



COORDINATORS

State Coordinator for the Intern Development Program (IDP) Position Description

I. Eligibility

A State Coordinator should be at least two of the following:

1. An architect licensed in a US jurisdiction or Canadian province.
2. An NCARB Record holder who has completed the IDP.
3. An NCARB Record holder who is participating in the IDP.
4. An individual who has served as an Auxiliary Coordinator.

II. Appointment

IDP State Coordinators shall be appointed by the state AIA Component with input from AIA National.

III. Term

Terms are determined by the AIA State Component. AIA National recommends a three year term limit.

IV. Role

1. Advise interns of their eligibility to establish an NCARB Record.
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.
4. Educate emerging professionals about the importance of licensure and its value.

V. Responsibilities

The following is expected of State 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 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 with 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 State Coordinators are provided the following:

1. An annual IDP Coordinators Conference.
2. Funding by AIA National to attend the IDP Coordinators Conference.
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.