



COORDINATORS

## **Auxiliary Coordinator for the Intern Development Program (IDP) Position Description**

### **I. Eligibility**

An Auxiliary Coordinator should be at least one of the following:

1. An architect licensed in a US jurisdiction or Canadian province.
2. An NCARB Record holder who has completed IDP.
3. An NCARB Record holder who is participating in IDP.
4. An individual interested in assisting interns pursuing licensure as an architect.

### **II. Appointment**

Auxiliary Coordinators are self appointed individuals.

### **III. Term**

There are no term limits, however a 3 year maximum term is recommended.

### **IV. Role**

1. Advise interns of their eligibility to establish an NCARB Record and assist them with the application process by ensuring they have worked with the appropriate persons to submit the required documentation to establish an *IDP Eligibility Date*.
2. Serve as the information resource on the required components of licensure (education, experience, & examination) for emerging professionals.
3. Provide emerging professionals with the information necessary for the transition from internship to licensure within the context of state regulatory requirements, reciprocity, and NCARB certification.

### **V. Responsibilities**

The following is expected of Auxiliary Coordinators:

1. Regularly attend and/or participate in IDP Coordinator training and development programs outlined in section VI. Support and Resources.
2. Communicate with NCARB to maintain a thorough understanding of the IDP requirements, objectives and resources.
3. Communicate with NCARB to maintain a thorough understanding of the Architect Registration Examination® (ARE®) requirements, objectives and resources.
4. Communicate with the state licensing board to maintain a thorough understanding of state registration requirements and procedures.
5. Communicate with NCARB to maintain a thorough understanding of NCARB certification requirements, objectives, and resources.
6. Communicate and collaborate with NCARB and IDP support networks (including AIAS chapters, IDP State and Auxiliary Coordinators, local and national AIA components, YAF and NAC groups, state registration boards, etc.) to strengthen awareness of the required components of licensure and its importance among emerging professionals.

### **VI. Support and Resources**

IDP Auxiliary Coordinators are provided the following:

1. An invitation to attend an annual IDP Coordinators Conference.
2. NCARB training materials such as “Career Building Blocks” programs.
3. AIA National training materials such as “Mentoring Essentials” programs.
4. Staff support from NCARB for assistance with understanding NCARB program requirements and processes.
5. Staff support from AIA for assistance with understanding AIA programs and opportunities.
6. Access to IDP Coordinator web based information sharing site.