

IDP ELIGIBILITY DATE

Incomplete and illegible forms will be returned.

Dear IDP Supervisor & HR Representative:

The National Council of Architectural Registration Boards (NCARB) has been directed to prepare a record of the professional qualifications of the applicant whose name appears on the attached form. This record is compiled so that it can be made available to a registration board to which the applicant may apply for registration. We request your assistance in providing information with sincere and conscientious consideration of the need for accurate data.

The NCARB training requirement, known as the Intern Development Program (IDP), requires an applicant to establish a specific "IDP eligibility date." An "IDP eligibility date" is the date after which an intern is able to earn IDP experience. In order to establish an IDP eligibility date, the applicant must document one of the following conditions:

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

Attached is the appropriate form along with directions for processing. We appreciate your completion and prompt return of this form directly to NCARB. Thank you for your participation and support of the internship process.

Very truly yours,



Douglas J. Morgan
Director, Records

IDP ELIGIBILITY DATE #3

Employment in Work Setting A after obtaining a U.S. high school diploma, General Education Degree (GED) equivalent, or comparable foreign degree.

The NCARB training requirement, known as IDP, requires an applicant to establish a specific “IDP eligibility date.” An “**IDP eligibility date**” is the date after which an intern is able to earn IDP experience. This form is to verify that the applicant meets the eligibility date under the condition of employment in work setting A (see the *IDP Guidelines*) after obtaining a U.S. high school diploma, General Education Degree (GED) equivalent, or comparable foreign degree. Please note that applicants utilizing this IDP eligibility date must meet the IDP’s minimum employment duration requirement.

↑ APPLICANT MUST COMPLETE (1-4) ↓

1. NCARB Record No.: _____ 2. Name: _____

I understand that this form is required to set an IDP eligibility date only. Additional documentation is required in order to satisfy the NCARB education requirement.

I certify that I have received a U.S. high school diploma, GED equivalent, or comparable foreign degree and have attached documentation in the form of a copy of my diploma/degree or transcript hereto. I also hereby certify that all information furnished by me herein or attached hereto is correct.

3. Signature: _____ 4. Date: _____

By checking this box I affirm that the name typed above represents my official signature.

↑ IDP SUPERVISOR AND HUMAN RESOURCES (HR) REPRESENTATIVE MUST COMPLETE (5-18) ↓

5. Organization: _____

6. Address: _____

7. Initial Date of Employment: _____

I hereby certify that on the initial date of employment the applicant began working at the organization indicated above in work setting A as defined in the *IDP Guidelines*. I further certify that the applicant met the IDP’s minimum employment duration requirement while employed.

8. IDP Supervisor: _____ 9. E-mail: _____

10. State of License: _____ 11. License No.: _____ 12. Expiration: _____

13. Signature: _____ 14. Date: _____

By checking this box I affirm that the name typed above represents my official signature.

15. HR Representative: _____ 16. E-mail: _____

17. Signature: _____ 18. Date: _____

By checking this box I affirm that the name typed above represents my official signature.

Note to HR Representative:

Please retain a copy for your records.

Please send directly to NCARB either by e-mail or mail:

customerservice@ncarb.org / NCARB, 1801 K Street NW, Suite 700K, Washington, DC 20006-1305