your Form W-7 has been processed, the IRS will assign an ITIN to the return and process the return.

**TIP** *There are exceptions to the requirement to include a U.S. tax return. If you claim one of these exceptions, you must submit the documentation required instead of a tax return. See the Exceptions Tables beginning on page 6.*

3. The original documents, or certified or notarized copies of documents, that substantiate the information provided on the Form W-7. The supporting documentation must be consistent with the applicant's information provided on Form W-7. For example, the name, date of birth, and country(ies) of citizenship must be the same as on Form W-7, lines 1a, 4, and 6a.

**TIP** *To avoid any loss of your documents, it is suggested you do not submit the original documentation.*

You can submit copies of original documents if you do any of the following.

- Have the copies certified by the issuing agency or official custodian of the original record.
- Have the copies notarized by a U.S. notary public legally authorized within his or her local jurisdiction to certify that the document is a true copy of the original. To do this, the notary must see the valid, unaltered, original document and verify that the copy conforms to the original. Consular offices at U.S. Embassies and Consulates overseas may not certify true copies of foreign public documents and will refer applicants to the foreign authority that issued the document.
- Have the copies notarized by a foreign notary. However, foreign notaries are only acceptable as outlined by the Hague Convention. The Hague Convention provides for the simplified certification of public (including notarized) documents to be used in countries that have joined the Convention. A certification will be issued in the form of an "apostille," which will be attached to the copy of the document. If the document originates in a country that is not party to the Convention, applicants should have the document certified by the foreign authority that issued it.

**Note.** The apostille must stay attached to the copy of the document when it is sent to the IRS.

**CAUTION** *Photocopies of documents must bear an original authentic certified or notarized seal/stamp placed there by the proper authority. Photocopies of previously notarized or certified documents are not acceptable and will be returned to the applicant.*

**TIP** *Original documents you submit will be returned to you at the mailing address shown on your Form W-7. You do not need to provide a return envelope. If your original documents are not returned within 60 days, you can call the IRS (see Telephone help above). Copies of documents will not be returned. If you will need your documents for any purpose within 60 days of submitting your ITIN application, you may wish to apply in person at an IRS Taxpayer Assistance Center. See Where To Apply on page 3. Your documents will be*

*reviewed by an IRS employee in this office and returned to you immediately.*

**If you submit an original valid passport (or a notarized or certified copy of a valid passport), you do not need to submit any other documents.** Otherwise, you must submit at least two of the documents listed below. The documents must be current\*, verify your identity (that is, contain your name), and support your claim of foreign status. If you submit copies of documents that display information on both sides, copies of both the front and back must be attached to the Form W-7. At least one document must contain your photograph, but a photograph is not required if documents are submitted for a dependent under age 14 (under age 18 if a student). Do not attach expired documents.

\*Current documents are:

- Civil birth certificates—since civil birth certificates do not contain an expiration date, they are considered current at all times.
- Passports and national identification cards—these documents will be considered current only if their expiration date has not passed prior to the date the Form W-7 is submitted.
- School and medical records—these documents are valid for dependents under the age of 14 (under age 18 if a student) and are considered current only if the date shown on the document is not more than 1 year prior to the date the Form W-7 is submitted.

Supporting Documentation	Can be used to establish:	
	Foreign status	Identity
Passport (the only stand-alone document)	x	x
U.S. Citizenship and Immigration Services (USCIS) photo identification	x	x
Visa issued by U.S. Department of State	x	x
U.S. driver's license		x
U.S. military identification card		x
Foreign driver's license		x
Foreign military identification card	x	x
National identification card (must be current and contain name, photograph, address, date of birth, and expiration date)	x	x
U.S. state identification card		x
Foreign voter's registration card	x	x
Civil birth certificate	x*	x
Medical records (valid only for dependents under age 14 (under age 18 if a student))	x*	x
School records (valid only for dependents under age 14 (under age 18 if a student))	x*	x
* Can be used to establish foreign status only if they are foreign documents.		

**Note.** Documentation submitted for a dependent must include a civil birth certificate (unless a passport is submitted).

Keep a copy of your application for your records.

## When To Apply

Complete and attach Form W-7 when you file the tax return for which the ITIN is needed. However, if you meet one of the exceptions described later under *h. Other*, complete and submit Form W-7 as soon as possible after you determine you are covered by that exception.

Allow 6 weeks for the IRS to notify you of your ITIN (8 to 10 weeks if you submit documents during peak processing periods (January 15 through April 30) or if you are filing from overseas). If you have not received your ITIN or correspondence at the end of that time, you can call the IRS to find out the status of your application (see *Telephone help* on page 2).

## Where To Apply

**By mail.** Mail Form W-7, your tax return (or other documents required by an exception), and the documentation described in item (3) and listed in the chart under *How To Apply* on page 2 to:

Internal Revenue Service  
ITIN Operation  
P.O. Box 149342  
Austin, TX 78714-9342



*Do not use the mailing address in the instructions for your tax return.*

**Private delivery services.** If you use a private delivery service to submit your Form W-7, use the following address:

Internal Revenue Service  
ITIN Operation  
Mail Stop 6090-AUSC  
3651 S. Interregional, Hwy 35  
Austin, TX 78741-0000

**In person.** You can apply for an ITIN by bringing your completed forms and documentation to any IRS Taxpayer Assistance Center in the United States or IRS office abroad. Information on our overseas offices can be found in Pub. 1915 or at IRS.gov.

**Through acceptance agent.** You also can apply through an acceptance agent authorized by the IRS. An acceptance agent can help you complete and file Form W-7. To get a list of agents, visit IRS.gov and enter “*acceptance agent program*” in the search box at the top of the page.

## Specific Instructions

If you are completing this form for someone else, answer the questions as they apply to that person.

### Reason For Applying

You must check the box to indicate the reason you are completing Form W-7. If more than one box applies to you, check the box that best explains your reason for submitting Form W-7.

**Note.** If you check box “a” or “f,” then box “h” may also be checked. If applicable, you also must enter the treaty country and treaty article. For more information on treaties, see Pub. 901, U.S. Tax Treaties.

**a. Nonresident alien required to get an ITIN to claim tax treaty benefit.** Certain nonresident aliens must get an ITIN to claim a tax treaty benefit even if they do not have to file a U.S. tax return. If you check this box to claim the benefits of a U.S. income tax treaty with a foreign country, also check box h. On the dotted line next to box h, enter the appropriate designation for Exception 1 or 2, whichever applies (see *Exception 1* and *Exception 2* under *Exceptions*, later). Identify the exception by its number, alpha subsection, and category under which you are applying (for example, enter “Exception 1d-Pension Income” or “Exception 2d-Gambling Winnings”). Also, enter the name of the treaty country and treaty article number in the appropriate entry spaces below box h and attach the documents required under whichever exception applies. For more details on tax treaties, see Pub. 901.

**b. Nonresident alien filing a U.S. tax return.** This category includes:

- A nonresident alien who must file a U.S. tax return to report income effectively or not effectively connected with the conduct of a trade or business in the United States, and

- A nonresident alien who is filing a U.S. tax return only to get a refund.

**c. U.S. resident alien (based on days present in the United States) filing a U.S. tax return.** A foreign individual living in the United States who does not have permission to work from the USCIS, and is thus ineligible for an SSN, may still be required to file a U.S. tax return. These individuals must check this box.

**d. Dependent of a U.S. citizen/resident alien.** This is an individual who can be claimed as a dependent on a U.S. tax return and is not eligible to get an SSN.

**Note.** If you live abroad and requested an Adoption Taxpayer Identification Number (ATIN) for a foreign child you adopted or who has been legally placed in your home pending adoption and that request was denied, your dependent may be eligible for an ITIN. When submitting your Form W-7, ensure you include a copy of the legal documents evidencing your relationship to the child.

**e. Spouse of a U.S. citizen/resident alien.** This category includes:

- A resident or nonresident alien husband or wife who is not filing a U.S. tax return (including a joint return) and who is not eligible to get an SSN but who, as a spouse, is claimed as an exemption, and
- A resident or nonresident alien electing to file a U.S. tax return jointly with a spouse who is a U.S. citizen or resident alien.

**f. Nonresident alien student, professor, or researcher filing a U.S. tax return or claiming an exception.** This is an individual who has not abandoned his or her residence in a foreign country and who is a bona fide student, professor, or researcher coming temporarily to the United States solely to attend classes at a recognized institution of education, to teach, or to perform research. If you check this box, you must complete lines 6c and 6g and provide your passport with a valid U.S. visa. If you are present in the United States on a work-related visa (F-1, J-1, or M-1), but will not be employed (that is, your presence in the United States is study-related), you can choose to attach a letter from the Designated School Official or Responsible Officer instead of applying with the SSA for an SSN. The letter must clearly state that you will not be securing employment while in the United States and your presence here is solely study-related. This letter can be submitted instead of a Social Security denial letter if you are filing a tax return with this Form W-7 or claiming Exception 2. If you check this box to claim an exception under the benefits of a U.S. income tax treaty with a foreign country, also check box h. On the dotted line next to box h, enter the appropriate designation for Exception 2 (see page 4). Identify the exception by its number, alpha subsection, and category under which you are applying (for example, enter “Exception 2b-Scholarship Income and claiming tax treaty benefits” or “Exception 2c-Scholarship Income”). Also, enter the name of the treaty country and the treaty article number in the appropriate entry spaces below box h (if applicable) and attach the documents required under Exception 2.

**g. Dependent/spouse of a nonresident alien holding a U.S. visa.** This is an individual who can be claimed as a dependent or a spouse on a U.S. tax return, who is unable, or not eligible, to get an SSN, and who has entered the United States with a nonresident alien holding a U.S. visa.

**h. Other.** If the reason for your ITIN request is not described in boxes a through g, check this box. Describe in detail your reason for requesting an ITIN and attach supporting documents.

Frequently, third parties (such as banks and other financial institutions) that are subject to information reporting and withholding requirements will request an ITIN from you to enable them to file information returns required by law. If you are requesting an ITIN for this reason, you may be able to claim one of the exceptions described on page 4. Enter on the dotted line next to box h the exception that applies to you. Identify the exception by its number, alpha subsection (if applicable), and

category under which you are applying (for example, enter "Exception 1a-Partnership Interest" or "Exception 3-Mortgage Interest"). Examples of completed Forms W-7 can be found in Pub. 1915. You will not need to attach a tax return to your Form W-7.

**Exceptions.** For more detailed information regarding the exception(s) that may apply to you, see the *Exceptions Tables* beginning on page 6.

**Exception 1. Passive income—third party withholding or tax treaty benefits.** This exception may apply if you are the recipient of partnership income, interest income, annuity income, or other passive income that is subject to third party withholding or covered by tax treaty benefits. See the *Exceptions Tables* on page 6 for information on the requirements for claiming Exception 1.

Information returns applicable to Exception 1 may include the following.

- Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding.
- Form 1099-INT, Interest Income.
- Form 8805, Foreign Partner's Information Statement of Section 1446 Withholding Tax.
- Schedule K-1 (Form 1065), Partner's Share of Income, Deductions, Credits, etc.

**Exception 2. Other income.**

 *Applicants receiving compensation for personal services performed in the United States, or issued a U.S. visa that is valid for employment, should first apply for an SSN with the SSA. You are not eligible for an ITIN if you are eligible to get an SSN.*

This exception may apply if:

1. You are claiming the benefits of a U.S. income tax treaty with a foreign country and you receive any of the following:
  - a. Wages, salary, compensation, and honoraria payments,
  - b. Scholarships, fellowships, and grants, or
  - c. Gambling income, or
2. You are receiving taxable scholarship, fellowship, or grant income, but not claiming the benefits of an income tax treaty.

See the *Exceptions Tables* on pages 6 through 8 for information on the requirements for claiming Exception 2. Information returns applicable to Exception 2 may include Form 1042-S.

**Exception 3. Mortgage interest—third party reporting.** This exception may apply if you have a home mortgage loan on real property you own in the United States that is subject to third party reporting of mortgage interest. See the *Exceptions Tables* on page 8 for information on the requirements for claiming Exception 3. Information returns applicable to Exception 3 may include Form 1098, Mortgage Interest Statement.

**Exception 4. Dispositions by a foreign person of U.S. real property interest—third party withholding.** This exception may apply if you are a party to a disposition of a U.S. real property interest by a foreign person, which is generally subject to withholding by the transferee or buyer (withholding agent). See the *Exceptions Tables* on page 8 for information on the requirements for claiming Exception 4. Information returns applicable to Exception 4 may include the following.

- Form 8288, U.S. Withholding Tax Return for Dispositions by Foreign Persons of U.S. Real Property Interests.
- Form 8288-A, Statement of Withholding on Dispositions by Foreign Persons of U.S. Real Property Interests.
- Form 8288-B, Application for Withholding Certificate for Dispositions by Foreign Persons of U.S. Real Property Interests.

**Exception 5. Treasury Decision (TD) 9363.** This exception may apply if you have an IRS reporting requirement under TD 9363 and are submitting Form W-7 with Form 13350. See the *Exceptions Tables* on page 8 for information on the requirements for claiming Exception 5.

## Line Instructions

Enter N/A (not applicable) on all lines that do not apply to you. **Do not** leave any lines blank.

**Line 1a.** Enter your legal name on line 1a as it appears on your documents. This entry should reflect your name as it will appear on a U.S. tax return.

 *Your ITIN will be established using this name. If you do not use this name on the U.S. tax return, the processing of the U.S. tax return may be delayed.*

**Line 1b.** Enter your name as it appears on your birth certificate if it is different from your entry on line 1a.

**Line 2.** Enter your complete mailing address on line 2. This is the address the IRS will use to return your original documents and send written notification of your ITIN.

**Note.** If the U.S. Postal Service will not deliver mail to your physical location, enter the U.S. Postal Service's post office box number for your mailing address. Contact your local U.S. Post Office for more information. Do not use a post office box owned and operated by a private firm or company.

**Line 3.** Enter your complete foreign (non-U.S.) address in the country where you permanently or normally reside if it is different from the address on line 2. If you no longer have a permanent residence, due to your relocation to the United States, enter only the foreign country where you last resided on line 3. If you are claiming a benefit under an income tax treaty with the United States, line 3 must show the treaty country.

 *Do not use a post office box or an "in care of" (c/o) address instead of a street address on line 2 if you are entering just a "country" name on line 3. If you do, your application will be rejected.*

**Line 4.** To be eligible for an ITIN, your birth country must be recognized as a foreign country by the U.S. Department of State.

**Line 6a.** Enter the country or countries (in the case of dual citizenship) in which you are a citizen. Enter the complete country name; do not abbreviate.

**Line 6b.** If your country of residence for tax purposes has issued you a tax identification number, enter that number on line 6b. For example, if you are a resident of Canada, enter your Canadian Social Insurance Number.

**Line 6c.** Enter only U.S. nonimmigrant visa information. Include the USCIS classification, number of the U.S. visa, and the expiration date in month/day/year format. For example, if you have an F-1/F-2 visa with the number 123456 that has an expiration date of December 31, 2012, enter "F-1/F-2," "123456," and "12/31/2012" in the entry space. Individuals in possession of an I-20/I-94 document(s) should attach a copy to their Form W-7.

**Note.** If the visa has been issued under a "duration of stay" label by USCIS, enter "D/S" as the expiration date.

**Line 6d.** Check the box indicating the type of document(s) you are submitting to prove your foreign status and identity. You must submit documents as explained in item (3) under *How To Apply* on page 2. Enter the name of the state or country or other issuer, the identification number (if any) appearing on the document(s), the expiration date, and the date on which you entered the United States. Dates must be entered in the month/day/year format. Also, you may later be required to provide a certified translation of foreign language documents.

**Note.** If you are submitting a passport, or a certified/notarized copy of a passport, no other documentation is required, but ensure any visa information shown on the passport is entered on line 6c. However, if you are submitting more than one document, enter only the information for the first document on this line. Attach a separate sheet showing the required information for the additional document(s). On the separate sheet, be sure to write your name and "Form W-7" at the top.



The "Entry date in United States" must contain the complete date on which you entered the country (if applicable). If you have not entered the United States, enter "N/A" on this line.

**Line 6e.** If you ever received a temporary taxpayer identification number (TIN) or an employer identification number (EIN), check the "Yes" box and complete line 6f. If you never had a temporary TIN or an EIN, or you do not know your temporary TIN, check the "No/Do not know" box.

A temporary TIN is a nine-digit number issued by the IRS to persons who file a return or make a payment without providing a TIN. You would have been issued this number if you filed a U.S. tax return and did not have a social security number. This temporary TIN will appear on any correspondence the IRS sent you concerning that return.

An EIN is a nine-digit number (for example, 12-3456789) assigned by the IRS to businesses, such as sole proprietorships.

**Line 6f.** If you have both a temporary TIN and an EIN, attach a separate sheet listing both. If you were issued more than one temporary TIN, attach a separate sheet listing all the temporary TINs you received. On the separate sheet, be sure to write your name and "Form W-7" at the top.

**Line 6g.** If you checked reason f, you must enter the name of the educational institution and the city and state in which it is located. You also must enter your length of stay in the United States.

If you are temporarily in the United States for business purposes, you must enter the name of the company with whom you are conducting your business and the city and state in which it is located. You also must enter your length of stay in the United States.

## Signature

### Who Can Sign the Form W-7

Generally, the applicant is required to sign Form W-7. The following are exceptions to this requirement.

**Applicant is a dependent under 18 years of age.** If the applicant is a dependent under 18 years of age, his or her parent or court-appointed guardian can sign if the child cannot. The parent or court-appointed guardian must type or print his or her name in the space provided and check the appropriate box that indicates his or her relationship to the applicant. If the individual is signing as a court-appointed guardian, a copy of the court-appointment papers showing the legal guardianship must be attached.

Adults, other than a parent or court-appointed guardian, can sign the Form W-7 only if a Form 2848, Power of Attorney and Declaration of Representative, has been signed by a parent or court-appointed guardian authorizing the individual to sign for the applicant.

**Applicant is a dependent 18 years of age or older.** If the applicant is 18 years of age or over, the applicant can sign or can appoint his or her parent, a court-appointed guardian, or another individual to sign. The person signing, if other than the applicant, must type or print his or her name in the space provided, check the appropriate box that indicates his or her relationship to the applicant, and attach a Form 2848.

**Note.** All Powers of Attorney (POAs) submitted to the IRS must be in English. Any POAs received in a foreign language will be considered invalid unless accompanied by a certified English translation. The POA must clearly state the purpose for which it is intended under the "tax matters" section. For more information, go to IRS.gov.

### Acceptance Agent's Use ONLY

Enter the 8-digit office code that was issued to you by the ITIN Program Office.

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**Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Internal Revenue Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For the estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

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## Exceptions Tables

<b>Exception #1</b> <b>Third Party Withholding on Passive Income</b>		
<b>Note.</b> Federal tax withholding and/or information reporting must take place within the current tax year.		
<b>Third Party Withholding on Passive Income</b>	<b>Persons who are eligible to claim Exception 1 include:</b>	<b>Documentation you must submit if you are eligible to claim Exception 1:</b>
	<b>1(a)</b> Individuals who are partners of a U.S. or foreign partnership that invests in the United States and that owns assets that generate income subject to IRS information reporting and federal tax withholding requirements; or	<b>1(a)</b> A copy of the portion of the partnership or LLC agreement displaying the partnership's Employer Identification Number and showing that you are a partner in the partnership that is conducting business in the United States.
	<b>1(b)</b> Individuals who have opened an interest-bearing bank deposit account that generates income that is effectively connected with their U.S. trade or business and is subject to IRS information reporting and/or federal tax withholding; or	<b>1(b)</b> A signed letter from the bank on its official letterhead, displaying your name and stating that you have opened a business account that is subject to IRS information reporting and/or federal tax withholding on the interest generated during the current tax year.
	<b>1(c)</b> Individuals who are "resident aliens" for tax purposes and have opened an interest-bearing bank deposit account that generates income subject to IRS information reporting and/or federal tax withholding; or	<b>1(c)</b> A signed letter from the bank on its official letterhead, displaying your name and stating that you have opened an individual deposit account that is subject to IRS information reporting and/or federal tax withholding on the interest generated during the current tax year.
	<b>1(d)</b> Individuals who are receiving distributions during the current tax year of income such as pensions, annuities, royalties, dividends, etc., and are required to provide an ITIN to the withholding agent (for example, an investment company, insurance company, or financial institution, etc.) for the purposes of tax withholding and reporting requirements.	<b>1(d)</b> A signed letter or document from the withholding agent, on official letterhead, showing your name and evidencing that an ITIN is required to make distributions to you during the current tax year that are subject to IRS information reporting or federal tax withholding.

<b>Exception #2</b> <b>Wages, Salary, Compensation, and Honoraria Payments with Tax Treaty Benefits Claimed; or Scholarships, Fellowships, and Grants with Tax Treaty Benefits Claimed; or Scholarships, Fellowships, and Grants with No Tax Treaty Benefits Claimed; or Gambling Winnings with Tax Treaty Benefits Claimed</b>		
<b>Note.</b> Federal tax withholding and/or information reporting must take place within the current tax year.		
<b>2(a). Wages, Salary, Compensation, and Honoraria Payments</b>	<b>Persons who are eligible to claim Exception 2(a) include:</b>	<b>Documentation you must submit if you are eligible to claim Exception 2(a):</b>
<i>Claiming the benefits of a tax treaty</i>	<p>Individuals claiming the benefits of a tax treaty who:</p> <ul style="list-style-type: none"> <li>• are either exempt or subject to a reduced rate of withholding of tax on their wages, salary, compensation, and honoraria payments, <p style="text-align: center;"><b>and</b></p> <li>• will be submitting Form 8233 to the payer of the income.</li> </li></ul>	<ul style="list-style-type: none"> <li>• A letter of employment from the payer of the income, or</li> <li>• A copy of the employment contract, or</li> <li>• A letter requesting your presence for a speaking engagement, etc.</li> </ul> <p style="text-align: center;"><b>along with:</b></p> <ul style="list-style-type: none"> <li>• Evidence (information) on the Form W-7 that you are entitled to claim the benefits of a tax treaty, and</li> <li>• A copy of the completed withholding agent's portion of Form 8233 attached to the Form W-7, and a letter from the Social Security Administration (SSA)*, stating that you are ineligible to receive a social security number.</li> </ul> <p><small>*If you are present in the United States and are receiving honoraria payments, you <b>do not</b> have to get a letter of denial from the SSA. A letter from the authorized school official stating the purpose of the visit and that the individual will be receiving payment in the form of an honoraria will suffice.</small></p>

**Exceptions Tables (continued)**

<b>Exception #2 (continued)</b> <b>Wages, Salary, Compensation, and Honoraria Payments with Tax Treaty Benefits Claimed; or Scholarships, Fellowships, and Grants with Tax Treaty Benefits Claimed; or Scholarships, Fellowships, and Grants with No Tax Treaty Benefits Claimed; or Gambling Winnings with Tax Treaty Benefits Claimed</b>		
<p><b>Note.</b> Federal tax withholding and/or information reporting must take place within the current tax year.</p>		
<p><b>2(b). Scholarships, Fellowships, and Grants</b></p> <p><i>Claiming the benefits of a tax treaty</i></p>	<p><b>Persons who are eligible to claim Exception 2(b) include:</b></p> <p>Individuals claiming the benefits of a tax treaty who:</p> <ul style="list-style-type: none"> <li>• are either exempt from or subject to a reduced rate of tax on their income from scholarships, fellowships, or grants (that is, foreign students, scholars, professors, researchers, foreign visitors, or any other individual),</li> </ul> <p align="center"><b>and</b></p> <ul style="list-style-type: none"> <li>• will be submitting Form W-8BEN to the withholding agent.</li> </ul>	<p><b>Documentation you must submit if you are eligible to claim Exception 2(b):</b></p> <ul style="list-style-type: none"> <li>• A letter or official notification from the educational institution (that is, college or university) awarding the noncompensatory scholarship, fellowship, or grant; or</li> <li>• A copy of a contract with a college, university, or educational institution;</li> </ul> <p align="center"><b>along with:</b></p> <ul style="list-style-type: none"> <li>• A copy of your passport showing the valid visa issued by the U.S. Department of State, and</li> <li>• Evidence (information) on the Form W-7 that you are entitled to claim the benefits of a tax treaty, and</li> <li>• A copy of the W-8BEN that was submitted to the withholding agent, and</li> <li>• A letter from the Social Security Administration* stating that you are ineligible to receive a social security number (SSN).</li> </ul> <p>*If you are a student on an F-1, J-1, or M-1 visa who will not be working while studying in the United States, you will not have to apply for an SSN. You will be permitted to provide a letter from the Designated School Official or Responsible Officer stating that you will not be securing employment in the United States or receiving any type of income from personal services.</p>
<p><b>2(c). Scholarships, Fellowships, and Grants</b></p> <p><i>Not claiming benefits of a tax treaty</i></p>	<p><b>Persons who are eligible to claim Exception 2(c) include:</b></p> <p>Individuals receiving noncompensatory income from scholarships, fellowships, or grants (that is, foreign students, scholars, professors, researchers, or any other individual) that is subject to IRS information reporting and/or withholding requirements during the current year.</p>	<p><b>Documentation you must submit if you are eligible to claim Exception 2(c):</b></p> <ul style="list-style-type: none"> <li>• A letter or official notification from the educational institution (that is, college or university) awarding the noncompensatory scholarship, fellowship, or grant; or</li> <li>• A copy of a contract with a college, university, or educational institution;</li> </ul> <p align="center"><b>along with:</b></p> <ul style="list-style-type: none"> <li>• A copy of your passport showing the valid visa issued by the U.S. Department of State, and</li> <li>• A letter from the Designated School Official (DSO) or Responsible Officer (RO) stating that you are receiving noncompensatory income from scholarships, fellowships, or grants that is subject to IRS information reporting and/or federal tax withholding requirements during the current year (this letter must be attached to your Form W-7 or your application for an ITIN will be denied), and</li> <li>• A letter from the Social Security Administration* stating that you are ineligible to receive a social security number (SSN).</li> </ul> <p>*If you are a student on an F-1, J-1, or M-1 visa who will not be working while studying in the United States, you will not have to apply for an SSN. You will be permitted to provide a letter from the DSO or RO stating that you will not be securing employment in the United States or receiving any type of income from personal services.</p>

## Exceptions Tables (continued)

<b>Exception #2 (continued)</b> <b>Wages, Salary, Compensation, and Honoraria Payments with Tax Treaty Benefits Claimed; or Scholarships, Fellowships, and Grants with Tax Treaty Benefits Claimed; or Scholarships, Fellowships, and Grants with No Tax Treaty Benefits Claimed; or Gambling Winnings with Tax Treaty Benefits Claimed</b>		
<p><b>Note.</b> Federal tax withholding and/or information reporting must take place within the current tax year.</p>		
2(d). Gambling Income	Persons who are eligible to claim Exception 2(d) include:	Documentation you must submit if you are eligible to claim Exception 2(d):
<p><i>Claiming the benefits of a tax treaty</i></p>	<p>Nonresident aliens visiting the United States who:</p> <ul style="list-style-type: none"> <li>• have gambling winnings,</li> <li>• are claiming the benefits of a tax treaty for an exempt or reduced rate of federal tax withholding on that income, and</li> <li>• will be utilizing the services of a gaming official as an IRS ITIN Acceptance Agent.</li> </ul>	<p>Your W-7, which must be submitted through the services of an appropriate gaming official serving as an IRS ITIN Acceptance Agent to apply for an ITIN under Exception 2(d).</p> <p><b>Note.</b> If you do not secure the services of a gaming official, you may still file Form 1040NR at the end of the tax year with a Form W-7, attaching a copy of Form 1042-S displaying the amount of tax withheld. Your 1040NR return also should display the tax treaty article number and country under which you are claiming the treaty benefits.</p>

<b>Exception #3</b> <b>Third Party Reporting of Mortgage Interest</b>	
<p><b>Note.</b> Federal tax withholding and/or information reporting must take place within the current tax year.</p>	
Third Party Reporting of Mortgage Interest	<p>If you are eligible to claim Exception 3, you must submit documentation showing evidence of a home mortgage loan. This would include a copy of the contract of sale or similar documentation showing evidence of a home mortgage loan on real property located in the United States.</p>

<b>Exception #4</b> <b>Third Party Withholding—Disposition by a Foreign Person of U.S. Real Property Interest</b>	
<p><b>Note.</b> Federal tax withholding and/or information reporting must take place within the current tax year.</p>	
Third Party Withholding—Disposition by a Foreign Person of U.S. Real Property Interest	<p>A withholding obligation generally is imposed on a buyer or other transferee (withholding agent) when the buyer acquires a U.S. real property interest from a foreign person. In some instances, the foreign person may apply for a withholding certificate to reduce or eliminate withholding on the disposition of real property.</p> <p>If you are eligible to claim Exception 4, you must submit:</p> <ul style="list-style-type: none"> <li>• A completed Form 8288-B, and</li> <li>• A copy of the sale contract.</li> </ul> <p><b>Note.</b> For the seller of the property, copies of Forms 8288 and 8288-A submitted by the buyer should be attached to Form W-7.</p>

<b>Exception #5</b> <b>Filing Under Treasury Decision (TD) 9363 with Form 13350</b>	
<p><b>Note.</b> Federal tax withholding and/or information reporting must take place within the current tax year.</p>	
Reporting obligations under TD 9363	<p>If you are eligible to claim Exception 5, you must submit Form W-7 and Form 13350 along with a letter from your employer on corporate letterhead stating you have been designated as the person responsible for ensuring compliance with IRS information reporting requirements.</p>

# Application for IRS Individual Taxpayer Identification Number

OMB No. 1545-0074

▶ See instructions.  
 ▶ For use by individuals who are not U.S. citizens or permanent residents.

**An IRS individual taxpayer identification number (ITIN) is for federal tax purposes only.**

FOR IRS USE ONLY				

**Before you begin:**

- **Do not submit** this form if you have, or are eligible to get, a U.S. social security number (SSN).
- Getting an ITIN does not change your immigration status or your right to work in the United States and does not make you eligible for the earned income credit.

**Reason you are submitting Form W-7.** Read the instructions for the box you check. **Caution:** If you check box **b, c, d, e, f, or g, you must file a tax return with Form W-7 unless you meet one of the exceptions** (see instructions).

- a  Nonresident alien required to get ITIN to claim tax treaty benefit
  - b  Nonresident alien filing a U.S. tax return
  - c  U.S. resident alien (**based on days present in the United States**) filing a U.S. tax return
  - d  Dependent of U.S. citizen/resident alien } Enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ▶ .....
  - e  Spouse of U.S. citizen/resident alien } .....
  - f  Nonresident alien student, professor, or researcher filing a U.S. tax return or claiming an exception
  - g  Dependent/spouse of a nonresident alien holding a U.S. visa
  - h  Other (see instructions) ▶ .....
- Additional information for a and f: Enter treaty country ▶ ..... and treaty article number ▶ .....

<b>Name</b> (see instructions) Name at birth if different ▶	<b>1a</b> First name	Middle name	Last name
	<b>1b</b> First name	Middle name	Last name
<b>Applicant's mailing address</b>	<b>2</b> Street address, apartment number, or rural route number. <b>If you have a P.O. box, see page 4.</b>		
	City or town, state or province, and country. Include ZIP code or postal code where appropriate.		
<b>Foreign (non-U.S.) address</b> (if different from above) (see instructions)	<b>3</b> Street address, apartment number, or rural route number. <b>Do not use a P.O. box number.</b>		
	City or town, state or province, and country. Include ZIP code or postal code where appropriate.		
<b>Birth information</b>	<b>4</b> Date of birth (month / day / year)	Country of birth	City and state or province (optional)
			<b>5</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Other information</b>	<b>6a</b> Country(ies) of citizenship	<b>6b</b> Foreign tax I.D. number (if any)	<b>6c</b> Type of U.S. visa (if any), number, and expiration date
	<b>6d</b> Identification document(s) submitted (see instructions) <input type="checkbox"/> Passport <input type="checkbox"/> Driver's license/State I.D. <input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other .....		
	Issued by: No.: Exp. date: / / Entry date in United States / /		
	<b>6e</b> Have you previously received a U.S. temporary taxpayer identification number (TIN) or employer identification number (EIN)? <input type="checkbox"/> <b>No/Do not know.</b> Skip line 6f. <input type="checkbox"/> <b>Yes.</b> Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions).		
	<b>6f</b> Enter: TIN or EIN ▶ ..... and Name under which it was issued ▶ .....		
<b>Sign Here</b>	<b>6g</b> Name of college/university or company (see instructions) ..... Length of stay		
	City and state		
Keep a copy for your records.	Under penalties of perjury, I (applicant/delegate/acceptance agent) declare that I have examined this application, including accompanying documentation and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I authorize the IRS to disclose to my acceptance agent returns or return information necessary to resolve matters regarding the assignment of my IRS individual taxpayer identification number (ITIN), including any previously assigned taxpayer identifying number.		
	Signature of applicant (if delegate, see instructions)	Date (month / day / year)	Phone number ( )
<b>Acceptance Agent's Use ONLY</b>	Name of delegate, if applicable (type or print)	Delegate's relationship to applicant ▶ <input type="checkbox"/> Parent <input type="checkbox"/> Court-appointed guardian <input type="checkbox"/> Power of Attorney	
	Signature	Date (month / day / year)	Phone ( )
	Name and title (type or print)	Name of company	Fax ( )
			EIN
		Office Code	

## **Agenda Item L**

### **DISCUSS AND POSSIBLE ACTION ON THE ESTABLISHMENT OF AN NCARB “BROADLY EXPERIENCED INTERN” PATHWAY**

At the Board’s strategic planning session in December 2011, there was discussion regarding the feasibility of establishing a “broadly experienced intern” pathway as an alternate method of satisfying the requirements of the National Council of Architectural Registration Boards’ Intern Development Program. The Board established an objective in its Strategic Plan for the PQC to examine this topic.

Staff will provide additional information to the PQC for discussion and for determining a potential course of action.