

Verification of Experience

Incomplete and illegible forms will be returned.

The National Council of Architectural Registration Boards has been requested to prepare a record of the professional qualifications of the applicant whose names appears below. This record is compiled so that it can be made available to the registration board of jurisdictions to which the applicant may apply for registration. We request your assistance in providing information with sincere and conscientious consideration of the need for accurate data and for objective appraisal of the applicant's ability and potential to practice architecture.

APPLICANT COMPLETE

1. NCARB File No: _____ 2. Name: _____

3. How is it that you know the reference? _____

Applicant's Authorization and Release

This release must be signed before sending this form to the reference.

I hereby authorize NCARB to make inquiries of the person listed below with respect to my background and character. I invite full and complete response to all inquiries. I release said person from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to NCARB. I hereby certify that all information furnished by me herein or attached hereto is correct. I further certify that my experience encompasses all of the experience areas of the Intern Development Program (IDP) noted below.

4. Signature: _____ 5. Date: _____

REFERENCE COMPLETE
Subordinates and relatives of applicant
are not eligible to complete this form.

A. Name: _____ B. E-mail: _____

C. Phone: _____ D. Employer: _____

E. Jurisdiction: _____ F. Date of that registration: _____

G. Relationship to applicant: _____

I certify that the applicant noted on line 2 above has met the intent of the Intern Development Program (IDP). I am familiar with their work and certify that their experience encompasses all of the experience areas of the IDP noted below. I further certify that this individual has gained knowledge and skills required for the independent practice of architecture.

IDP Experience Areas

Programming	Construction Cost	Construction Administration
Site and Building Analysis	Codes and Regulations	Construction Phase: Observation
Project Cost and Feasibility	Design Development	General Project Management
Planning and Zoning Regulations	Construction Documents	Business Operations
Schematic Design	Material Selection and Specification	Leadership and Service
Engineering Systems	Bidding and Contract Negotiation	

H. Technical competence is satisfactory? YES NO I. Professional conduct is satisfactory? YES NO

J. Signature: _____ K. Date: _____

Please note: This alternative means of documenting your experience may not be accepted by all jurisdictions. We strongly encourage you to document your experience through the formal IDP process. Please contact NCARB for more information.