NCARB

INTERN DEVELOPMENT PROGRAM GUIDELINES

July 2011

IDP GUIDELINES

This document, effective July 2011, supersedes all previous editions of the *IDP Guidelines* and provides a general overview of policies and procedures of the IDP.

Please check NCARB's website, www.ncarb.org, regularly for updates to this publication and for the most current information regarding the IDP. © July 2011

The July 2011 guidelines publish the implementation dates that apply to interns currently completing the IDP. For architects documenting IDP for the purpose of certification, please refer to the appendices for historical implementation dates.

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IDP OVERVIEW

The Intern Development Program (IDP) is a comprehensive training program created to ensure that interns in the architecture profession gain the knowledge and skills required for the independent practice of architecture.

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

As a professional membership organization, the AIA supports emerging professionals by facilitating a mentorship program and providing supplementary education opportunities.

What is an Intern?

Webster's New Collegiate Dictionary defines an intern as: "an advanced student or graduate in a professional field." In the architecture profession, an "intern" is any person who by means of their education or experience has qualified to enter the Intern Development Program.

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

NCARB *Model Law* allows the use of the terms Intern Architect or Architectural Intern.

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

What is IDP?

The Intern Development Program 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 apply your formal education to the daily realities of architectural practice, acquire comprehensive experience in basic practice areas, explore specialized areas of practice, develop professional judgment, and refine your career goals. IDP is designed to help you realize those goals.

State registration requirements establish the criteria for legally practicing architecture independently. In most jurisdictions, completion of the IDP is a requirement for initial registration. Participation in the IDP targets the comprehensive training that is essential for competent practice. The Intern Development Program is structured to prepare you to practice architecture independently upon initial registration. Make your IDP experience work for you!

What is NCARB?

The National Council of Architectural Registration Boards, a nonprofit 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.

The National Council of Architectural Registration Boards 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. NCARB is responsible for establishing, interpreting, and enforcing national standards for architectural licensure.

The U.S. Constitution has established that the individual states have the actual power to regulate the profession of architecture, including the registration of practitioners. 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.

NOTE: The term "licensure" is often used to denote the actual issuance and maintenance of an architectural license. Since licensure is part of the registration process, this document will primarily use the terms "registration" and "registered" in lieu of "licensure" and "licensed."

Online Resources:

- Handbook for Interns & Architects (www.ncarb.org/forms/handbook.pdf)
- IDP Workbook
- NCARB Record (https://my.ncarb.org/login)
- IDP section on the website (www.ncarb.org/idp/)

Know Your Jurisdictional Requirements

Each Member Board sets its own education, training, and examination requirements for initial and reciprocal registration in their jurisdiction. Most Member Boards have adopted the standards specified in NCARB's *Legislative Guidelines and Model Law/Model Regulations*. You can get an overview of each jurisdiction's registration requirements on the NCARB website at www.ncarb.org/Reg-Board-Requirements. However, 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.

Education Requirement

Most of NCARB's Member Boards have established as their education requirement a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or a professional degree in architecture from a Canadian program accredited by the Canadian Architectural Certification Board (CACB).

NAAB- and CACB-accredited professional degree programs include Bachelor of Architecture (B.Arch), Master of Architecture (M.Arch), and Doctor of Architecture (D.Arch). NAAB and CACB do not accredit four-year "pre-professional" degree programs in architecture (e.g., Bachelor of Arts in Architecture, Bachelor of Science in Architecture, Bachelor of Environmental Design, etc.).

Pre-professional degree programs are typically components of Bachelor of Architecture and Master of Architecture programs. Not all Master of Architecture programs offered within a school are accredited by NAAB or CACB. For a list of NAAB-accredited programs, go to http://naab.org/architecture_programs/

Some registration boards requiring a professional degree in architecture from a NAAB-accredited program also accept other education assessed as equivalent. For a guide to equivalency requirements, refer to NCARB's Education Standard. The Education Standard is available in the *Education Guidelines* at www.ncarb.org.

Training Requirement

Every jurisdiction requires that interns acquire experience under a registered architect's direct supervision for some period of time.

Most of NCARB's 54 jurisdictions have adopted the IDP as their training requirement for initial registration.

Compare the IDP training requirements with any additional specific training your board may require. Where differences exist, you must first comply with your jurisdiction's requirement; however, satisfaction of the IDP training requirement may be required to facilitate future registration in other jurisdictions. Some jurisdictions also have employment duration requirements.

Many jurisdictions accept some experience acquired under the direct supervision of other professionals (e.g., professional engineer, interior designer, landscape architect, planner, or general contractor).

You can view your board requirements at www.ncarb.org/Reg-Board-Requirements.

Examination Requirement

Every jurisdiction requires interns to pass the Architect Registration Examination® (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 "Next Steps" in this publication, or NCARB's *ARE Guidelines*, available at www.ncarb.org.

Verify that you are enrolled in a NAAB-accredited program

A list of NAAB-accredited programs can be found at www.naab.org.

- Individual degree *programs* are accredited by NAAB and CACB.
- Universities, colleges, and schools/colleges of architecture are not accredited by NAAB and CACB.

What does IDP do for me?

The IDP has six objectives:

1. Maintain a relevance to current architectural practice;
2. Define areas of architectural practice in which interns should acquire basic knowledge and skills;
3. Encourage additional training in the broad aspects of architectural practice;
4. Provide the highest quality information and advice about educational, internship, and professional issues and opportunities;
5. Provide a uniform system for documentation and periodic assessment of internship activity; and
6. Provide greater access to educational opportunities designed to enrich training.

The IDP is designed to make your internship a meaningful experience by exposing you to many aspects of the profession so that you are prepared to practice architecture independently.

What does it cost?

TOTAL INTERN APPLICATION FEE: $350
Includes three years of service and one free transmittal of your Record.

STUDENT or RECENT GRADUATE (within six months): $100 to start.

If you are a student or have graduated within six months of when you establish an NCARB Record, you may split the $350 into two payments. You may pay $100 when you start your Record and wait to pay the rest ($250) when you are ready to have your Record transmitted to a jurisdiction or when you request an Authorization to Test for the Architect Registration Examination (ARE).

INTERN ANNUAL RENEWAL FEE: $75
There is an annual renewal fee assessed after the first three years of service. It costs $75 each year to maintain your Record until you become registered.

Fees subject to change, please refer to the *current fees* on NCARB's website.

When can I start?

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

You may report experience through the electronic Experience Verification Reporting (e-EVR) without establishing an IDP eligibility date. However, once your IDP eligibility date is established, any experience you have submitted that was earned prior to your eligibility date will not be accepted.

Under the IDP eligibility dates effective 1 October 2010, the earliest eligibility date you can obtain is 1 October 2010. For experience earned prior to 1 October 2010, you must comply with the eligibility dates in effect prior to 1 October 2010.

For experience earned prior to 1 October 2010:
For experience earned prior to 1 October 2010, you must comply with the IDP eligibility dates and documentation outlined in Appendix A.

For experience earned on or after 1 October 2010:
For experience earned on or after 1 October 2010, you can earn IDP experience[1] once you have successfully established:

1. Enrollment in a NAAB/CACB-accredited degree program. [link to form1]
2. Enrollment in a pre-professional architecture degree program at a school that offers a NAAB/CACB-accredited degree program. [link to form 2]
3. Employment in work setting A after obtaining a U.S. high school diploma, General Education Degree (GED) equivalent, or comparable foreign degree. [link to form 3]

[1] *No experience used to meet your academic program's graduation requirement may be used to earn IDP experience.*

To establish your NCARB Record, go to https://my.ncarb.org and click on Establish Record.

Effective 1 October 2010
Documenting your IDP eligibility date:

To establish your IDP eligibility date, you must determine which eligibility date you are documenting and then complete the following steps:

- Download the related form.
- Fill out your name and your NCARB Record number.
- Submit the form for completion by the responsible party.

IDP Eligibility Date 1 will be submitted to your IDP educator coordinator

If you graduated from a NAAB-accredited degree program, your final transcript can be used as documentation of your IDP eligibility date. Please refer to "Step 6: Document Your Education."

IDP Eligibility Date 2 will be submitted to your IDP educator coordinator.

IDP Eligibility Date 3 will be submitted to your IDP supervisor in work setting A. You will need to provide proof of your high school diploma or equivalent.

The completed form must be returned directly to NCARB by the responsible party identified on the form. All signatures as indicated on the form are required. NCARB will not accept IDP eligibility date forms submitted by an intern.

IDP STEPS

This section outlines the steps you must take to participate in IDP.

1. Establish Your NCARB Record
2. Document Your IDP Eligibility Date
3. Identify Your IDP Supervisor
4. Identify Your Mentor
5. Document Your Experience
6. Document Your Education

Step 1: Establish Your NCARB Record

Go to www.ncarb.org and click "Create New Account." Skip to the new account information and enter the required fields. Verify your account.

Once you are logged into "My NCARB," add the NCARB Record service. Fill out all of the required information, including the payment method.

If you are interrupted or need additional information to complete the application, you can save the information and return later to complete the process.

Once you click "Submit," you will receive two e-mails. The first e-mail will confirm acceptance of your payment. The second e-mail will assign your NCARB Record number and provide further instructions.

In order to establish an NCARB Record, you must complete the application and submit payment. You will not receive your NCARB Record number until you have completed the application including payment.

Step 2: Document Your IDP Eligibility Date

Your "IDP eligibility date" is the date after which you are able to earn IDP experience.

Refer to the "When Can I Start?" section of these guidelines to understand how your IDP eligibility date is determined and documented.

Step 3: Identify Your 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.

Your IDP Supervisor is Responsible for:

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

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

What is Direct Supervision?

- Your IDP supervisor must have control over and detailed professional knowledge of the work you prepare under his or her direct supervision.
- Your IDP supervisor must hold a current license in the jurisdiction where their office is located.

Managing Expectations

- You are the prime beneficiary of the IDP. To gain the greatest benefit from participation, you should pursue it as a cooperative arrangement with your employer.
- Recognize that your employer cannot charge clients for IDP training costs.

Note: Many supervisors have not participated in the IDP, and may need some help understanding the process. To learn more about this crucial role in an intern's career, read the *IDP Supervisor Guidelines*.

Step 4: Identify Your Mentor

A mentor is defined as a loyal advisor, teacher, or coach. You should select an IDP mentor who 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.

Your mentor must hold a current license to practice architecture in a U.S. Jurisdiction or Canadian Province; however, your mentor does not have to be registered in the jurisdiction where you are located.

The Mentor's Role Includes:

- certifying supplementary education opportunities you may complete including site visits, design competitions, and the Emerging Professionals Companion (EPC);
- meeting periodically with you to review training progress;
- suggesting additional training and supplementary education activities;
- providing guidance to enhance your professional growth; and
- conferring, if needed, with your IDP supervisor.

Managing Expectations

- You and your mentor should discuss expectations and come to an agreement on such issues as: the length of the relationship, frequency and types of meetings and other activities, and how to give each other feedback.
- Confidentiality is an absolute requirement, for both mentor and intern, with regard to personal and professional issues.

Refer to www.aia.org for more information about the AIA mentorship program.

Step 5: Document Your Experience

The electronic Experience Verification Reporting (e-EVR) system allows you to document your experience in various training areas directly into your online NCARB Record.

Log into "My NCARB" to access your Record and to document your experience regularly.

In IDP, your experience is measured in training hours. One training hour equals one hour of acceptable work experience in an acceptable work setting.

Effective 1 July 2008:
To earn training hours in most work settings, you must meet the following requirements:

FULL TIME:
32 hours per week for a minimum period of eight consecutive weeks

PART TIME:
At least 15 hours per week for a minimum period of eight consecutive weeks

Verify Your Experience

Upon submission of your experience report through the e-EVR, your supervisor will receive an e-mail notification that you have submitted an experience report for review.

You and your supervisor should meet to review your experience.

Your supervisor must approve your experience report, thereby certifying the information furnished by you is true and correct.* Under no circumstances can you verify your own experience.

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

Remember: You can monitor your NCARB Record status at www.ncarb.org through "My NCARB."

* Mentors may certify experience earned through some supplementary education opportunities. Please see the supplementary education sections for more information.

Review Your Experience

Review your work experience with your mentor. Within the e-EVR, you may e-mail your mentor copies of submitted experience for review.

Repeat Step 5 Often

You must submit your experience report to NCARB at intervals no longer than every six months. Maintaining your documentation:

- assures you know where you stand in the program and which training areas you need to focus on;
- guides your IDP supervisor in providing training opportunities;
- identifies areas where supplementary education may enhance training; and most importantly
- allows you to get more out of your internship.

Step 6: 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.

You can monitor your NCARB Record status at www.ncarb.org through "My NCARB."

Helpful Hints

- Fill out your forms completely and accurately.
- Know your work setting.
- Make sure you're working under "direct supervision."
- Document your experience often.
- Be aware of your current tally.
- Ask for what you need, as soon as you need it.

IDP REPORTING

An essential part of the program requires interns to complete experience reports that document their experience in specific training areas and have them certified by their supervisors. This section explains how and when you should submit your experience reports.

1. The Six-Month Rule
2. Changing Employment
3. The e-EVR

The Six-Month Rule

NCARB's Member Boards passed a rule requiring interns to submit their experience in reporting periods of no longer than six months and within two months of completion of each reporting period.

Effective 1 July 2010
All interns must comply with the Six-Month Rule when reporting work experience or supplementary education.

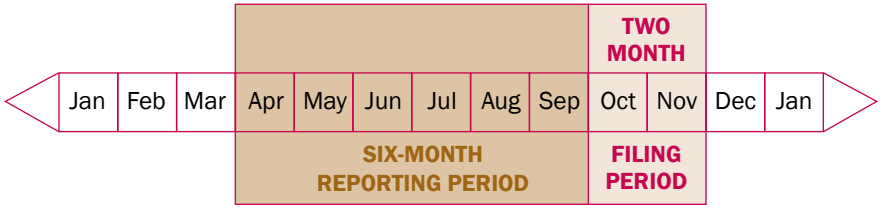
Clarification 1 October 2010
The word "interns" as used herein applies to anyone not registered to practice architecture in a U.S. or Canadian jurisdiction. Architects registered in a U.S. or Canadian jurisdiction documenting experience for the purpose of obtaining the NCARB Certificate are not subject to the Six-Month Rule.

Why is there a Six-Month Rule?

- To facilitate better and more frequent communication between interns and IDP supervisors.
- To receive timely feedback on the progress being made toward professional development.
- To identify and target training area deficiencies as early as possible so that the intern can request exposure to such experience promptly.

How does the Six-Month Rule work?

- Each reporting period can be no longer than six-months duration.
- The report to NCARB must be entered no later than two months after the end of the period being reported.
- For each day past the two-month filing period, a day of acceptable experience will be lost at the beginning of the reporting period.
- A provision has been made to accommodate a reasonable extension of the two-month filing period in circumstances where filing is prevented by a serious medical condition, military service, or the birth or adoption of a child. Other like causes may be considered on a case-by-case basis. For more information on extensions: www.ncarb.org/idp/SixMonRul.html.



Reporting

- All experience reports must be submitted electronically through the e-EVR system.
- Once interns have **submitted** their training hours to their supervisor through the electronic Experience Verification Reporting (e-EVR) system in their NCARB Record, those hours are protected while under review.
- To be protected, an experience report must be "submitted," "pending," or "approved."
- A report that has a "saved" status is not protected.
- You must click "submit" at the bottom of the e-EVR to protect your report.
- A supervisor can return a report for edits and still have the report be safe from the Six-Month Rule.
- Submitted training hours can be lost if they are deemed invalid by a supervisor, or if they are not earned in accordance with the rules of the IDP.

For more information on the Six-Month Rule, go to:
www.ncarb.org/idp/SixMonRul.html

The Six-Month Rule: Examples

The following examples are provided to illustrate some of the basic methodology of the Six-Month Rule, to outline some extensions that might be requested, and to describe how these would be handled.

Example 1

Standard

An intern taking maximum advantage of the reporting and filing periods would have through August 31 to report experience earned during the six-month period starting January 1 and ending June 30. While the reporting period is a maximum of six months, the filing period could be any time on or after June 30 through August 31.

Example 2

Administrator or Supervisor Delay

Same example as above, but there is an incidental problem with the report or supplementary information is required and it takes additional time for NCARB and the intern to resolve. The intern may still count the time between January 1 and June 30 once the problem is resolved and accepted by NCARB.

Example 3

Reporting Period Less Than Six Months

An intern chooses to report every three months, rather than every six months. Therefore, experience earned between January 15 and April 14 must be reported by June 14, two months after the end of the period being reported.

If, for any reason, the intern missed his or her intended filing date of June 14, the intern could extend the reporting period to anytime up until July 14 (the full six months available) and not lose any experience.

The new filing deadline will be two months from the new end date selected.

Example 4

Missed Filing Deadline for Reporting Period of Six Months

If an intern attempts to file an experience report on October 3 for a period covering January 15 through July 14, the report will not be accepted. The intern must recalculate and resubmit the report.

In this example, February 4 is the earliest possible start date for an experience report submitted on October 3 and any experience accumulated from January 15 through February 3 would be lost. If February 4 was used as the start date, then the reporting period would end on August 3, six months later, and the intern could file his or her report on October 3.

Example 5

Birth or Adoption of a Child

An intern has become a new parent or adopted a child on January 15. Before taking a leave of absence on January 1, the intern had completed six months of work (July 1 through December 31). Whereas the intern would normally be expected to file the experience report by February 28, following a documented and approved request the intern would be given until August 31 to file this report.

Example 6

Active Military Duty

An intern has been called to active military duty on January 15. Before this event, the intern had worked until December 31, having completed six months of work (July I through December 31) that could be reported. Whereas the intern would normally be expected to submit the experience report by February 28, following a documented and approved request, the intern would be given a reasonable extension for filing this report following the end of the intern's active military duty.

Example 7

Serious Medical Condition

Similar to Example 6, an intern who has experienced a serious medical condition could, with appropriate and approved documentation from a licensed medical doctor overseeing the intern's care, be allowed a reasonable extension of the two-month filing period.

Extensions

Extensions apply only to the experience filing period. There are no exceptions or extensions granted for missing the deadline to establish an NCARB Record in accordance with the requirements of the Six-Month Rule.

Changing Employment

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

1. Record all activity occurring prior to leaving your current employer on an IDP experience report—your report for training hours earned at your current employer must be certified by that IDP supervisor.
2. Identify your IDP supervisor at your new employer.
3. Record your next reporting period at your new employer (after meeting the **minimum duration** requirements) on a new IDP experience report—this report must be certified by your new IDP supervisor.

The e-EVR

The electronic Experience Verification Reporting (e-EVR) system was developed to enhance the delivery of experience reports to NCARB in support of the IDP. This system allows interns to document their experience in various training areas directly into their online NCARB Record. In this system, an intern will identify his/her supervisor in each report. When a report is submitted, a notification will be sent to the supervisor at the e-mail address provided by the intern.*

1. Log into "My NCARB" from NCARB's home page.
2. If you do not have a record, select "Establish Record." If you already have an NCARB Record number, click "Update Accounts."
3. If you have an NCARB Record, enter your Record number or your e-mail address and password, and update your account (if necessary).
4. Once in My NCARB, select the NCARB Record Service.
5. Click on "e-EVR, the electronic Experience Verification Reporting system" in your Record.
6. Read and agree to the terms in the disclaimer.
7. Click the "My Experience" section. There you will see a list of all the experiences currently entered in your NCARB Record, including past paper submissions.
8. To add a new experience, click the "add new experience" button.
9. Enter your employment and training information for the reporting period on the following pages. Each time you select "continue," the information on that page will be saved.
10. Read all warnings and correct errors. Click "submit" to send the report to your supervisor or "Return to My Experience" to submit the report at a later date.

* Mentors may certify experience earned through some supplementary education opportunities. Please see the supplementary education sections for more information.

IDP BASICS

The IDP is designed to help you achieve comprehensive exposure to architectural practice. To understand how the IDP works, it is important to be familiar with the program's work settings, training requirements, and supplementary education activities.

1. Definitions
2. Work Settings
3. Training Requirements

Definitions

The IDP Training Requirement

In order to satisfy the IDP training requirement, you must earn 5,600 hours of experience. You earn training hours when you are employed in **work settings** recognized by your state registration board. Of the 5,600 hours required for completion of IDP, 3,720 hours are considered core minimum hours. Core minimum hours are earned in four training categories that include 16 training areas. The additional 1,880 hours required are considered elective hours.

Core Hours

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

Elective Hours

Experience earned through core hours or supplementary education to satisfy the elective training requirement of 1,880 elective hours.

Supplementary Education

Opportunities to earn training hours outside of a traditional work setting, whether or not employed.

Supplementary Education for Core Hours

You may earn a maximum of 40 core hours in each of the IDP training areas 1-16 by completing any combination of qualifying supplementary education opportunities.

You may not earn more than 600 core hours through any combination of qualifying supplementary education opportunities.

Supplementary education activities that qualify as core minimum hours are not considered in the maximum 1,880 training hours allowed in supplementary education.

You may earn core hours through the following NCARB-recognized supplementary education opportunities:

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

Supplementary Education for Elective Hours

You may earn a maximum of 1,880 elective hours through supplementary education opportunities.

Elective hours earned through supplementary education are not applied to any specific IDP training area.

You may earn elective hours through the following NCARB-recognized supplementary education opportunities:

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

Professional and Community Service

You must complete 80 core minimum hours in Professional and Community Service. Qualifying professional and community service is performed pro bono in support of an organized activity or organization. There must be an individual who can certify to NCARB that you have performed services in support of the organization.

You may satisfy your professional and community 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 for Professional and Community Service

If you are employed in work settings A-F and your IDP supervisor is willing to certify your professional and community service, then you may include your hours on an experience report to be certified by your IDP supervisor.

Or you may report your professional and community service in work setting FF and have an individual at the organization certify your experience.

Work Settings:

Maximum Training Hours Allowed & Conditions Affecting IDP Training

You earn training hours when you are employed[1] in work settings recognized by your state registration board. The following table sets forth those work settings recognized by NCARB, the maximum number of training hours that can be acquired in each setting, and the related IDP training conditions.

	WORK SETTING	MAXIMUM TRAINING HOURS ALLOWED
A	Training under the direct supervision[2] of a registered architect[3], and when the organization's practice (a) is in the charge of a person practicing as a principal[5] and (b) encompasses the comprehensive practice of architecture, including each of the training areas found in the IDP Training Requirements. **You must earn at least 1,880 training hours in Work Setting A.**	No limit
B	Training under the direct supervision[2] of a registered architect[3], but when the organization's practice does not encompass the comprehensive practice of architecture, including each of the training areas found in the IDP Training Requirements.	3,720 training hours
C	Training in a firm engaged in the practice of architecture outside the United States or Canada, under the direct supervision[2] of a person credentialed[4] to practice architecture who is not registered in a U.S. or a Canadian jurisdiction.	1,880 training hours
D	Experience directly related to architecture under the direct supervision[2] of a registered engineer (practicing as a structural, civil, mechanical, or electrical engineer in the field of building construction) or a registered landscape architect.	1,880 training hours in Training Categories B, C, and D
E	Experience (other than that noted above) in activities involving the design and construction of the built environment (such as analysis of existing buildings, planning, programming, design of interior space, review of technical submissions, engaging in building construction activities, and the like) when under the direct supervision[2] of a person experienced in the activity.	936 training hours in Training Categories C and D
F	Full-time teaching or research in a NAAB-accredited or CACB-accredited professional degree program.	1,960 training hours in Training Category D
FF	Performing professional and community service when not in settings described in A through F.	80 training hours in Training Area 16

[1] Unpaid internships are not eligible to earn experience hours with the exception of the approved community-based design center/collaborative as defined in Supplementary Education.

[2] **"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 training 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 training activities of the intern and foster a professional relationship that is grounded in a direct professional association between the intern and the supervisor.

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

[4] A **"person credentialed"** is a person credentialed to practice architecture in the country in which they practice.

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

Note: No experience may be earned for foreign training in work settings B, D, E, and F.

IDP Training Requirements

Interns must acquire 5,600 training hours to satisfy the IDP Training Requirement. One training hour equals one hour of acceptable training in an acceptable work setting. The following chart lists the IDP training categories and areas and the required training hours for each.

Category A: Design and Construction Documents

Training Area	Minimum Training Hours Required
1. Programming	80
2. Site and Environmental Analysis	80
3. Schematic Design	120
4. Engineering Systems Coordination	120
5. Building Cost Analysis	80
6. Code Research	120
7. Design Development	320
8. Construction Documents	1,080
9. Specifications and Materials Research	120
10. Document Checking and Coordination	80
Core Minimum Hours Required	**2,200**
Additional Core Hours required in Training Areas 1-10	600
Core Minimum Hours Required	**2,800**

Category B: Construction Contract Administration

Training Area	Minimum Training Hours Required
11. Bidding and Contract Negotiation	80
12. Construction Phase—Office	120
13. Construction Phase—Observation	120
Core Minimum Hours Required	**320**
Additional Core Hours required in Training Areas 11-13	240
Core Minimum Hours Required	**560**

Note: Prior to 1 January 2010, IDP experience was documented in training units. Eight training hours equal one training unit. Some jurisdictions may still reference training units in their requirements.

Category C: Management

Training Area	Minimum Training Hours Required
14. Project Management	120
15. Office Management	80
Core Minimum Hours Required	**200**
Additional Core Hours required in Training Areas 14-15	80
Core Minimum Hours Required	**280**

Category D: Related Activities

Training Area	Minimum Training Hours Required
16. Professional and Community Service	80
Core Minimum Hours Required	**80**
Additional Core Hours required in Training Area 16	0
Core Minimum Hours Required	**80**

Category A: Design and Construction Documents	2,800
Category B: Construction Contract Administration	560
Category C: Management	280
Category D: Related Activities	80
Total Core Minimum Hours Required from Categories A, B, C, and D	**3,720**
Elective Hours From Any Category (including supplementary education hours)	1,880
TOTAL IDP TRAINING HOURS REQUIRED	**5,600**

For a detailed description of IDP training categories and supplementary education criteria, see the Core Competencies section on page 58.

Note: The required minimum in Categories A, B, C, and D totals 3,720 hours. The additional 1,880 training hours may be acquired in any of the listed categories or supplementary education.

SUPPLEMENTARY EDUCATION (CORE)

1. The Emerging Professional's Companion (EPC): Activities
2. NCARB's *Professional Conduct* Monograph
3. CSI Certification: CCS & CCCA
4. Community-Based Design Center/Collaborative
5. Design Competitions
6. Site Visit With Mentor

You may earn a maximum of 40 core hours in each of the IDP training areas 1-16 by completing any combination of qualifying supplementary education opportunities.

You may not earn more than 600 core hours through any combination of qualifying supplementary education opportunities.

The Emerging Professional's Companion (EPC): Activities

Completing activities provided in the Emerging Professional's Companion (EPC), located at www.epcompanion.org. 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 training areas 1-16.
- Each chapter includes practice exercises and application activities.
- Each activity is worth eight training hours.
- Only activities can be applied to your core minimum hours required.
- Interns can earn a maximum of 600 core minimum hours through EPC with no more than 40 core minimum hours earned in any one of the IDP training areas 1–16.
- If an intern has already completed the maximum allowable of 40 core minimum hours in a given training area through any combination of supplementary education, than EPC activities completed in that training area will be credited as elective hours.
- A maximum of 1,800 training hours may be earned through the EPC in any combination of core minimum and elective hours.
- EPC activities completed for IDP credit may not receive academic credit.

Effective 1 January 2010
Interns whether or not employed in qualified work settings can earn up to 40 training hours toward the core minimum hours in each training area by completing qualified activities in the Emerging Professional's Companion 2009 (EPC 2009).

Interns whether or not employed, can complete EPC activities for IDP credit under the supervision of their mentor. Interns who are employed in a qualified work setting may have either their IDP supervisor or their mentor review and certify satisfactory completion of EPC activities.

Work Product
It is recommended 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

- Interns must have an AIA customer number to report EPC activities. Interns may obtain a temporary AIA customer number by completing the webform at http://info.aia.org/aia/freeTranscriptsforInterns.cfm. Contact the AIA at idp@aia.org with any additional questions.
- EPC activities must be reviewed by your IDP supervisor or mentor.
- Report completed activities through the e-EVR in "My Supplementary Education."
- The e-EVR will apply the credits automatically to either your core minimum hours or elective hours as appropriate.
- Each completed activity must be submitted as a separate report in the e-EVR.
- Your IDP supervisor or mentor must certify and approve each activity through the e-EVR.

NCARB's *Professional Conduct* Monograph

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 training hours will not be eligible to repeat the monograph for continuing education credit.

Effective 1 July 2009
Interns, whether or not employed in a qualified work setting, may earn 16 core minimum hours in "Training Area 15 – Office Management" by reading the NCARB *Professional Conduct* Monograph and passing the related quiz.

Access to the NCARB *Professional Conduct* Monograph
Interns may access a downloadable version of the NCARB *Professional Conduct* Monograph at no charge through your NCARB Record.

How to Take the Quiz

- Log into "My NCARB" and the NCARB Record to request a quiz password.
- Click "Get Your Quiz Password!" Your password will be e-mailed to you.
- Click "Take Your Quiz" in your NCARB Record when you are ready to take the quiz.
- Interns who do not pass the quiz may repeat the quiz as necessary.
- Upon passing the quiz, "My Supplementary Education" in the e-EVR will be updated immediately to reflect the training hours earned.

CSI Certification: CCS & CCCA

Information regarding the Construction Specifications Institute Certificate Programs is available at www.csinet.org.

Effective 1 July 2009
Interns, whether or not employed in a qualified work setting, may earn core minimum hours for completing the following CSI certifications:

- CSI Certified Construction Specifier (CCS): 40 core minimum hours in "Training Area 9 - Specifications & Materials Research" for passing the CCS certification.
- CSI Certified Construction Contract Administrator (CCCA): 40 core minimum hours in "Training Area 12 - Construction Phase—Office" for passing the CCCA certification.

Reporting CSI Certification

- Passage of the certification shall be reported through the e-EVR in "My Supplementary Education."
- The CSI certificate documenting completion of the program must be uploaded into the e-EVR.
- Once reported through the e-EVR, CSI certification is reviewed and approved by NCARB.

Community-Based Design Center/Collaborative

Effective 1 October 2010
Interns may earn up to 40 core hours in each IDP training area 1-15 for volunteer service in support of a pre-approved charitable organization outside of a recognized work 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 idp@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 training areas and certified by the "designated IDP supervisor" as directly related to the practice of architecture.

To qualify for IDP credit, the experience must:

- Not receive academic credit
- Be completed outside of a recognized work setting

Reporting Community-Based Design Center/Collaborative Experience:

- Experience earned shall be reported through the e-EVR in "My Supplementary Education."
- You must create a profile for the Community-Based Design Center/Collaborative under the "My Employer " tab in the e-EVR.
- Experience earned in each training area shall be reported as separate reports.
- The "designated IDP supervisor" for the organization must approve your experience.

Design Competitions

Effective 1 October 2010
Interns may earn up to 40 core hours in each IDP training area 1-15 for completion and submission of a design competition entry outside of a recognized work setting or academic requirement. Competitions completed for a firm while employed count for IDP credit under the related work 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 training areas 1-15
- 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.
- Not receive academic credit
- Be completed outside of a recognized work setting

Work Product
It is recommended 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 complete a 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:
- Completion and submission of a design competition shall be reported through the e-EVR in "My Supplementary Education."
- Experience earned in each training area shall be reported as separate reports.
- Upload your completed Design Competition Verification Form to the e-EVR.

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 e-EVR 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
- Review and certify experience through the e-EVR including the verification form

Site Visit With Mentor

Effective 1 October 2010
Interns may earn up to 40 core hours in "Training Area 13 - Construction Phase—Observation" for visiting construction sites with their mentor.

- The site visit must be outside of a recognized work setting.
- May not received academic credit.

Reporting Site Visit With Mentor:

- Completion of a site visit with a mentor shall be reported through the e-EVR in "My Supplementary Education."
- Each day of a site visit shall be a separate report.

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.

SUPPLEMENTARY EDUCATION (ELECTIVE)

1. The Emerging Professional's Companion (EPC): Exercises
2. GBCI LEED AP Credential
3. Advanced Degrees
4. AIA Continuing Education
5. CSI Certificate Program: CDT

You may earn a maximum of 1,880 elective hours through supplementary education opportunities. Elective hours earned through supplementary education are not applied to any specific training area.

The Emerging Professional's Companion (EPC): Exercises

Completing exercises provided in the Emerging Professional's Companion (EPC), located at www.epcompanion.org. 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 training areas 1-16.
- Each chapter includes practice exercises and application activities.
- Completion of exercises will be credited as elective hours in supplementary education.
- Exercises are not applied to any specific training area.
- Each exercise is worth eight training hours.
- A maximum of 1,800 training hours may be earned through the EPC in any combination of core minimum and elective hours.
- EPC exercises completed for IDP credit may not receive academic credit.

Effective 1 January 2010
Interns, whether or not employed in a qualified work setting, can earn elective hours through completion of EPC exercises under the supervision of their mentor. Interns who are employed in a qualified work setting may have either their IDP supervisor or their mentor review and certify satisfactory completion of EPC exercises.

Work Product
It is recommended that interns retain copies of all documentation related to EPC exercises 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
- Interns must have an AIA customer number to report EPC exercises. Interns may obtain a temporary AIA customer number by completing the webform at info.aia.org/aia/freeTranscriptsforInterns.cfm. Contact the AIA at idp@aia.org with any additional questions.
- EPC exercises must be reviewed by your IDP supervisor or mentor.
- Report completed exercises through the e-EVR in "My Supplementary Education."
- Each completed exercise must be submitted as a separate report in the e-EVR.
- Your IDP supervisor or mentor must certify and approve each exercise through the e-EVR.

GBCI LEED AP Credential

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

Effective 1 July 2009*
**Clarifications added 1 October 2010 to align with GBCI credentialing program*

Interns, whether or not employed in a qualified work setting, may earn 40 elective hours by obtaining the GBCI LEED AP credential on or after 1 July 2009.

- 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.

Reporting GBCI LEED AP Credential
- Obtaining the GBCI LEED AP credential shall be reported through the e-EVR in "My Supplementary Education."
- The GBCI LEED AP Certificate or a passing score report confirming the credential must be uploaded into the e-EVR.
- Once reported through the e-EVR, the GBCI LEED AP Credential is reviewed and approved by NCARB.

Advanced Degrees

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 training 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.

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.

Qualifying advanced degrees are submitted directly to NCARB by the school in order to be on the list.

Effective 1 July 2002
Interns may earn 936 elective hours in IDP training category D for earning an advanced degree in architecture after earning a professional degree in architecture from a program accredited by NAAB or CACB.

Reporting Advanced Degrees

- 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 e-EVR in "My Supplementary Education" by selecting "Post-Professional Degree."
- You will be required to upload a copy of your transcript or diploma to the e-EVR.
- NCARB will not be able to approve your advanced degree until after the official transcript from your school has been received.
- You can monitor your NCARB Record status at www.ncarb.org through "My NCARB." You will also receive an e-mail notification confirming receipt of your official transcript from your school.

AIA Continuing Education

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

Effective 1 January 2010
Interns, whether or not employed in a qualified work 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 elective IDP hour.

Required Documentation

- Interns must have an AIA customer number to report AIA Continuing Education. Interns may obtain a temporary AIA customer number by completing the webform at info.aia.org/aia/freeTranscriptsforInterns.cfm. Contact the AIA at idp@aia.org with any additional questions.
- Completion of AIA continuing education must be reflected on your AIA transcript.
- Your AIA transcript is available at www.aia.org/education

Reporting AIA Continuing Education

- Report completed AIA continuing education programs through the e-EVR in "My Supplementary Education."
- Upload a copy of your AIA transcript documenting completion of AIA continuing education into the e-EVR.
- Each completed AIA continuing education program must be submitted as a separate report in the e-EVR.
- Once reported through the e-EVR, AIA continuing education is reviewed and approved by NCARB.

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 training hours will not be eligible to repeat the monograph for continuing education credit. NCARB monographs are available at 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 "My Supplementary Education" as AIA continuing education.
- All applicable fees for monographs and quizzes apply.

CSI Certificate Program: CDT

Information regarding the Construction Specifications Institute certificate programs is available at www.csinet.org.

Effective 1 July 2009

Interns, whether or not employed in a qualified work 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.

Reporting CSI Certificate Programs

- Passage of the certificate program shall be reported through the e-EVR in "My Supplementary Education."
- The CSI certificate documenting completion of the program must be uploaded into the e-EVR.
- Once reported through the e-EVR, CSI certificate programs are reviewed and approved by NCARB.

CORE COMPETENCIES

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

Don't forget to check out the Supplementary Education section for opportunities to earn credit outside of a recognized work setting.

1. Programming

CATEGORY A: Design and Construction Documents — Core Minimum Hours Required: 80

Definition

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

Core Competencies

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

- use information gathering and data collection techniques to organize and evaluate programming data
- establish the scope, design objectives, limitations, and criteria that reflect the owner/client's requirements and needs for a project
- set forth the program requirements in written, numerical, and graphic form
- research and assess information from post-occupancy evaluations of similar building types
- assess a project's feasibility

Skills and Application Activities

- Identify the qualitative and quantitative requirements for the project, and develop questions and a checklist for an owner/user survey including sustainability issues.
- Investigate and document the work process for a particular user.
- Prepare functional relationship/adjacency diagrams.
- Calculate net and gross area requirements.
- Relate the budget and schedule to the program.
- Determine owner/client needs for phasing the project and for future growth and development.
- Analyze owner-supplied data and document programmatic implications.

2. Site & Environment Analysis

CATEGORY A: Design and Construction Documents — Core Minimum Hours Required: 80

Definition

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

Core Competencies

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

- provide a coherent, logical, well-designed site plan for a specific program
- demonstrate the ability to integrate elements that influence the site's design
- justify the site plan design based on your research

Skills and Application Activities

- Building location options on the site including efforts to minimize site impact and energy consumption.
- Regulatory restrictions (e.g., parking, zoning, building codes, ADA) for the site.
- Natural conditions (e.g., topography, vegetation, climate considerations, orientation, ecology, energy) on the site.
- Constructed conditions (e.g., infrastructure, building foundation).
- Access to utilities.
- Environmental hazards.
- Input from consultants (e.g., landscape architect, geotechnical engineer).
- Input from groups with community interest (e.g., community organizations, historic preservation organizations).
- Information from public agencies with jurisdictional authority (e.g., zoning, planning, building, fire).
- Feasibility of alternate sites.

3. Schematic Design

CATEGORY A: Design and Construction Documents — Core Minimum Hours Required: 120

Definition

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

Core Competencies

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

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

Skills and Application Activities

- Develop alternative conceptual design proposals that address the program and minimize long-term impact on the environment.
- Evaluate engineering systems appropriate to the project and their environmental impact.
- Prepare volume and area calculations and evaluate the cost of alternative design proposals.
- Prepare a presentation package, including drawings and models, to show the owner/client.
- Prepare verbal and graphic presentation to communicate the intent of the designs to the owner/client.
- Review the selected schematic design with the owner/client and revise the design based on the owner/client's feedback.
- Coordinate consultants' activities in an integrated and collaborative design process relative to the schematic design.
- Incorporate relevant code requirements into the schematic design.

4. Engineering Systems Coordination

CATEGORY A: Design and Construction Documents — Core Minimum Hours Required: 120

Definition

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

Core Competencies

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

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

Skills and Application Activities

- Research and assist in the selection of appropriate engineering systems.
- Assess sustainability issues.
- Evaluate the types of consultants required.
- Coordinate and verify the availability of adequate utilities.
- Evaluate engineering proposals and fee structures.
- Coordinate project information with consultants.
- Coordinate engineering system documents.
- Evaluate space requirements and costs for engineered systems.

5. Building Cost Analysis

CATEGORY A: Design and Construction Documents — Core Minimum Hours Required: 80

Definition

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

Core Competencies

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

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

Skills and Application Activities

- Prepare preliminary cost analysis using:
  - unit cost/building type basis (cost/square foot),
  - unit cost basis (material labor), and
  - standard references such as RSMeans Construction Cost Estimating Guides and Cost Data.
- Investigate and prepare quantity calculations for selected materials
- Evaluate life-cycle cost information in relation to specifications and sustainability.
- Research value analysis opportunities.
- Evaluate and document scope/quantity/cost in comparison to materials selection and the preparation of specifications.
- Factor the current inflation rated and other economic variables into the cost estimates.
- Understand non-construction project costs, including land acquisition, design, government approvals, project financing, and marketing, and how they impact building cost.

6. Code Research

CATEGORY A: Design and Construction Documents — Core Minimum Hours Required: 120

Definition

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

Core Competencies

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

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

Skills and Application Activities

- Evaluate design alternatives based on code requirements.
- Research all applicable codes.
- Participate in preliminary meetings with code officials and make design adjustments to reflect compliance with relevant codes.
- Develop a list of required agency approvals during final project reviews.

7. Design Development

CATEGORY A: Design and Construction Documents — Core Minimum Hours Required: 320

Definition

In 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.

Core Competencies

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

- provide drawings and documents for the owner/client that detail the project's scope, quality, and cost
- select and develop details for specific materials, components, and systems to be incorporated into the design

Skills and Application Activities

- Prepare design development documents from the approved schematic design, incorporating appropriate levels of detail in drawings and outline specifications. Be sure to coordinate and cross-reference documents.
- Participate in discussions with the owner/client regarding project scope, quality, sustainability, and life-cycle cost. It would be desirable to have the Design Development section include appropriate material and system selections based on the environmental impact as well as to include Energy Modeling and embodied energy as a basis for material and system choices.
- Document decisions reached during owner/client meetings and evaluate their impact on the design program.
- Review the design development documents for conflicts between building systems. If any are identified, coordinate the work of consultants to resolve them.
- Review the design development documents to ensure they conform to previously established requirements and meet applicable codes.

8. Construction Documents

CATEGORY A: Design and Construction Documents — Core Minimum Hours Required: 1,080

Definition

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

Core Competencies

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

- prepare an accurate, consistent, and complete set of architectural construction documents for a project
- explain construction documents to a client
- check and coordinate the integration of structural, mechanical, electrical, and plumbing systems with the building and site
- based on the specifications, prepare a production sequence flow chart to illustrate the relationship between construction documents and the construction process
- when applicable, prepare phasing documents to illustrate the construction sequence

Skills and Application Activities

- Create mock-ups of project drawing sets.
- Prepare a schedule for preparation of construction documents that includes milestone markers and reviews as appropriate.
- Prepare plan, elevation, and section drawings that clearly convey the design development documents. Coordinate and cross-reference the documents, including the work of consultants.
- Document decisions reached, including sustainability issues, at relevant project team meetings, and evaluate their impact on the development and production of the construction documents.
- Review the program to check for discrepancies between the design development and construction documents.
- Help the owner/client obtain required approvals and permits.
- Using the owner/client's operational requirements, develop a construction phasing plan.

9. Specifications & Material Research

CATEGORY A: Design and Construction Documents — Core Minimum Hours Required: 120

Definition

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

Core Competencies

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

- prepare specifications in accordance with CSI standards by translating the construction requirements into a specifications format
- research and select appropriate building materials based on performance criteria and program requirements

Skills and Application Activities

- Investigate product literature or question manufacturers' representatives to acquire information about materials for use in preparing specifications.
- Prepare specifications for a project.
- Document how energy modeling and sustainability issues influence specifications and material choices.

10. Document Checking & Coordination

CATEGORY A: Design and Construction Documents — Core Minimum Hours Required: 80

Definition

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

Core Competencies

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

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

Skills and Application Activities

- Develop a list of all drawings and other documents required for the project, including brief descriptions of their contents.
- Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions in the construction documents.
- Coordinate all project drawings for accuracy of dimensions, notes, and abbreviations.
- Assist in developing a schedule of lead times required for proper coordination with other disciplines.
- Cross-check all consultants' drawings with architectural drawings for possible conflicts and interference of plumbing lines, ductwork, electrical fixtures, etc.
- Assist in final documents review for compliance with applicable codes, regulations, building rating systems, etc.
- Make revisions and corrections to project documents based on the results of project document checks.

11. Bidding & Contract Negotiation

CATEGORY B: Construction Contract Administration — Core Minimum Hours Required: 80

Definition

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

Core Competencies

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

- understand the difference between the bidding and contract negotiation processes
- follow appropriate procedures during the bidding process
- complete bidding and contract forms

Skills and Application Activities

- Prepare bidding documents and maintain the distribution register.
- Research and prepare an addendum to the bidding documents and write a notice announcing the change.
- Attend a bid opening and observe the bidding process.
- Assess requests for substitutions.
- Develop and illustrate a comparative analysis of bids.
- Compare bids with final project estimate.

12. Construction Phase - Office

CATEGORY B: Construction Contract Administration — Core Minimum Hours Required: 120

Definition

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

Core Competencies

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

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

Skills and Application Activities

- Obtain information and submittals required for the notice to proceed.
- Manage, review, and coordinate the shop drawings, samples, and other items submitted by the contractor.
- Attend a preconstruction conference with emphasis on sustainability and the construction process.
- Process change orders, requests for information (RFI's), and requests for clarification.
- Document conflicts that occur during the construction process, and propose at least two alternative resolutions to each conflict.
- Review and approve applications for payment.
- Participate in verifying the punch list submitted by the contractor.

13. Construction Phase - Observation

CATEGORY B: Construction Contract Administration — Core Minimum Hours Required: 120

Definition

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

Core Competencies

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

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

Skills and Application Activities

- Take minutes at a regular job site meeting.
- Review progress of work and attend meetings when appropriate to assess quality and performance.
- Document unforeseen conditions that arise during construction, and develop several alternative solutions to resolve these problems.
- Verify completion of work itemized in monthly applications for payment.
- Verify the completion of punch list tasks.
- Document a post-occupancy evaluation.

14. Project Management

CATEGORY C: Management — Core Minimum Hours Required: 120

Definition

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

Core Competencies

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

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

Skills and Application Activities

- Assess time requirements for all project tasks.
- Develop a project work plan that identifies tasks, responsibilities, personnel requirements, sustainability goals, schedule, and budget.
- Manage consultants and review all contracts and billing approvals.
- Evaluate project work progress.
- Manage project reviews and coordination through participation in meetings.
- Prepare schedule of client billings, and establish initial client invoices according to project contracts.
- Participate in and document the project closeout process.
- Help resolve any disputes that arise.

15. Office Management

CATEGORY C: Management — Core Minimum Hours Required: 80

Definition

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

Core Competencies

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

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

Skills and Application Activities

- Review economic trends, forecasts, and indicators in relation to the firm's markets.
- Study the firm's statement of principles, strategic plan, and organization.
- Participate in selected marketing activities.
- Assist in interviewing potential project team members including consultants.
- Help develop opportunities for professional collaboration, team building, consensus building, and conflict resolution.
- Prepare interview questions for prospective employees, and participate in the interview process.
- Understand the difference between compensation, overhead, and direct personnel expense.

16. Professional & Community Service

CATEGORY D: Related Activities — Core Minimum Hours Required: 80

Definition

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

Core Competencies

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

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

Skills and Application Activities

- Participate in a professional association by serving on committees and engaging in related service activities. Training hours cannot be earned by attending seminars, meetings, or conferences.
- Provide career counseling or mentorship for high school and college students.
- Conduct educational programs about the profession in elementary and secondary schools.
- Participate in civic organizations, neighborhood groups, museum programs, and other activities that address such issues as homelessness, natural disasters, historic preservation, resource conservation, and environmental awareness.
- Participate as a member or advisor to a local zoning board, planning committee, fine arts review board, or similar community-based organization.

NEXT STEPS

Once you have started the Intern Development Program the next step to becoming a licensed architect is taking the Architect Registration Examination® (ARE®). Once you attain state licensure, an NCARB Certificate will allow you to be more "mobile" throughout North America. The following gives you an overview of the steps required to take the ARE and to receive an NCARB Certificate.

1. Applying for the ARE®
2. NCARB Certification

Applying for the ARE®

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 training requirement and conditions such as:

- Does your jurisdiction allow you to take the ARE before completion of the IDP?
- What is your board's required training period? Can this period be reduced if you satisfy the IDP training requirement in less time?
- How many years in "the office of a registered architect" are required?
- Must you satisfy your board's education and training requirements prior to the examination? After the examination?
- Are references required? Who can be used as a reference?

If you started your NCARB Record before you completed your education requirement, you must request a final transcript verifying that you have satisfied your jurisdiction's education requirement.

You must notify NCARB of your intent to apply for examination. You may make the request from "My NCARB" at www.ncarb.org.

For more information about the ARE, check out the "Getting Started with the ARE" web page.

For more information about the Architect Registration Examination (ARE) go to:
http://www.ncarb.org/are

NCARB Certification

Satisfying the IDP training requirements and passing the ARE are critical steps toward licensure. Once you receive your initial license, the next important step in your career is to get an NCARB Certificate.

An NCARB Certificate provides verification that you have met the professional standards established by the registration boards responsible for protecting the health, safety, and welfare of the public. It also makes it easier to obtain reciprocal registration—in fact many registration boards require an NCARB Certificate as the primary method for reciprocal registration.

When you are looking for a job, an NCARB Certificate will distinguish you when employers review your qualifications. 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 outside their jurisdiction.

With certification, you'll be prepared to look for employment or new clients in other jurisdictions if there is a downturn in your local economy or a boom in another jurisdiction. Even if you plan to work solely on projects within the jurisdiction where you hold licensure, your NCARB Certificate will enable you to meet your clients' needs if they decide to move or expand across state lines.

You've put a lot of hard work into completing your education. No doubt you are now focusing on completing the IDP, passing the ARE, and obtaining your license. Keeping your NCARB Record active during this time will make it faster, easier, and less expensive to get your NCARB Certificate. It is a sound investment in your career.

Save money by keeping your NCARB Record active:
http://www.ncarb.org/idp/idptocert.html

For more information on the NCARB Certificate go to:
http://www.ncarb.org/certification

APPENDICES

1. Appendix A: When Can I Start?
2. Appendix B: Documenting IDP for Certification
3. Appendix C: Supplementary Education for Certification

Appendix A: When Can I Start?

For Experience Earned Prior to 1 October 2010:

You can earn IDP experience[1] once you have successfully completed:

1. Three years[2] in an NAAB-accredited professional degree program;
2. The third year[2] of a four year pre-professional degree program in architecture accepted for direct entry to a two-year NAAB accredited professional master's degree program;
3. One year[2] in NAAB-accredited professional master's degree program following receipt of a nonprofessional degree;
4. Ninety-six semester credit hours as evaluated in accordance with the *NCARB Education Standard*, of which no more than 60 hours can be in the general education category; or
5. A number of years[2] equivalent to the periods set out in 1., 2., or 3. above, in a CACB-accredited professional degree program, or in a Canadian university professional degree program certified by CACB.

To document one of the IDP eligibility dates above, you must submit a copy of your transcript.

To submit your transcript:
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 transcripts submitted by the school. You can monitor your NCARB Record status at www.ncarb.org through "My NCARB."

[1] no experience earned to meet your academic program's graduation requirement may be used to earn IDP Experience.
[2] Note that 32 semester credit hours or 48 quarter credit hours equal one year in an academic program.

Appendix B: Documenting IDP for Certification

As an architect documenting IDP retroactively for the purpose of certification, you must comply with the duration requirement and the definition of direct supervision that was required at the time the experience took place.

Duration Requirement Prior to 1 July 2008:
In work settings A, B, C, D, or E prior to 1 July 2008, you must have worked at least 35 hours per week (full time) for a minimum period of eight consecutive weeks, or at least 20 hours per week (part time) for six or more consecutive months.

Definition of Direct Supervision Prior to 1 January 2010:
"Direct supervision" means that degree of supervision by a person overseeing the work of another, where both work in the same office in circumstances where personal contact is routine, whereby the supervisor has both control over and detailed professional knowledge of the work prepared under his or her supervision.

Appendix C: Supplementary Education for Certification

As an architect documenting IDP retroactively for the purpose of certification, you may utilize the supplementary education opportunities that exist for interns. The supplementary education must have been completed on or after the implementation date when that experience became available.

CSI Construction Education Network (CEN)

Effective 1 October 2010 — 30 June 2011

Interns, whether or not employed in a qualified work setting, may earn elective hours by completing CSI CEN approved programs.

- One CSI CEN hour earns one elective IDP hour.

The Construction Specifications Institute ended the CSI CEN Program effective 30 June 2011

NCARB will accept qualifying experience earned between 1 October 2010 and 30 June 2011. Experience must be submitted in compliance with the Six-Month Rule and must be reflected on your CSI CEN transcript.

Reporting CSI CEN Approved Programs

- Completion of CSI CEN approved programs shall be reported through the e-EVR in "My Supplementary Education."
- Your CSI CEN transcript documenting completion of the program must be uploaded into the e-EVR.
- Each completed CSI CEN approved program must be submitted as a separate report in the e-EVR.

Once reported through the e-EVR, CSI CEN approved programs are reviewed and approved by NCARB.

AIA Learning Units Prior to 1 January 2010:

Prior to 1 January 2010 one AIA learning unit earns .25 IDP training units.

Prior to 1 July 2009

Interns employed in a recognized work setting may earn supplementary education training hours by completing AIA-approved continuing education resources and programs.

Post-Professional Degrees earned prior to 1 July 2002

A post-professional degree in architecture earned before 1 July 2002, qualifies for 1,880 training hours under Related Activities.

Obtaining the LEED AP credential prior to 1 July 2009:

Effective 1 July 2008 — 1 July 2009

Interns employed in a qualified work setting may earn 40 training hours in supplementary education by passing the LEED AP exam on or after 1 July 2008.

EPC Experience Prior to 1 January 2010:

Completion of one EPC activity or exercise earns eight IDP training hours.

Effective 1 January 2010

After 1 January 2010, interns whether or not employed, can submit EPC credits earned after 1 July 2009 to be approved by their mentor. If you are employed in a qualified work setting you may have either your IDP supervisor or your mentor review and certify satisfactory completion of your EPC activities and exercises.

Effective between 1 July 2009 and 31 December 2009

Core minimum hours:

Interns who are employed in qualified work settings can earn up to 40 hours toward the core minimum hours in each training area by completing qualified activities in the Emerging Professional's Companion 2009 (EPC 2009).

Supplemental Education training hours:

Interns employed in a qualified work setting can earn elective hours through completion of beginner-, intermediate-, and advance-level exercises that provide exposure to key practice issues, including liability; health, safety, and welfare; and ethical dilemmas.

Effective prior to 1 July 2009

Supplemental Education training hours:

Interns employed in a qualified work setting can earn elective hours through completion of beginner-, intermediate-, and advance-level exercises that provide exposure to key practice issues, including liability; health, safety, and welfare; and ethical dilemmas. One exercise earns eight IDP training hours.