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## MEMORANDUM

**TO:** Member Board Members  
Member Board Executives

**FROM:** Mike Armstrong  
Chief Executive Officer



**RE:** UPDATE - Member Board Feedback on Intern Development Program (IDP) Experience Portfolio Documentation Program – Summary Report

**DATE:** October 2, 2015

The Intern Development Program (IDP) allows licensure applicants to earn full credit for experience reported within eight months, and 50 percent credit for experience earned beyond eight months and up to five years. Conversations with representatives from several Member Boards indicate that there is a contingent of candidates who have work experience that falls outside of the acceptable reporting requirements. In August 2013, the Board of Directors directed staff to analyze the potential need, identify options, and develop an approach for individuals to document valid work experience fulfilling the spirit of the Intern Development Program (IDP) but falling outside the limits of the current reporting requirements.

On July 1, 2015, Member Board Members and Executives received a copy of a memorandum outlining an alternative program to satisfy the requirements of the IDP. This program, designed to provide a pathway for design professionals to validate that they have substantial past experience that meets the requirements of the IDP, would enable licensure candidates to demonstrate completion of IDP through a comprehensive experience portfolio. The approach requires detailed, verified documentation to support the claim that experience gained outside of the IDP reporting requirements has been completed competently and satisfies the current IDP requirements. The applicant will be required to submit work samples that represent competent performance of the tasks identified in six practice areas of the overhauled IDP that will be implemented in July 2016.

This proposed plan was presented and explained to Member Boards in workshops held during the 2015 Annual Business Meeting. Following the Annual Business Meeting, all Member Boards were sent an online survey soliciting their comments and feedback on the proposed IDP Experience Portfolio Documentation Method. Attached is a summary of the Member Board responses we received.

**Summary Report – Member Board Feedback on Intern Development Program (IDP)  
Experience Portfolio Documentation Program  
October 2, 2015  
Page 2**

*Key Findings*

As of September 30, 2015, we have received responses from thirty-six\* (36) Member Boards stating official Board positions (see table below). The proposed program was met with overall positive feedback. Nearly seventy percent (approximately 69.4%) or 25 of these respondents agree with the proposed changes to the IDP Experience Portfolio Documentation Method. Five (5) of the Boards indicated that they held ‘no position’ and six (6) disagree with the proposed modifications.

*\*We also received six (6) responses from individuals from four (4) jurisdictions.*

*Table 1: Count and Position of Responding Boards*

<b>Board</b>	<b>Position</b>
Alabama	No position
Alaska	Agree
Arizona	Agree
California	Agree
Colorado	Disagree
Connecticut	Agree
District of Columbia	Agree
Florida	Agree
Hawaii	Agree
Idaho	Agree
Illinois	Agree
Iowa	No position
Louisiana	Agree
Maine	Agree
Maryland	Disagree
Massachusetts	Agree
Michigan	Agree
Mississippi	Disagree

<b>Board</b>	<b>Position</b>
Missouri	No position
Montana	Agree
Nebraska	Agree
New Hampshire	Agree
New Mexico	Agree
New York	No position
North Carolina	Agree
Ohio	Agree
Oklahoma	No position
Oregon	Disagree
Puerto Rico	Agree
Rhode island	Agree
Tennessee	Agree
Texas	Agree
Utah	Disagree
Virginia	Agree
Washington	Agree
Wisconsin	Disagree

**Summary Report – Member Board Feedback on Intern Development Program (IDP)  
Experience Portfolio Documentation Program  
October 2, 2015  
Page 3**

*Table 2: Member Boards' Position on the Proposed IDP Experience Portfolio Program*

	<i>Count</i>	<i>Percent</i>
Agree	25	69.4%
Disagree	6	16.7%
No position	5	13.9%
<b>Total</b>	36	100%

While a majority of the Boards support the proposed program, more than half of the Boards (61%) indicated they have concerns with the program as described to them. A small number of respondents believed that the new program would be 'difficult [for candidates] to obtain the required evidence' and 'make [the] licensure process complicated'. One Board believes that the requiring supervisors and mentors to have an NCARB Certificate is too restrictive and could be an impediment to participation. For some Boards, it was more important that the mentor or supervisor be a licensed and actively practicing architect. While several Boards indicated concerns, eight (8) Boards expressed more than cooperation on this initiative and indicated they support the proposed IDP program. Another seven (7) Boards are in favor of the concept of an alternative method for documenting verifiable experience for broadly experienced interns.

NCARB anticipates additional comments as several Boards will be convening in the coming weeks and plan to discuss the proposed changes to the experience documentation method.

**Below is a high level summary of comments received:**

- Fifteen (15) Boards support the program as described or are in favor of the concept of an alternative method for documenting verifiable experience for broadly experienced interns.

Several Boards expressed concerns indicating the following:

- The current proposal is overly complicated and may complicate IDP.
- The proposed process is too complex and should be simplified.
- Consider development of a hybrid program with more flexibility.
- Consider elimination of the requirement that supervisors be NCARB certified.
- Consider inclusion of a supervisor/mentor training program.
- Concern that this proposal may conflict with their jurisdiction's current statutes.
- Confusion regarding how verification of hours is obtained
- Concern that there is no clear method for measuring experience

**Summary Report – Member Board Feedback on Intern Development Program (IDP)  
Experience Portfolio Documentation Program  
October 2, 2015  
Page 4**

In order to assure a complete understanding of the process, we will be conducting feedback sessions during the next two weeks. We encourage you to participate in these sessions as a way to share your feedback and hear what others are thinking. Those meetings will be held as follows:

- [Thursday, October 8, 3 p.m. EDT](#)
- [Wednesday, October 14, 3 p.m. EDT](#)
- [Monday, October 19, 3 p.m. EDT](#)

Please click on one of the above dates to register for the webinar. Upon registering, you will receive a confirmation email with connection information and you will have the ability to save it as a calendar appointment. You will also receive appointment reminders as we get closer to the meeting. We hope that many of you will be able to take advantage of this opportunity!