

“The e-EVR is instantaneous, accurate, and convenient. Logging hours on a daily basis is as easy as filling out a time sheet.”

ELECTRONIC REPORTING GETS AN UPDATE

The launch of the electronic Experience Verification Reporting (e-EVR) system last December revolutionized the reporting process for both interns and supervisors for the Intern Development Program (IDP). The e-EVR streamlined the reporting process and made it easier—for both intern and supervisor—to report and track the intern’s progress through the program.

“I used to use the IDP workbooks to track my hours, and then transfer that information to the paper experience form. It would take two to three months from the time I sent in the paper form to the point where my training units were posted on the internet,” said Seth H. Wentz, Assoc. AIA, an intern in York, PA. “The e-EVR is instantaneous, accurate, and convenient. Logging hours on a daily basis is as easy as filling out a time sheet.”

“Setting up my personal information, work places, and supervisors was easy. Having these items saved in the system saves a lot of time in the overall process,” said Wentz.

Supervisors are also finding the new system to be a great tool that is easy to use. “It was simple enough for my supervisor to figure out on his own. And, I got an e-mail notification instantly when he approved a report,” said Wentz.

“I was totally surprised at how user-friendly the supervisor registration process was and how easy it was to complete,” said Vivian Salaga, AIA, a supervisor in Tampa, FL. “I can track all of my interns’ reports online and see the history of their progress—or lack thereof. The system allows me to troubleshoot on behalf of an intern who may have gotten off track and intervene at more timely and appropriate points in his/her progress.”

Over the next year, the system will undergo even more enhancements to adjust to the changing requirements of the IDP. Below are some updates that have already taken place:

SUPPLEMENTARY EDUCATION

As of July 2009, supplementary education activities can be reported through the e-EVR under “My Supplementary Education.”

MENTOR REVIEW

Interns can now send experience reports to their mentors for review. While mentors don’t have access to the e-EVR to approve reports, they can receive an e-mail with the report attached. In January 2010, a mentor signature feature will be added that will allow mentors to approve activities completed in the Emerging Professional’s Companion (EPC).

PAPERLESS REPORTING

As of 1 July 2009, NCARB no longer accepts paper employment verifications (Form 123) from interns. We strongly encourage supervisors to approve reports electronically, as it is the most efficient way to submit information to NCARB; however, there is a paper submission option within the e-EVR should a supervisor not have access to e-mail or a computer. To submit a paper form through e-EVR, an intern should select “This experience report will be printed for review, approval, and submission on paper” on the first web page of creating a new report. **DC**