

At the Annual Meeting in June, Member Boards passed the “Six-Month Rule.” The new rule will greatly improve the accuracy of reporting, which should help reduce the amount of time it takes to complete the IDP.

THE “SIX-MONTH RULE”

Several changes were made to the Intern Development Program (IDP) at the Annual Meeting in June, including the passage of a six-month reporting requirement, also known as the “Six-Month Rule.” The rule requires interns establishing an NCARB Record on or after 1 July 2009 to submit training reports of no more than six-months duration within two months of the end of such reporting period. On 1 July 2010, the “Six-Month Rule” will apply to all interns.

The new rule stems from a joint study on the IDP conducted by NCARB and the American Institute of Architects (AIA). The findings, released in 2005, suggest that regular training unit reporting by interns would

facilitate more accurate reporting and a better overall internship experience. For the last three years, NCARB Member Boards and committees have discussed and debated how to best incorporate the suggestion into the rules of the program.

The *IDP Guidelines* have long recommended that interns submit reports to NCARB every four months. Under the new rule, interns will be required to report training units earned in intervals of no more than six months. However, they can submit reports more often—weekly, monthly, quarterly, or every six months—if they choose. Regular reporting will provide an opportunity for interns and supervisors to review progress made and develop a plan

for acquiring training in the remaining areas. This should help prevent interns from being surprised by falling short of required training units as they near the end of their internship.

Implementation of the “Six-Month Rule” on 1 July 2009 is dependent on a “fully tested and operational” online reporting system that works in tandem with the Six-Month Rule—but is a separate project. Should the new system not be fully tested and operational by the end of 2008, each implementation date will be pushed back and will go into effect six months after the system has been deemed fully operational by an independent tester.

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INTRODUCING e-EVR

Interns will soon be able to enter their Intern Development Program (IDP) training units online with the electronic Experience Verification Reporting system (e-EVR)—due to launch by the end of the year.

The e-EVR is part of NCARB's Business Process Reengineering (BPR) Plan to improve customer service. Now one-third of the way through the three-year plan, the Council has already taken numerous steps to reduce processing time, including implementing the online application in August 2007, the online request for early eligibility in October 2007, and online renewal in August 2008.

The e-EVR launch date will be announced on www.ncarb.org as well as through mail and e-mail communications. Interns should begin using the e-EVR as soon as it is launched, as it offers many benefits over the paper employment verification form, which will be quickly phased out.

BENEFITS OF e-EVR

- Interns can enter their training units over any timeframe (weekly, bi-weekly, monthly, quarterly, or every six months). Units may be saved as work-in-progress and submitted for their supervisor's review at a later date.
- e-EVR will prevent some common errors, reducing the possibility of rejection during the evaluation process.
- Once interns submit an online report, their supervisor is automatically notified via e-mail that a training unit report is available for review and approval.
- Interns can check their IDP progress at any time by logging on to "My NCARB Record." They will be able to see which training units have been completed, which are pending supervisor approval, and which training areas still require additional documentation.
- The IDP progress report enables interns to identify training area deficiencies sooner so they can work with their supervisor and mentor to develop a plan to gain exposure to these areas.
- The system includes a message center that allows interns to track all NCARB communications about their reports.

NCARB is developing an electronic Experience Verification Reporting system (e-EVR) that will fulfill the online reporting system requirement. Interns should begin using the online system as soon as it is available. After the e-EVR is released, paper submissions will be quickly phased out.

Under the new system, interns will logon to "My NCARB Record," and use the e-EVR to enter their training units online. Once they submit their report, NCARB will notify their supervisor via e-mail that their training unit report is available for review, discussion, and approval.

Once interns have submitted their training units by entering them into their Record online,

those units are protected while any loose ends are tied up. Interns will not be affected by any delay caused by their supervisor or NCARB. However, submitted training units may be lost if they are deemed invalid by their supervisor, or they are not earned in accordance with the rules of the IDP.

In an effort to help supervisors fully understand the objectives and requirements of the IDP, the Committee on the Intern Development Program is developing *IDP Supervisor Guidelines*. As a supervisor's understanding of the program is vital to the internship experience, the guidelines are a condition for implementation of the "Six-Month Rule" and will be released in December.

Another provision of the "Six-Month Rule" allows parents of newborn infants or newly adopted children to receive a six-month extension of the reporting deadline upon proper application. Extensions for active military service and serious medical conditions are also available.

All of the provisions of the "Six-Month Rule" are designed to make every internship experience more constructive and valuable. What's more, the rule will greatly improve the accuracy of reporting, which should help reduce the amount of time it takes interns to complete the IDP. **DC**