NCARB

Internship Development Program: NEW IDP 2.0

Things to know, What’s changed & required, How to prepare, etc..

ARC Workshop for Architecture
By: Hyesun Jeong
1. WHAT IS NEW IDP 2.0?

**What is IDP 2.0?**

IDP 2.0 updates the Intern Development Program (IDP) requirements to more closely align with the practice of architecture today. The changes, which have been rolled out in phases, will help ensure that interns acquire the comprehensive experience that is essential for competent practice. The changes also offer many benefits to interns by allowing them to complete some of the IDP experience requirements whether or not employed, expanding the definition of “direct supervision,” and simplifying the reporting process.

**Why is IDP changing?**

NCARB invited over 50,000 architects from across the United States and Canada to participate in the 2007 Practice Analysis of Architecture. A record 9,335 practicing architects completed this extensive electronic survey to identify the tasks, knowledge, and skills that recently licensed architects, practicing independently, need to protect the health, safety, and welfare of the public. The results of this study were used as a basis for IDP 2.0, the most significant update of IDP since its inception 35 years ago.

**What has changed so far?**

IDP 2.0 phase one was launched 1 July 2009. Phase two was launched 1 January 2010. Phase one and two included a number of improvements that simplified the reporting process and made the IDP more user-friendly.

- Phase one and two changes allow interns, whether or not employed, to earn training hours by completing supplementary education opportunities.
- Phase two updated the definition of “direct supervision” to reflect current architectural practice, and training units were converted into training hours.
- Other changes include NCARB’s new electronic Experience Verification Reporting (e-EVR) system, which gives interns a more user-friendly reporting experience, and the Six-Month Rule that began on 1 July 2009. The Six-Month Rule requires all interns to submit their training reports in increments of six months or less and no later than two months after the work is completed.

**What other changes are planned for IDP 2.0?**

All program changes reflect the experience required for the competent practice of architecture as identified in the 2007 Practice Analysis of Architecture. The final phase of IDP 2.0 will complete the alignment of IDP to the current practice of architecture. This final phase includes new experience areas and categories, new experience settings, and expanded program opportunities. NCARB will continue to publish detailed information on the new experience areas and categories, experience settings, the rollover rules, and examples of how the rollover of experience will appear to interns. Please be sure to check the NCARB website regularly and sign up for the IDP e-News to receive these exciting updates.

**Why can’t all the changes be implemented immediately?**

All changes to the IDP require system updates to ensure that each intern’s experience can be accurately reported and verified. NCARB is aware that IDP 2.0 offers many benefits to interns, and has worked to phase in the changes as quickly as possible. In fact, some of the program updates were fast-tracked to allow interns—whether or not they are employed—to earn experience for qualified certification and continuing education programs.

**When will the final phase of IDP 2.0 be implemented?**

The final phase of IDP 2.0 will be implemented in April 2012. At noon EDT 3 April 2012, the current e-EVR will shut down to implement the final phase of IDP 2.0. All experience must be submitted or approved by noon EDT on 3 April 2012 when the rollover rules will be applied.

**Will there be a transition period for IDP 2.0?**

Portions of IDP 2.0 have already launched. As each phase is implemented, all changes to the program are applicable to all interns currently participating in the IDP. When the final phase of IDP 2.0 is implemented, all previously submitted and approved hours will be converted to IDP 2.0.

**How will the change in core minimum hours affect me?**

All interns have to meet the new core minimum hour requirement of 3,740 hours in IDP 2.0, but the new category and area requirements will depend on what you currently have in the reporting system.

For example, if you have met the current required core minimum hours for an existing training area, you will be exempt from meeting the new core minimum hours for the corresponding experience area. See page 14 for more examples.
Why did the minimum number of hours required increase in certain experience areas, and what happened to the elective hours in each category?
The core minimum hours in IDP 2.0 were derived from the Practice Analysis. Through the Practice Analysis, each experience area was weighted to how important it is for the independent practice of architecture. As a result of this analysis, interns must meet new minimum core hour requirements in 17 experience areas. The new core minimum hours incorporate the previous elective hour requirement per category. In IDP 2.0 there is an overall elective hour requirement of 1,860. The 1,860 elective hours may be earned in any experience area or through supplemental experience.

The total number of hours to complete IDP 2.0 is still 5,600.

In my current work setting, I am limited to hours in certain categories. Will that be true in IDP 2.0?
In IDP 2.0, if you are in experience settings A or O, you can earn hours in all experience areas. Certain opportunities to earn core hours within experience setting S will also allow experience to be earned in all experience areas. If you are currently employed in a work setting that has limitations, you may have an opportunity to earn hours in any area in IDP 2.0.

Are the requirements for an IDP supervisor changing?
Yes. The current program requires that IDP supervisors in certain work settings be licensed in the jurisdiction where they are located. In IDP 2.0, the definition of experience setting A and opportunities within O require that the IDP supervisor be licensed in a U.S. or Canadian jurisdiction, not necessarily where they are located.

What is an academic internship?
Many schools have programs where interns work in firms as a part of their education. Any internship that is integrated into your academic program whether as a requirement or as an elective is considered an academic internship.

In IDP 2.0 interns may earn up to 930 hours of experience through qualifying academic internships that meet the durational requirements and are in experience setting A or O.

How do I know if my academic internship will count?
If you are at a school that offers an academic internship, please have the IDP educator coordinator contact idp@ncarb.org for further information.

If you are not sure who your IDP educator coordinator is, you can look it up in the IDP Coordinator section of our website (www.ncarb.org).

Are all of the current work settings incorporated into the new experience settings?
The new experience settings incorporate all of the opportunities that were available through the current work settings.

For example, the opportunities that were previously available through the existing work setting E will be reported through supplemental experience in IDP 2.0. See the chart on page 16 for more information.

If I have submitted hours over and above the core minimum requirements in an experience area, do those hours count toward the 1,860 elective hours requirement?
Yes, all approved hours earned over an experience area's core minimum hour requirement will be credited toward the elective requirement of 1,860 elective hours.

I have earned hours in several of the current work settings, what happens if my hours exceed the maximum allowable when they are rolled over into the new experience setting?
If you have earned experience in current work settings and the hours exceed the maximum allowable hours in IDP 2.0, you will receive a one-time waiver to the maximum allowable hours. However, you will not be able to earn any additional hours in the new experience setting.
2. IMPORTANT DATES

5,600 Hours
You must earn 5,600 hours of experience. You earn experience hours when you are employed in experience settings recognized by your state registration board. Of the 5,600 hours required for completion of the IDP, 3,740 hours are considered core minimum hours. Core minimum hours are earned in four experience categories that include 17 experience areas. The additional 1,860 hours required are considered elective hours.

Experience Category
There are four experience categories in IDP 2.0:
1. Pre-Design
2. Design
3. Project Management
4. Practice Management

These categories are consistent with architectural practice today.

Experience Area
The four experience categories of IDP 2.0 include 17 experience areas. To complete the 3,740 core minimum requirement, you must satisfy the core minimum hours required in each experience area.

Core Hours
Experience earned in IDP 2.0 categories and areas. Core minimum hours are the minimum number of hours you must earn in a given experience category or area.

Elective Hours
Experience earned through core hours or supplemental experience to satisfy the 1,860 elective hours requirement.

Supplemental Experience
Opportunities to earn experience hours outside of a traditional experience setting. Many of the supplemental experience opportunities may be completed whether or not employed. Within supplemental experience, there are opportunities to earn core and elective hours.

Supplemental Experience for Core Hours
There are several opportunities to earn core hours through supplemental experience. Each opportunity for core hours has limitations in terms of maximum allowable hours. Core hours earned through supplemental experience are credited to the specific experience category and area in which they are earned.

Supplemental Experience for Elective Hours
You may earn a maximum of 1,860 elective hours through supplemental experience opportunities. Elective hours earned through supplemental experience are not applied to any specific IDP experience area.

IDP Supervisor
Your IDP supervisor is the individual who supervises you on a daily basis and has control over and professional knowledge of your work. Your IDP supervisor is required to certify that the information you submit on your experience report is true and correct. IDP supervisors are usually registered architects; however, in certain experience settings your IDP supervisor may be a professional from another discipline.

In IDP 2.0, in experience settings A and opportunities within O your IDP supervisor must be licensed in a U.S. or Canadian jurisdiction, but not necessarily in the jurisdiction where they are located.

Mentor
You may have many mentors throughout your career. A mentor is defined as a loyal advisor, teacher, or coach. In IDP, there are opportunities for your mentor to certify certain supplemental experience opportunities and provide guidance in your professional development.

To serve as your mentor for the IDP, the individual must hold a current license to practice architecture in a U.S. or Canadian jurisdiction; however, your mentor does not have to be registered in the jurisdiction where you are located.
3. IDP 2.0: 5,600 Hours

All interns must earn 5,600 total hours to complete IDP.

### Core Experience Hours: 3,740
Experience earned in IDP 2.0 categories and areas. Core minimum hours are the minimum number of hours you must earn in a given experience category or area. Experience can be earned in any combination of experience setting A, experience setting O, and opportunities that qualify for core hours in experience setting S (see page 18 for a detailed list).

<table>
<thead>
<tr>
<th>1. Pre-Design</th>
<th>260 Core Minimum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Programming</td>
<td>80</td>
</tr>
<tr>
<td>B. Site and Building Analysis</td>
<td>80</td>
</tr>
<tr>
<td>C. Project Cost and Feasibility</td>
<td>40</td>
</tr>
<tr>
<td>D. Planning and Zoning Regulations</td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Design</th>
<th>2,600 Core Minimum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Schematic Design</td>
<td>320</td>
</tr>
<tr>
<td>B. Engineering Systems</td>
<td>360</td>
</tr>
<tr>
<td>C. Construction Cost</td>
<td>120</td>
</tr>
<tr>
<td>D. Codes and Regulations</td>
<td>120</td>
</tr>
<tr>
<td>E. Design Development</td>
<td>320</td>
</tr>
<tr>
<td>F. Construction Documents</td>
<td>1,200</td>
</tr>
<tr>
<td>G. Material Selection and Specification</td>
<td>160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Project Management</th>
<th>720 Core Minimum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Bidding and Contract Negotiation</td>
<td>120</td>
</tr>
<tr>
<td>B. Construction Administration</td>
<td>240</td>
</tr>
<tr>
<td>C. Construction Phase: Observation</td>
<td>120</td>
</tr>
<tr>
<td>D. General Project Management</td>
<td>240</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Practice Management</th>
<th>160 Core Minimum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Business Operations</td>
<td>80</td>
</tr>
<tr>
<td>B. Leadership and Service</td>
<td>80</td>
</tr>
</tbody>
</table>

All interns will be required to meet the **3,740 core minimum hours** in IDP 2.0.

### Elective Experience Hours: 1,860
You can earn elective hours in any experience area, or through certain supplementary experience opportunities for elective hours (see page 19 for a detailed list). Any hours earned in an experience area in excess of the core minimum hours required will count as elective hours.

Additional Hours in 1. Pre-Design

Additional Hours in 2. Design

Additional Hours in 3. Project Management

Additional Hours in 4. Practice Management

Supplemental Experience for Elective Hours

3,740 Core Minimum Hours + 1,860 Total Elective Hours = 5,600 Total Hours
4. IDP MAP – CATEGORIES & HOURS

<table>
<thead>
<tr>
<th>IDP (TRAINING CATEGORIES AND AREAS)</th>
<th>IDP 2.0 (EXPERIENCE CATEGORIES AND AREAS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Design and Construction Documents</td>
<td>1. Pre-Design 260</td>
</tr>
<tr>
<td>1. Programming 80</td>
<td>A. Programming 80</td>
</tr>
<tr>
<td>2. Site and Environmental Analysis 80</td>
<td>B. Site and Building Analysis 80</td>
</tr>
<tr>
<td>3. Schematic Design 120</td>
<td>A. Schematic Design 320</td>
</tr>
<tr>
<td>4. Engineering Systems Coordination 120</td>
<td>B. Engineering Systems 360</td>
</tr>
<tr>
<td>5. Building Cost Analysis 80</td>
<td>C. Project Cost and Feasibility 40</td>
</tr>
<tr>
<td>6. Code Research 120</td>
<td>D. Planning and Zoning Regulations 60</td>
</tr>
<tr>
<td>7. Design Development 320</td>
<td>E. Design Development 320</td>
</tr>
<tr>
<td>8. Construction Documents 1,080</td>
<td>F. Construction Documents 1,200</td>
</tr>
<tr>
<td>10. Document Checking and Coordination 80</td>
<td>Areas 8 and 10 combine to become Area F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Construction Contract Administration</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Bidding and Contract Negotiation 80</td>
<td>A. Bidding and Contract Negotiation 120</td>
</tr>
<tr>
<td>12. Construction Phase—Office 120</td>
<td>B. Construction Administration 240</td>
</tr>
<tr>
<td>13. Construction Phase—Observation 120</td>
<td>C. Construction Phase—Observation 120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Management</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Project Management 120</td>
<td>D. General Project Management 240</td>
</tr>
<tr>
<td>15. Office Management 80</td>
<td>A. Business Operations 80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Related Activities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16. Professional and Community Service 80</td>
<td>B. Leadership and Service 80</td>
</tr>
</tbody>
</table>

Total 4 training categories (3740 hours)
Most current training areas will roll over into new IDP 2.0 experience areas. However, two of the current training areas will be split into two different experience areas and categories.
6. EXEMPT / SATISFIED

Even if you are exempt from a category or area, you must earn a total of 3,740 hours core minimum hours!

**EXEMPT**
If you have earned the required core minimum hours required in an existing training area or category prior to the implementation of the final phase of IDP 2.0, you will be exempt from having to satisfy the new core minimum hour requirement in the corresponding experience area or category for IDP 2.0.

**SATISFIED**
If your hours earned in an existing training area or category satisfy the new core minimum hour requirement in the corresponding area or category for IDP 2.0, you will be credited with having “satisfied” the new requirement.

### Category Rollover Examples

**Experience Category: Exempt**

<table>
<thead>
<tr>
<th>EXISTING REQUIREMENT</th>
<th>IDP 2.0 AREA</th>
<th>HOURS</th>
<th>EXISTING REQUIREMENT</th>
<th>IDP 2.0 AREA</th>
<th>HOURS</th>
<th>HOURS TO SATISFY MINIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Minimum Hours Earned</td>
<td>Exempt</td>
<td>120</td>
<td>320 (exempt)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If an intern has earned the required core minimum hours for an existing training area prior to the implementation date, then they will be exempt from having to satisfy the core minimum hours in the related experience area(s) in IDP 2.0.

**Experience Category: Must Meet Requirements**

<table>
<thead>
<tr>
<th>EXISTING REQUIREMENT</th>
<th>IDP 2.0 AREA</th>
<th>HOURS</th>
<th>EXISTING REQUIREMENT</th>
<th>IDP 2.0 AREA</th>
<th>HOURS</th>
<th>HOURS TO SATISFY MINIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Minimum Hours Not Earned</td>
<td>Must Meet Requirements</td>
<td>320 - 80 = 240</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If an intern has not satisfied all experience area core minimum hours within an experience category, then they will be required to satisfy the total core minimum hours for that experience category.
7. EXPERIENCE SETTINGS

Experience Setting A: Practice of Architecture
1,860 HOURS MINIMUM
Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization engaged in the lawful practice of architecture.

Experience Setting O: Other Work Settings
1,860 HOURS MAXIMUM
Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization not engaged in the practice of architecture.

ACADEMIC INTERNSHIPS
Many schools have programs where interns work in firms as a part of their degree curriculum. Any internship that is integrated into your academic program whether as a requirement or as an elective is considered an academic internship.

In IDP 2.0 interns may earn up to 930 hours of experience credit in any of the IDP experience areas (except for 4B: Leadership and Service) through qualifying academic internships that meet the durational requirements and are in experience setting A or O.

In order for interns to qualify for the 930 hours, the institution sponsoring the program must document their understanding of and compliance with the requirements to NCARB annually. If you are at a school that offers an academic internship, please have the IDP educator coordinator contact idp@ncarb.org for further information.

If you are not sure who your IDP educator coordinator is, check the IDP Coordinator section of www.ncarb.org.

Additional Opportunities for Core Hours
MAXIMUM 600 HOURS

FOR ELECTIVE
MAXIMUM 1,860 HOURS

TEACHING & RESEARCH

ADDITIONAL OPPORTUNITIES FOR ELECTIVE HOURS

WAIVER
If your experience earned through existing work settings exceeds the maximum allowable hours that can be earned in the corresponding IDP 2.0 experience setting, you will be granted a one-time waiver to the maximum allowable hours. If you are granted a one-time waiver, you will not be allowed to earn any additional hours in the new experience setting.
Experience Setting S

Opportunities to earn experience hours outside of a traditional experience setting. Many of the supplemental experience opportunities may be completed whether or not employed. Within supplemental experience, there are opportunities to earn core and elective hours.

**Supplemental Experience for Core Hours**
The maximum allowable hours earned through supplemental experience for core hours varies depending on the specific opportunity.

**DESIGN OR CONSTRUCTION RELATED EMPLOYMENT**
930 HOURS MAXIMUM

Design or construction related activities under the direct supervision of a person experienced in the activity (e.g., analysis of existing buildings; planning; programming; design of interior space; review of technical submissions; engaging in building construction activities).

**LEADERSHIP AND SERVICE**
80 HOURS MINIMUM
320 HOURS MAXIMUM

Qualifying experience is pro bono, in support of an organized activity or in support of a specific organization. There must be an individual who can certify to NCARB that you have performed services in support of the organization.

**ADDITIONAL OPPORTUNITIES FOR Core HOURS**
600 HOURS MAXIMUM

You may earn a maximum of 40 core hours in each of the IDP experience areas by completing any combination of the following NCARB-recognized supplemental experience opportunities:

- Community-Based Design Center/Collaborative
- CSI Certification: CCS & CCCA
- Design Competitions
- Emerging Professional's Companion (EPC): Activities
- NCARB's Professional Conduct Monograph
- Site Visit With Mentor

**Supplemental Experience for Elective Hours**
1,860 HOURS MAXIMUM

Elective hours earned through supplemental experience are not applied to any specific IDP experience area.

**TEACHING OR RESEARCH**
Teaching or research in a NAAB or CACB accredited program under the direct supervision of a person experienced in the activity.

**ADDITIONAL OPPORTUNITIES FOR ELECTIVE HOURS**
You may earn elective hours through the following NCARB-recognized supplemental experience opportunities:

- Advanced Degrees
- AIA Continuing Education
- CSI Certificate Program: CDT
- Emerging Professional’s Companion (EPC): Exercises
- GBCI LEED AP Credential
8. ROLLOVER TIPS

1. Don’t panic
All experience earned under the current program will be rolled over into IDP 2.0. If you have 1,000 submitted or approved hours on the day before the third phase of IDP 2.0 goes into effect, you will have 1,000 submitted or approved hours on the day the final phase goes into effect.

2. Submit your experience
In order for your experience to be rolled over to IDP 2.0 and be considered for a one-time waiver or exemption, it must be submitted or approved under the current program. Submit your experience well in advance of 3 April 2012.

3. Empower yourself
Every internship experience is unique, and how this rollover will impact you is therefore unique to you. Stay connected to NCARB and consider how this rollover will impact your individual situation.
   • Review your status in the training categories and areas in the e-EVR.
   • Understand the limitations of your current work setting and how that will be impacted by the rollover.
   • Meet with your supervisor and mentor(s).
   • Consider supplementary education opportunities that may help you meet current program requirements before the rollover.
   • Sign up for the IDP e-News and check NCARB’s website regularly.

4. Plan for it
New experience categories and areas
• Understand the new experience categories and areas. Discuss the changes with your supervisor and mentors and consider what they mean for your internship experience.
• If you are nearly complete with a current category or area, discuss the situation with your IDP supervisor or consider supplementary education in order to facilitate completion of that category or area requirement prior to the rollover.

New experience settings
• If you are currently employed in work setting A, then the rollover to experience setting A will not impact you.
• If you have experience in work setting B, C, D, E, F, or FF, then you need to understand where this experience will rollover and what it means to you. Depending on how your experience rolls over you may have expanded opportunities to earn experience if you are currently employed in work setting B, D, or E.

More resources can be found at www.ncarb.org