



# A RESOURCE NETWORK FOR INTERNS

## IDP COORDINATORS AND NCARB

There is an old adage: When the student is ready, the teacher appears. This saying is about a student's willingness to learn, and also about having the resources available.

The extensive network of IDP coordinators—numbering more than 300 currently—are a great resource for students and interns who are living, learning, and working across the country. The team of IDP coordinators—managed by NCARB with the support of the AIA—facilitates the flow of information to students and interns on the path to licensure. The collective knowledge of the coordinators offers a variety of perspectives on the profession; they include architects, interns, educators, career counselors, and firm administrators. These individuals often have the opportunity to be the first introduction to the licensure process for many. As such, they play a significant role in educating and guiding interns through the process, including

how to begin and complete the Intern Development Program (IDP), when to start thinking about the Architect Registration Examination® (ARE®), and what specific requirements might exist in their jurisdiction.

### WHAT IT TAKES TO BE AN IDP COORDINATOR

IDP coordinators are committed to the profession, many serving voluntarily, as a point of contact and resource for the interns. They must have basic knowledge of the IDP and ARE requirements, understand the overall state registration requirements for the states in which they serve, and be familiar with the resources available. Their responsibilities vary slightly depending on their specific role; however, all coordinator positions share a common responsibility to serve as the information resource on the required components of licensure (education, experience, and examination) for interns.

There are three types of IDP coordinators:

- **Educator Coordinators** are appointed by the dean (or director/head) of each architectural school. Educator coordinators interact with architecture students on a daily basis. There are currently 132 educator coordinators, including an educator coordinator in every architecture school that has a degree program accredited by the National Architectural Accrediting Board (NAAB).
- **State Coordinators** are volunteers who stay up-to-date on the latest information on the IDP, act as resources for interns in their states, and give presentations. Appointed by the AIA state components, state coordinators provide students and interns with tools and information made available by both NCARB and AIA.
- **Auxiliary Coordinators** are self-appointed volunteers with a vested interest in pursuing licensure or encouraging others to do so. Many architecture firms have an auxiliary coordinator who is the resident expert on all things IDP. In some cases, an auxiliary coordinator may be an intern who has opted to lead a group of co-workers to seek their license.

The NCARB web site, [www.ncarb.org](http://www.ncarb.org), includes an IDP coordinators page where people can find contact information for their local state or educator coordinator.

### A COORDINATED EFFORT

In July 2010, NCARB assumed the leadership and management of the IDP Coordinators program in agreement with AIA. Both organizations believe the migration of leadership will continue to strengthen the program. NCARB is re-

sponsible for developing and improving communication with the coordinators regarding all NCARB programs, while AIA continues to facilitate training related to their programs such as mentorship and member services.

NCARB will be hosting the 2011 IDP Coordinators Conference with support from the AIA. An annual event, the IDP Coordinators Conference is an opportunity for coordinators to interface directly with NCARB, receive in depth training on the licensure process, discuss hot topics, and network with other coordinators. Very much a “working” conference, there is also the opportunity to provide direct feedback to NCARB and AIA about concerns, additional resources they may need, and generally discuss issues related to the profession at large. The 2011 conference will be held July 29 and 30 in Chicago, IL. There will also be a mini-IDP coordinator training workshop offered at the AIA National Convention in New Orleans [See page 23 for additional information].

In addition to direct coordinator training, NCARB provides extensive and readily-available resources to give the corps of IDP coordinators what they need to assist the interns in the program. As a part of the leadership migration, NCARB assumed responsibility for the online community available to coordinators. Launched in January 2011, this web site is the primary way that coordinators communicate with NCARB and with other coordinators. It is a “one-stop shop” where coordinators have access to presentations they may use, an events calendar, and contact information for other coordinators. The site also features topic-based discussion boards so that coordinators can communicate directly with each other and NCARB on best practices, resources, and topics of interest.

## EDUCATOR COORDINATORS' NEW ROLE IN INTERN ELIGIBILITY

Of the many important ways that educator coordinators aid interns, one of the most important is the new task of advising students of their eligibility to begin the IDP. In this regard, students and educator coordinators work together to document a student's IDP eligibility date.

The IDP eligibility date is the date after which an intern is able to earn IDP experience. Since qualifying experience must be reported in a timely manner, it is important for interns to understand when they are eligible to begin IDP. After establishing an NCARB Record, students can begin documenting IDP experience. This experience is a vital part of an intern's Record that is eventually transmitted to their registration board in support of licensure.

NCARB requires that those wanting to start the IDP based on their enrollment at a school with a NAAB-accredited program must have their educator coordinator verify that they are enrolled in a qualifying program. The required forms to document IDP eligibility are available at [www.ncarb.org](http://www.ncarb.org). These forms must be initiated by a student; however, they are ultimately submitted by the educator coordinators to NCARB.

At least one of three conditions must be met by each intern:

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

Educator coordinators provide basic information that includes contact information and signatures from themselves and from the head or chair of the architecture department or school.

## AN ACCESSIBLE RESOURCE

Perhaps the most valuable resource that IDP coordinators offer is their availability. Since IDP coordinators are living and working in the same community as the students and interns they are supporting, they are often readily accessible to ask a quick question or be a friendly face in a process that may seem vague or challenging to a student or intern just getting started. The coordinator is often the person who gives that individual helpful advice, who provides tools to conquer that next challenge, and who steers interns to NCARB or to the right registration board for information.

In partnership with coordinators, NCARB has expanded its outreach efforts. These grassroots gatherings are an ideal way to

bring NCARB and the coordinators together in the same room to provide accurate information and answer specific questions for students, interns, and architects. Participants get the best of both worlds, hearing directly from NCARB and the coordinators who live and work in the same area. The coordinators are able to be a local follow up resource as individuals work through the IDP, start testing, and ultimately earn their license.

NCARB's Outreach program is an evolving effort to be readily accessible to the profession. Throughout the year NCARB representatives travel around the country and give presentations to students, interns, and architects. The presenters—which always include at least one architect—review various aspects of the licensure process and answer questions posed

by those in attendance. Attendees get information, clarification, or guidance regarding education, experience, examination, licensure, certification, and records upkeep [see page 23 on NCARB's upcoming presentations at AIA National in New Orleans].

NCARB wants every student and intern to succeed in their aspiration to become an architect. In that regard, NCARB wants every IDP coordinator to succeed in assisting students and interns through the process. The commitment by IDP coordinators on the frontline with students and interns is backed by NCARB's commitment to partner with them, regardless of where in the 54 jurisdictions they are located.

Lynn Burke, educator coordinator at Northeastern University, Boston, MA, has

## BEST PRACTICES AND INSIGHTS

IDP Coordinators share tips on connecting with interns and encouraging them to engage the process of becoming licensed.

**Haley Gipe**, Assoc. AIA, state IDP coordinator, California  
*"My advice to students is to take charge of their experience and understand the requirements so they may take positive advantage of the new early IDP entry point and start logging hours once they have a qualifying internship or designate a mentor to sign off on their supplementary education experience hours."*

**Mark Franzen**, AIA, NCARB, state IDP coordinator, Kansas  
*"During campus visits, 'all students are given a flash drive loaded with the presentation we gave and web links to get started. They seem to embrace the technology versus taking a pile of handouts, or at least they get a free flash drive.'"*

**Tina Reames**, AIA, NCARB, LEED AP, state IDP coordinator, New Mexico  
*"New Mexico's IDP intern group is teaming up with the Young Architects Forum (YAF) group in a mentorship program once or twice a year. In the fall, the interns and YAFs are being mentored by FAIA members or experienced architects. In the spring, the YAF and interns are mentoring students at the University of New Mexico School of Architecture and Planning."*

**Lynn Burke**, IDP educator coordinator at Northeastern University, Boston, MA  
*"I post information on my web site, a Facebook page, and a Twitter account. I also include a lesson plan on IDP in my class, which includes bringing in an architect that has gone through the licensure process."*

**Jim Seay**, AIA, NCARB, state IDP coordinator, Alabama  
*"We advise them that during their freshman year of architecture school they should consider starting their Record, especially if they plan to obtain employment that would qualify for credit."*

*"We had an internship fair. Students are given guidance on resumes, portfolios, and general interview tips through 'mock interviews' to aid in their job search. Also the Alabama registration board financially supports supplemental/continuing education for interns. These are three-day seminars on subjects such as structures and building equipment and mechanical systems. The goal is to sponsor seminars on a two-year rotating schedule and covering all seven*

*ARE test topics. ... The ultimate goal is for all architectural interns to see Alabama as the best place to do an internship."*

**Shannon Peterson**, AIA, NCARB, LEED AP, state IDP coordinator, Montana  
*"The Montana Laddership Project brings interns at various states of the process together with licensed architects in small group settings. It provides the framework and guides small groups across the states in multiple cities and towns. The Bozeman, MT, group recently went on a site visit to a construction project at the airport. With the recent IDP changes, the mentor who led the group could sign off on this site visit through the e-EVR."*

appreciated NCARB's commitment to the IDP partnership. "NCARB is making a real effort to connect with coordinators and schools to make the IDP process run more smoothly," she said. "I really appreciate all the new resources on the NCARB web site and I look forward to upcoming IDP conferences so I can meet members of the NCARB staff."

With NCARB and IDP coordinators working together, the tens of thousands of students and interns commencing their paths to licensure are provided the guidance they need to become architects. **DC**

IDP Coordinators complete the thought that "People would be surprised to know..."

**Gipe, California**

*"...That today's architectural students and interns are not just valuable for their technological skills and knowledge, but also their ability to think outside the box in all aspects of networking and creatively marketing."*

**Franzen, Kansas**

*"...How much IDP has changed since they went through it. It is much more comprehensive in experience avenues. IDP has also become more user-friendly. Turnaround times have been greatly improved. IDP is no longer something one begrudgingly considers a 'have to do' task, but rather a very useful tool to allow and help the intern to gain valuable experience."*

## NCARB HOSTS IDP COORDINATORS MEETING JULY 29-30

The 2011 IDP Coordinators Conference will be held Friday, July 29, and Saturday, July 30, in Chicago, IL. Additional information, including registration forms, agenda, and request-for-proposals will be made available in mid-March. A formal announcement and coordinator funding details will be distributed in April.

## NCARB'S UPCOMING PRESENTATIONS AT AIA NATIONAL

### IDP Coordinators Workshop

Wednesday, May 11; 8:00 a.m. – 12:00 p.m.

This workshop will provide the essential information that IDP coordinators need to facilitate their critical roles in support of interns. There will be extensive training on the Intern Development Program (IDP) requirements, including a detailed breakdown of IDP 2.0, information on the Architect Registration Examination (ARE) and an overview of the licensure process. There will be a review of all of the resources and networking opportunities available to the IDP state, educator, and auxiliary coordinators, and a discussion of how best to utilize those resources. It will be a great opportunity to share experiences with fellow coordinators and to have questions about the program answered by representatives from the AIA and NCARB. Don't miss this valuable opportunity to maximize your role as an IDP coordinator!

### The Supervisor Revolution

Thursday, May 12; 7:00 a.m. – 8:00 a.m.

A better understanding of the intern development process creates the ultimate win-win scenario for interns and for the firms they work for. The IDP promotes the comprehensive training that is essential for competent practice. The experience that interns gain through the IDP helps them to become more diversified and valuable within their offices. The IDP cannot be completed by an intern alone. IDP supervisors play a vital role in the process. Join us as we explore the unique and vital bond between intern and supervisor. Learn how to be a good coach, and how to help interns progress efficiently through the IDP, ARE, and licensure. Learn about program changes, supervisor responsibilities, and how to successfully fulfill the expectations of a supervisor. There will be an interactive question and answer session immediately following the presentation.

### The New Face of Internship: Beyond What You Think You Know

Friday, May 13; 4:15 p.m. – 5:15 p.m.

Join the experts as they discuss how the practice of architecture is changing, and how the IDP is keeping pace. Attendees will learn first-hand how IDP 2.0 has evolved and what these changes mean. Involved in the development and implementation of the program on a daily basis, two experts on all things IDP will address the recently released new eligibility dates and supplemental experience opportunities, as well as the IDP 2.0 experience settings and areas. Interns, mentors, and IDP supervisors will gain valuable insight into the licensure process. The session features a formal presentation followed by an interactive question and answer session.

### Determining Your Footprint on the Profession

Saturday, May 14; 8:30 a.m. – 10:00 a.m.

In this world of carbon footprints and ecological impacts, we must ask ourselves how our actions influence others. Do we make choices that positively impact our environment and those around us? In terms of professional development, are we leading by example? From the initial decision to pursue licensure in a proactive manner to the commitment to serve the profession on multiple levels, there are opportunities to lead by example around every corner. Join us in a panel discussion focused on licensure and leadership. We will meet and hear from three architects who are serving the profession in very different capacities. Each of their career paths is unique. Panelists include: one of the assistant directors of the Intern Development Program at NCARB, and the AIA resource architect focused on emerging professionals. The panel is rounded out by a young practitioner whose proactive involvement in the licensure process contributed to her firm winning the IDP Firm award and her recent selection to serve on NCARB's Committee on the IDP. There will be a short presentation by each of the panelists, followed by an interactive discussion on licensure and leadership.