



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

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GOVERNOR

COMPREHENSIVE INTERN DEVELOPMENT PROGRAM
Evidence Verification Form

INTERN NAME: [FIRST, MIDDLE, LAST]

BIRTHDATE: _____ **CAB CANDIDATE ID #:** _____

I certify under penalty of perjury under the laws of the State of California that the information on this form is true and correct, that I completed or materially participated in the specified work experience, that I personally prepared or took part in preparing Work Samples, and that I personally wrote the Written Narratives.

INTERN SIGNATURE: _____ **DATE:** _____

TRAINING AREA	NCARB IDP Skills and Application Activities <i>SEE IDP Guidelines</i>	Type of Evidence Required	Requirement Successfully Completed – SUPERVISOR'S SIGNATURE
Training Category A – Design and Construction Documents			
1. Programming	1. Understand program requirements	Written Narrative	Signature _____ Date _____
	5. Relate budget and schedule to owner's program	Written Narrative	Signature _____ Date _____
2. Site and Environmental Analysis	1. Document and evaluate location options	One or more Work Sample(s) for listed activities	Signature _____ Date _____
	2. Investigate and incorporate regulatory restrictions		Signature _____ Date _____
	3. Evaluate natural conditions		Signature _____ Date _____
	4. Research and document constructed conditions		Signature _____ Date _____
	11. Document access to utilities		Signature _____ Date _____
3. Schematic Design	1. Develop project's program	Work Sample	Signature _____ Date _____
	5. Communicate intent of design orally, graphically, and in writing	Work Sample	Signature _____ Date _____
	6. Coordinate consultants' activities	Written Narrative	Signature _____ Date _____
	7. Incorporated relevant code requirements	Written Narrative	Signature _____ Date _____
4. Engineering Systems Coordination	1. Research and assist in selection of appropriate engineering systems	Written Narrative	Signature _____ Date _____
	6. Coordinate engineering system documents	Work Sample	Signature _____ Date _____
5. Building Cost Analysis	1. Prepare preliminary cost analysis	Work Sample	Signature _____ Date _____
	3. Evaluate life-cycle cost information	Written Narrative	Signature _____ Date _____
	4. Research value engineering opportunities	Written Narrative	Signature _____ Date _____
6. Code Research	2. Research all applicable codes	Work Sample	Signature _____ Date _____
	4. Participate in preliminary meeting with code officials	Work Sample	Signature _____ Date _____
	6. Develop list of required agency approvals	Work Sample	Signature _____ Date _____
7. Design Development	1. Prepare design development documents	Single Work Sample for listed activities	Signature _____ Date _____
	3. Incorporate appropriate levels of detail in drawings and outline specifications		
	5. Coordinate and cross-reference documents		
	6. Coordinate work of consultants, identify conflicts between building systems, and resolve those conflicts.		
8. Construction Documents	4. Coordinate and cross-reference documents	One or more Work Work Sample(s) for listed activities	Signature _____ Date _____
	5. Prepare plan, elevation, section, and detail drawings		Signature _____ Date _____

TRAINING AREA	NCARB IDP Skills and Application Activities <i>SEE IDP Guidelines</i>	Type of Evidence Required	Requirement Successfully Completed – Supervisor's Signature
TRAINING CATEGORY A – DESIGN AND CONSTRUCTION DOCUMENTS (CONTINUED)			
9. Specifications and Materials Research	3. Prepare descriptive and reference standard specification	Work Sample	Signature _____ Date _____
10. Document Checking and Coordination	2. Assist in cross-checking products and materials 3. Coordinate drawings prepared by others 5. Check consultants' drawings with architectural drawings 7. Apply standard document checking procedures	Single Work Sample for listed activities	Signature _____ Date _____
TRAINING CATEGORY B – CONSTRUCTION ADMINISTRATION			
11. Bidding and Contract Negotiation	5. Develop and illustrate comparative analysis of bids 9. Research alternative methods of project delivery	Work Sample Written Narrative	Signature _____ Date _____ Signature _____ Date _____
12. Construction Phase – Office	3. Manage, review, and coordinate shop drawings, samples, and other items submitted by contractor 4. Process change orders, RFIs, and requests for clarifications 5. Document conflicts that occur during construction process 9. Understand procedure for project close-out	Work Sample Work Sample Written Narrative Work Sample	Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____
13. Construction Phase – Observation	1. Document unforeseen conditions that arise during construction and develop alternative solutions 3. Verify completion of punch list tasks 5. Take minutes at regular job site meeting	Work Sample Work Sample Work Sample	Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____
TRAINING CATEGORY C – MANAGEMENT			
14. Project Management	2. Develop project work plan	Work Sample	Signature _____ Date _____
15. Office Management	3. Participate in firm's marketing process 10. Understand economic performance data or indicators used by firm to track its performance 11. Understand risk management process and related tools	Written Narrative Written Narrative Written Narrative	Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____
TRAINING CATEGORY D – RELATED ACTIVITIES			
16. Professional and Community Service	Any Skill and Application Activity	Written Narrative	Signature _____ Date _____

The information on this form is true and correct and I have reviewed the Work Samples and/or Written Narratives specified above.

SUPERVISOR NAME: [FIRST, MIDDLE, LAST]

ADDRESS:

CITY:

STATE:

ZIP:

LICENSED/REGISTERED/CERTIFIED AS:

LICENSE/REGISTRATION/CERTIFICATION #:

STATE:

ORIGINAL ISSUE DATE:

EXPIRATION DATE:

ORIGINAL SIGNATURE:

DATE:

Note: Only one supervisor per Evidence Verification Form – each additional supervisor must use a new form.