



COORDINATORS

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

### **2009 NAAB Conditions for Accreditation:**

#### **“1.1.3 Response to the Five Perspectives:**

##### *C. Architectural Education and the Regulatory Environment.*

*That students enrolled in the accredited degree program are provided with:*

- *a sound preparation for the transition to internship and licensure within the context of international, national, and state regulatory environments;*
- *an understanding of the role of the registration board for the jurisdiction in which it is located;*
- *and prior to the earliest point of eligibility, the information needed to enroll in the Intern Development Program (IDP).”*

#### **“1.2.1 Human Resources & Human Resource Development:**

*An accredited degree program must demonstrate that an IDP Education Coordinator has been appointed, is trained in the issues of IDP, has regular communication with students, is fulfilling the requirements as outlined in the IDP Educator Coordinator position description and, regularly attend IDP Coordinator training and development programs.”*

### **I. Eligibility**

An Educator 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. A professional practice faculty member.
4. A career counselor/internship coordinator in a college/school of architecture.

### **II. Appointment**

IDP Educator Coordinators shall be appointed by the Dean/Head/Chair of each School/College of Architecture that confers a degree in a program accredited by the NAAB located in the United States.

### **III. Term**

Terms are determined by the Dean/Head/Chair of each School/College of Architecture.

### **IV. Role**

1. Advise students of their eligibility to establish an NCARB Record and assist them with the application by completing the process for documenting an *IDP Eligibility Date*.
2. Serve as the information resource on the required components of licensure (education, experience, and examination) for students and faculty.
3. Provide students with the information necessary for the transition to internship and licensure within the context of state regulatory requirements, reciprocity, and NCARB certification.

## **V. Responsibilities**

The following is expected of Educator Coordinators:

1. Regularly attend and/or participate in IDP Coordinator training and development programs outlined in section VI. Support and Resources.
2. Provide an orientation to all students on the required components of licensure (education, experience, & examination) at the point they are eligible to establish an NCARB Record to begin earning experience in the IDP.
3. Document *IDP Eligibility Dates* for students establishing an NCARB Record.
4. Update NCARB as requested regarding programs which interface directly with IDP such as advanced degrees and work study/co-op programs.
5. Communicate with NCARB to maintain a thorough understanding of IDP requirements, objectives and resources, particularly relating to core and supplementary education opportunities allowed prior to graduation.
6. Be familiar with state registration requirements, the Architect Registration Examination® (ARE®) and the application procedures.
7. Communicate and collaborate with NCARB and IDP support networks (including AIA 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 students.

## **VI. Support and Resources**

IDP Educator Coordinators are provided the following:

1. An annual IDP Coordinators Conference.
2. Funding by NCARB to attend the IDP Coordinators Conference for Educator Coordinators appointed by colleges/schools of architecture that confer degrees in architecture in a program accredited by the NAAB.
3. NCARB training materials such as "Career Building Blocks" programs.
4. AIA National training materials such as "Mentoring Essentials" programs.
5. Staff support from NCARB for assistance with understanding NCARB program requirements and processes.
6. Staff support from AIA for assistance with understanding AIA programs and opportunities.
7. Access to IDP Coordinator web based information sharing site.