THE ARCHITECT
INTERN DEVELOPMENT PROGRAM

IDP

Internship

- Architectural students

- Graduates of architectural programs
  - Apply what you learned in school to real projects
  - Acquire broad experience in basic practice areas
  - Participate in professional development programs
  - Develop professional judgment
  - Refine career goals

EDUCATION → INTERNSHIP → PRACTICE

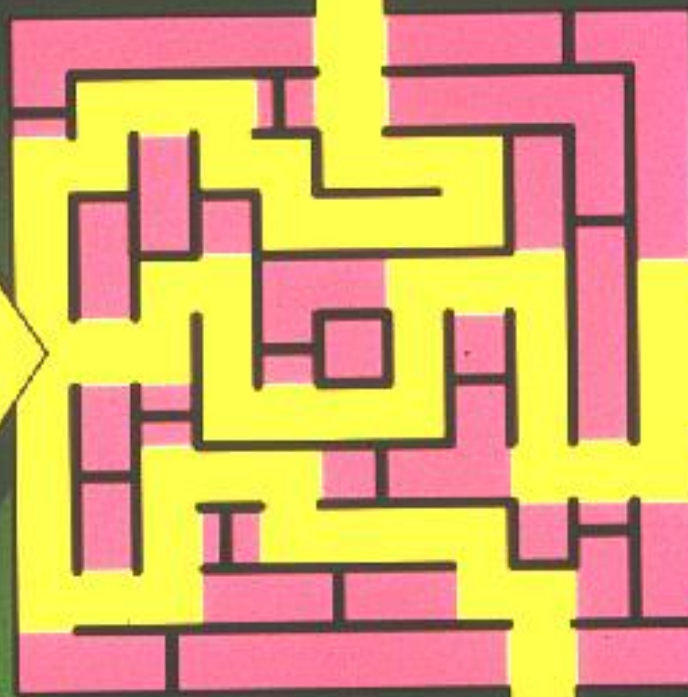## However

For too many Interns, <u>this</u> is the reality

EDUCATION   INTERNSHIP   PRACTICE

Today's Normal Intern Experience

- Many firms do not provide organized training
- Interns gain practical experience in a haphazard manner
- Interns' expectations are vague and incomplete
- Formal education usually stops after graduation
- Career guidance is non-existent
- Interns feel that they are not really part of the firm

These problems often lead to

- Delays in the licensing process
- General dissatisfaction among Interns
- Poor morale
- Lack of quality control in firms

THE ARCHITECTURAL PROFESSION HAS HAD A LONG TRADITION OF PROVIDING COMPREHENSIVE TRAINING AND MENTORSHIP

But in today's firms:

Things have changed significantly:

Many firms do not devote the time required to properly train Interns

Architects devote an increasing proportion of their time to:

- ☐ Marketing
- ☐ Business management
- ☐ Dealing with liability and legal concerns
- ☐ Making payroll
- ☐ Dealing with personnel problems
- ☐ Keeping up with a fast-changing profession

For These And Other Reasons, The Profession Has Created A National Internship Program

The

IDP

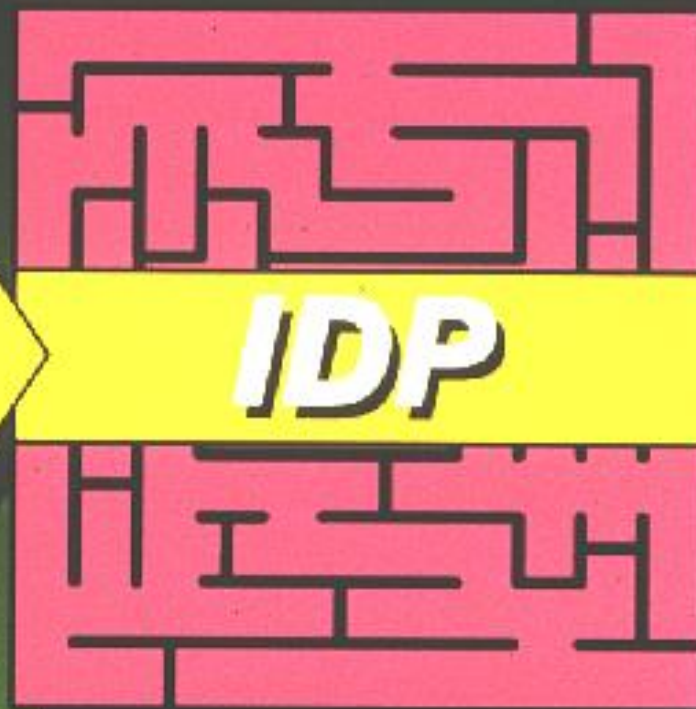# IDP is designed to bridge the gap between graduation and licensure

and to provide a smooth transition between formal education as a student and practice as a licensed architect

EDUCATION   INTERNSHIP   PRACTICE

IDP

IDP Is Sponsored By Four Organizations

IDP Links The Schools And The Profession To A Common Purpose:

EDUCATION IDP PROFESSION

Developing
Competent
Architects

IDP is a developmental program

It is designed so that Interns will acquire knowledge, skills, and career awareness in an organized manner

IDP assists in developing competencies

Knowledge and skills which are retained and refined through continued practice as a licensed architect

IDP HAS FOUR BASIC ELEMENTS

The Elements of IDP

Element 1: Training "Curriculum"
A definition of areas of architectural practice in which Interns should acquire basic skills

Element 2: Advice
Information about Internship, education and professional opportunities

The Elements of IDP

Element 3: Record-Keeping
A uniform national system for documenting internship activities

Element 4: Supplementary Experience
Resources created to enrich training

The <u>First</u> Element of IDP, the "Training Standard" is divided into four broad "Training Categories"

Training Categories

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

The Training Categories are, in turn, subdivided into Seventeen "Experience Areas"

Experience Area 1: Pre-Design

Programming (80 hours)

Site and Building Analysis (80 hours)

Project Cost and Feasibility (40 hours)

Planning and Zoning Regulations (60 hours)

Experience Area 2: Design

Schematic Design (320 hours)

Engineering Systems (360 hours)

Construction Cost (120 hours)

Codes and Regulations (120 hours)

Design Development (320 hours)

Construction Documents (1200 hours)

Material Selection and Specification (160 hours)

Experience Area 3: Project Management

Bidding and Contract Negotiation (120 hours)

Construction Administration (240 hours)

Construction Phase: Observation (120 hours)

General Project Management (240 hours)

Experience Area 4: Practice Management

Business Operations (80 hours)

Leadership and Service (variable: 80 hours minimum, 320 hours maximum)

Category	Sub-items	Hours	Core Minimum	Elective
1. Pre-Design	A. Programming	80	**260** CORE MINIMUM HOURS	Additional Hours in 1. Pre-Design
	B. Site and Building Analysis	80		
	C. Project Cost and Feasibility	40		
	D. Planning and Zoning Regulations	60		
2. Design	A. Schematic Design	320	**2,600** CORE MINIMUM HOURS	Additional Hours in 2. Design
	B. Engineering Systems	360		
	C. Construction Cost	120		
	D. Codes and Regulations	120		
	E. Design Development	320		
	F. Construction Documents	1,200		
	G. Material Selection and Specification	160		
3. Project Management	A. Bidding and Contract Negotiation	120	**720** CORE MINIMUM HOURS	Additional Hours in 3. Project Management
	B. Construction Administration	240		
	C. Construction Phase: Observation	120		
	D. General Project Management	240		
4. Practice Management	A. Business Operations	80	**160** CORE MINIMUM HOURS	Additional Hours in 4. Practice Management
	B. Leadership and Service	80		

All interns will be required to meet the **3,740 core minimum hours** in IDP 2.0.

Supplemental Experience for Elective Hours

3,740 CORE MINIMUM HOURS + **1,860** TOTAL ELECTIVE HOURS = **5,600** TOTAL HOURS

The <u>Second</u> Element of IDP, the "Advisory System" consists of two Types of Advice

The "IDP Supervisor"
and
The "Mentor"

The "IDP Supervisor"

The "IDP Supervisor"

- The "IDP Supervisor" is the person who supervises your daily work
  - Assess the quality of your work
  - Certifies your NCARB Record
  - If you are working for an architectural firm, the "IDP Supervisor" must be licensed as an architect in any state
  - If you are working for an engineer, planner, interior designer, landscape architect, or contractor, your "IDP Supervisor" does not have to be a licensed Architect

The "Mentor"

The "Mentor"

☐ The "Mentor" must be a licensed Architect

   ◻ He or she could be licensed in any state

   ◻ Should work outside your firm to be unbiased

   ◻ Meets with you on a monthly basis to discuss your career goals and achievements

   ◻ If you are not employed, your Mentor could verify your Leadership and Service or Supplemental Experience training

   ◻ Your Mentor is like a career coach

The <u>Third</u> Element of IDP is the Record-Keeping System, called the

"NCARB Record"

Recording your Experience

- Documentation of your training activity is <u>YOUR</u> responsibility

- Continuous record-keeping is important
  - Assures accurate verification of experience
  - Guides your employer in making new assignments
  - Helps to plan Supplemental Experience for areas in which you may need more experience
  - Provides future employers with a good record of your experience

Recording your Experience

IDP EXPERIENCE SETTINGS

- **A** = <u>Architecture</u> - work for U.S. or Canadian Architect (minimum 1,860 hours)

- **O** = <u>Other</u> - work for a foreign architect, landscape architect or engineer (maximum of 1,860 hours)

- **S** = <u>Supplemental Experience</u> - unemployed or work for a contractor, interior designer or planner (maximum of 1,860 hours)

The NCARB Record

- Contains hard evidence of your education and experience

- Is maintained by the National Council of Architectural Boards ("NCARB") in Washington, D.C.

- Is recognized by all Registration Boards throughout the United States and Canada, and is therefore "portable"

- Assists in deferring state and federal student loans

- Is submitted electronically to NCARB every six months

The Fourth Element of IDP is the Supplemental Experience System

Supplemental Experience

- ☐ Opportunities for experience in all Training Areas will vary considerably depending on the firm you work for

- ☐ It is important for you to keep up to date with new information in the profession

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

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

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

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

Supplemental Experience Resources

- "Emerging Professionals Companion" (EPC) = up to 1,800 Elective Hours including up to 680 Core hours www.epcompanion.org
- Pass the LEED AP exam (not the Leed Associate) = 40 Core Hours
- CSI Certificate Programs = 40 Core Hours
- NCARB Professional Conduct Monograph = 16 Core Hours
- Community Based Design Collaborative = up to 640 Core hours
- Site visit with Mentor = up to 40 Core hours
- AIA continuing education = up to 1,860 Elective hours
  - AIA Learning Units can be translated to IDP Training Hours
  - 1 AIA Learning Unit = 1 IDP Training Hour
- One year M. Arch. degree after a B. Arch. degree = 936 Elective hours
- Maximum Elective Hours = 1,860

All may be earned while still in school or unemployed

REMEMBER

✓IDP is a <u>Training</u> Standard

✓Supplemental Experience cannot Substitute for all of the Minimum number of Core Training Hours in each Area of Training

IDP

- IDP has been in existence since 1978
- IDP is <u>required</u> for **ALL** candidates for licensure in Illinois
- IDP is <u>required</u> by all 50 states for licensing
- IDP is <u>required</u> by 23 states for "reciprocal" licensing
- IDP is required for NCARB "Certification" which will facilitate the process of becoming licensed in another state

Licensing Process in Illinois

☐ To be eligible to enroll in IDP:

1. Receive a high school diploma

   (you can enroll in IDP right away and begin earning training credits)

2. Enroll in an architectural program

   ❑ "Pre-Professional" architectural degree program
     - B.S. or B.A. in Architectural Studies (like offered at UIUC, UIC or SIUC)
       - This degree will no longer be sufficient for licensure in Illinois after December 31, 2015

   ❑ "Professional" architectural degree program
     - B. Arch. Degree (like offered at IIT)
     - M. Arch. degree (like offered at IIT, UIUC, UIC, SIUC, SAIC and Judson)

Licensing Process in Illinois

- Submit an application for an NCARB Record
  - Obtain application at www.ncarb.org
    - Navigate to "Start an NCARB Record online"
  - Fill out application and return it online with $350.00
    - If you are still in school, you need only send $100.00 now with the remainder sent when you complete the IDP

Application for NCARB Record

Profile ❓

Note: Please do not use this form if you have already been assigned a Record Number. You can access and/or renew your record online at **My NCARB Record.** Please contact **NCARB Customer Service** if you have additional questions about the application or renewal process or for assistance with accessing your online record.

Application Type: [Intern ▼] ❓

Preferred Contact Address*: ○ Business ◉ Home

E-mail Address*: [   ]

Social Security No.*: [   ]

Password*: [   ]

Date of Birth*: [   ] mm/dd/yyyy

Confirm Password*: [   ]

Prefix: [Mr. ▼]

Daytime Telephone*: [   ]

First Name*: [   ]

Middle Name: [   ]

Other Telephone: [   ]

Last Name*: [   ]

Suffix: [   ]

Home Address

Address 1*: [   ]

Address 2: [   ]

Address 3: [   ]
(Foreign Address Only)

City*: [   ]

Country*: [United States ▼]

State/Province*: [[Select] ▼]

Zip/Postal Code*: [   ]

Business Address

Company/Firm Name: [   ]

Address 1: [   ]

Address 2: [   ]

Address 3: [   ]
(Foreign Address Only)

City: [   ]

Country: [United States ▼]

State/Province: [[Select] ▼]

Zip/Postal Code: [   ]

* Required Fields

[Cancel]   [Register]

Online IDP application form

Licensing Process in Illinois

- Apply for admission to the Architectural Registration Examination (ARE) through NCARB

- Pay for the ARE ($210.00 per division)

- Pass all 7 divisions of the ARE within a five year period

- You can take the exam while earning your IDP training

  - If you do not pass a division, you may retake it within 60 days (but you will not be able to retake that division more than three times per year)

Seven Divisions of ARE® 4.0

Programming Planning & Practice

- 85 MC Questions
- Site Zoning

Structural Systems

- 125 MC Questions
- Structural Layout

Site Planning & Design

- 65 MC Questions
- Site Grading
- Site Design

Building Systems

- 95 MC Questions
- Mechanical & Electrical Plan

Schematic Design

- Interior Layout
- Building Layout

Construction Documents & Services

- 100 MC Questions
- Building Section

Building Design & Construction Systems

- 85 MC Questions
- Accessibility/Ramp
- Stair Design
- Roof Plan

Licensing Process in Illinois

☐ Complete the IDP training requirements

☐ Complete the minimum number of IDP hours of experience its in each Training Category for a total of 5,600 hours (about 2 1/2 years)

Recording your Experience

- You will fill out the IDP Online Reporting System form online every six months
  - Your experience cannot have been more than five years ago
  - Any experience older than eight months to five years will receive half credit
- When your completed report form is received, NCARB will notify your IDP Supervisor via e-mail
- IDP Supervisor will then log on to the IDP Online Reporting System and will access your record to verify your hours
- Once your IDP Supervisor has verified your hours, you will be given credit for them

Recording your Experience

- If you are unemployed or are still in school, you may submit your Supplemental Experience hours via the IDP Online Reporting System (you do not need an IDP Supervisor for this)
  - Your Mentor will verify your Supplemental Experience

Training Hour Log									Start Date for Workbook: 4/1/2012

Week One:									4/1/2012
		Hours in .25 increments							Total Hours
Pre-Design		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	for Week
Programming									0.00
Site and Building Analysis									0.00
Project Cost and Feasability									0.00
Planning and Zoning Regulations									0.00
									0.00
Design									
Schematic Design									0.00
Engineering Systems									0.00
Construction Cost									0.00
Codes and Regulations									0.00
Design Development									0.00
Construction Documents									0.00
Material Selection and Specification									0.00
									0.00
Project Management									
Bidding and Contract Negotiation									0.00
Construction Administration									0.00
Construction Phase: Observation									0.00
General Project Management									0.00
									0.00
Practice Management									
Business Operations									0.00
									0.00
Hours Logged Per Day		0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

IDP Excel Workbook
Downloaded from NCARB web site to help you keep track of your hours

WELCOME TO MY NCARB RECORD

Your NCARB Record is a detailed, verified record of your education and training. Maintained in Washington, DC, the record is used to compile qualifications for examination, registration, and certification.

My NCARB Record is a secure section of the NCARB web site where you may check your renewal date, renew your Record, request transmittals to registration boards, review your Record summary, review your IDP progress, and/or change your contact information.

[MORE]

NOTICE

On 1 January 2010, training units became training hours. One training unit equals eight training hours. The IDP training requirement went from 700 training units to 5,600 training hours. The actual number of hours required to complete the IDP remains the same.

One hour of acceptable work experience equals one training hour for all experience reports entered after 1 January 2010. The conversion of previously entered units to training hours happened automatically within the e-EVR. No experience was lost.

Click here for more information.

RETURNING USERS

E-mail Address or NCARB Record #:

LOGIN

PASSWORD

Forgot your password? **Click here**
Forgot your Record Number? **Click here**

LOGIN TO MY NCARB RECORD >>

NEW USERS

Already have an NCARB Record?

CREATE AN ONLINE ACCOUNT >>

Don't have an NCARB Record?

START YOUR NCARB RECORD >>
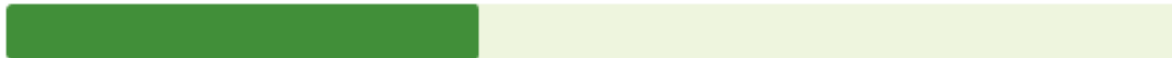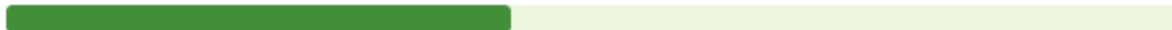
The IDP Online Reporting System Form

The Six-Month Rule

The Six-month Rule requires that you submit training hours:

- in reporting periods of no longer than six months

- and within two months of completion of each reporting period

- However, you will be able to receive half credit for experience between eight months and five years ago

174:Report Experience

New Work Experience

221:Experience Setting

○ 22:A: Practice of Architecture   ○ 24:O: Other Work Settings   ○ 27:S: Supplemental Experience

---

? **195:Need help?**
196:Contact Customer Service

193:Customer Support
194:Frequently Asked Questions

198:What is an experience setting?
199:To earn hours for the IDP you must be employed (for pay) in an experience setting recognized by your registration board and NCARB. Check with the registration board in which you plan to become licensed to learn their approved experience settings. Please read the IDP Guidelines for the definitions of NCARB's approved experiences settings: A, O, and S.

200:What do saved, submitted, and approved mean?
201:"Saved" experience reports are hours you have entered for a specific reporting period, but have not yet submitted to your IDP supervisor, mentor, or NCARB for approval. "Submitted" experience reports are hours you have submitted to your IDP supervisor, mentor, or NCARB for approval, but have not yet been approved. "Approved" experience reports are hours that have been verified by your IDP supervisor, mentor, or NCARB, and are now included in your IDP hour totals.

NCARB

Report Experience

New Work Experience

Experience Setting

(•) A: Practice of Architecture ❓   ( ) O: Other Work Settings ❓   ( ) S: Supplemental Experience ❓

Employer

NRL ⌄

Supervisor

Ann Smith ⌄

Employee Type

Employee ⌄

Start Date

01/01/2012 📅

End Date

03/03/2012 📅

Average Hours Per Week

40

Academic Internship   ( ) Yes   (•) No ❓

CONTINUE TO HOURS

New Work Experience

> ⚠ Your IDP eligibility date has not been established. Please refer to the "When Can I Start?" section of the IDP Guidelines for information on how to document your IDP eligibility date.

ℹ Employer: NRL   [EDIT]

Supervisor:	Ann Smith(Ann.Smith@gmail.com)
Employee Type:	Employee
Start Date:	1/1/2012
End Date:	3/21/2012
Average Hours Per Week:	40
Experience Setting:	A: Practice of Architecture
Experience Report ID:	115

Hours

Report Hours?   ● Yes (Most common)
○ No This report's sole purpose is to state that I was employed at **NRL** from **3/1/2012 - 3/21/2012** in order to provide proof to my jurisdiction.

Pre-Design

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

Design

Schematic Design	☐
Engineering Systems	☐
Construction Cost	☐

Partner Corporate Director

11/1/2011

12/31/2011

Hours Per Week: 40

Setting: A. Practice of Architecture

Report ID: 116

What is an experience setting?
To earn hours for the IDP you must be employed (for pay) in an experience setting recognized by your registration board and NCARB. Check with the registration boards in which you plan to become licensed to learn their approved experience settings. Please read the IDP Guidelines for the definitions of NCARB's approved experiences settings: A, O, and S.

What do saved, submitted, and approved mean?
"Saved" experience reports are hours you have entered for a specific reporting period, have not yet submitted to your IDP supervisor, mentor, or NCARB for approval. "Submitted" experience reports are hours you have submitted to your IDP supervisor, mentor, or NCARB for approval, but have not been approved. "Approved" experience reports are hours that have been verified by your IDP supervisor, mentor, or NCARB, and now included in your IDP hour totals.

Yes, submit this report for review and approval.

Note to your supervisor (optional)

Here are my IDP hours from November and December for your review.

• I have read and understood the warnings.

CANCEL   SUBMIT FOR APPROVAL

What is the difference between "return for edits" and "reject"?
When a supervisor returns a report for edits, an intern can edit the report and resubmit it to a supervisor for review and approval. When a supervisor rejects a report, the action is final and an intern can not receive credit for the hours in the report. If a report is accidentally rejected, please contact NCARB customer service at 202/879-0520.

Yes (Must ...
No This rep...
Hours?
11/1/2011 -

Report: Select an experien

: Site and Building Analysis

struction Cost   10   Edit

nstruction Documents   20   Edit

nagement: Bidding and Contract Negotiation 5.5   Edit

nagement: Construction Phase: Observation   15   Edit

nagement: General Project Management   10   Edit

:   75.5

NCARB

Report Experience

| Home | Experience Reports | Experience Summary | Employers |

Experience Summary

Expand All | Collapse All

⭐ = Exempt from minimum required hours

Category/Area	Min. Required	Saved	Submitted	Approved	Remaining ?
Total Approved Hours	**5600**	**0**	**0**	**0**	**5600**
Core Experience Hours	**3740**	**0**	**0**	**0**	**3740**
▼ Pre-Design	260	0	0	0	260
Programming	80	0	0	0	80
Site and Building Analysis	80	0	0	0	80
Project Cost and Feasibility	40	0	0	0	40
Planning and Zoning Regulations	60	0	0	0	60
▼ Design	2600	0	0	0	2600
Schematic Design	320	0	0	0	320
Engineering Systems	360	0	0	0	360
Construction Cost	120	0	0	0	120
Codes and Regulations	120	0	0	0	120
Design Development	320	0	0	0	320
Construction Documents	1200	0	0	0	1200
Material Selection and Specification	160	0	0	0	160
▼ Project Management	720	0	0	0	720
Bidding and Contract Negotiation	120	0	0	0	120
Construction Administration	240	0	0	0	240
Construction Phase: Observation	120	0	0	0	120
General Project Management	240	0	0	0	240
▼ Practice Management	160	0	0	0	160
Business Operations	80	0	0	0	80
Leadership and Service	80	0	0	0	80
▼ Supplemental Experience for Elective	--	0	0	0	--

Licensing Process in Illinois

- When you have completed your required training hours in all experience categories, your IDP training is complete

- Now you will need to apply for and receive your license to practice architecture in Illinois

Licensing Process in Illinois

- Apply for NCARB Certification
  - NCARB Certification will allow you to be easily licensed to practice in any other state
  - Certification requires the following
    - Professional Degree in Architecture (B. Arch. or M. Arch.)
    - ARE passed
    - IDP Completed
    - Licensed in one State

Licensing Process in Illinois

- ☐ Join the AIA as a professional member
- ☐ Begin earning 18 "Learning Unit" Credits of continuing education per year to maintain your Illinois license and membership in the AIA

FOR MORE INFORMATION

Visit the Illinois IDP Web Site
www.idp-il.com

Also join the IDP Web Group at
http://groups.yahoo.com/group/idp-il/

The End

THE ARCHITECT INTERN DEVELOPMENT PROGRAM

IDP