

F.A.Q. *Factually Answered Questions:***“Reporting Requirement for IDP Training Units” aka “Six-Month Rule”****Q: What is the goal for implementing a “Six-Month Rule”?**

A: The goal for implementing a “Six-Month Rule” is to continuously strive to improve the integrity of the path toward licensure. The IDP is an integral part of the development of future architects. A reporting requirement will help interns, together with their supervisors, identify and target deficient training areas sooner rather than later so that they can request exposure to such experience promptly. Ultimately the “Six-Month Rule” will empower interns with a professional standard that requires the interaction with their supervisors on a regularly scheduled basis.

The goal is also to help interns efficiently and correctly complete the IDP and become licensed sooner. As many jurisdictions have implemented or are moving to adopt early eligibility to the ARE®, the rule targets completion of the IDP within the intended average duration of three years.

Q: Currently, are there any instances where interns lose training units because they do not report on a regular basis?

A: Yes. Interns become vulnerable to the loss of training units when documenting past experience. There are many circumstances where interns are not employed in an acceptable training setting or not working under the rules of “direct supervision.” Another common example happens when supervisors will not certify an intern’s training experience after they have left the firm, particularly if they left employment a number of years prior to the request. There are also instances where firms are dissolved, a supervisor leaves a firm, is deceased, or simply refuses to sign an intern’s report. The “Six-Month Rule” will minimize the chances of losing training units.

Q: When will the proposed reporting requirement, if adopted, begin?

Resolution 2008-07 will be phased in over two years. It requires interns establishing a new NCARB Record on or after 1 July 2009 to submit training reports of no more than six-months duration by submitting a form within two months of the end of the reporting period. On 1 July 2010, one full year later, the “Six-Month Rule” will apply to all interns.

Q: How will implementation of the “Six-Month Rule” be communicated to all relevant stakeholders?

A: Discussions of the possible implementation of a reporting period have been included in NCARB’s *Direct Connection*, *IDP e-news*, and presentations to Member Board Members, Member Board Executives, IDP coordinators, many AIA components, etc. over the past year. If the resolution is passed, NCARB is poised to launch a large-scale communications “blitz” to its Record holders and Member Boards. NCARB looks forward to collaborative efforts with the collaterals to reach those stakeholders that are not easily accessible through NCARB’s database.

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Q: Does a “Six-Month Rule” for IDP training units parallel requirements to submit timesheets weekly or to present a project in school in a timely manner?

A: Yes. As a profession, architecture has deadlines that must be met. Ideally, firms will link timesheets and IDP training unit reports together. Employers expect documentation of hours earned prior to payday. Students must present projects each semester (or quarter) prior to advancement to the next course level. It is advantageous for interns to accurately document training units earned in a timely fashion.

Q: Can an individual apply for an extension?

A: Yes. The proposed resolution provides for a reasonable extension of the filing period where it is prevented by the birth or adoption of a child, by a serious medical condition, by active duty in military service, or by other like causes. The application and review process for such requests will be developed prior to implementation of the proposed reporting rule.

Q: Does the creation of an electronic reporting system need to be tied to a rule that mandates “time sensitive reporting?”

A: No. Electronic reporting and the proposed reporting rule are two separate and distinct initiatives.

The implementation of electronic employment verification and training unit reporting has been planned as one part of a significant re-engineering of NCARB’s record system and the customer interface. These changes are essential to improving customer service and ultimately shortening processing times.

The implementation of the proposed resolution is however, dependent on a “fully tested and operational” online reporting system and the publication of supervisor guidelines as stated in the resolution:

“If such online reporting is not fully tested and operational and such guidelines are not so produced and distributed by such date, then such dates ... shall be delayed...”

Q: Which stakeholders are held accountable for timeliness of responses?

A: An intern is ultimately responsible for his or her own internship. However, once an intern enters qualifying training units into the automated system, they will not be penalized by losing training units for delays in processing caused by their supervisor or NCARB. NCARB will electronically notify the intern’s supervisor that they have submitted a report for their review and discussion with their intern. In other words, once an intern submits training units by entering them into their record online, those units are “protected” while any loose ends are tied up. An intern can only lose the submitted training units if they are deemed invalid by the supervisor, or they are not earned in accordance with the rules of the IDP. The intern’s ability to input his or her own data gives them control over the accuracy of their training units and removes the “data processing” time from the equation, thereby improving the timeliness of the whole process.

Q: How will NCARB's electronic reporting system be tested?

A: NCARB's IDP Directorate will test through groups made up of interns (including members of AIAS and NAC) to ensure its successful operation by our customers. NCARB also plans to engage a third party consultant to test the system.

Q: When will electronic reporting be in place?

A: NCARB anticipates the reporting system will in place by the end of the year. As noted earlier, this is another feature of the business process re-engineering initiative that began with the successful launch of the online application for an NCARB Record in August 2007.

Q: Will paper submissions be accepted?

A: Upon implementation of this new system, paper submission of IDP training units will no longer be accepted. This change is essential to improving customer service and will ultimately shorten processing times.