



IDP Outstanding Firm Awards Program

WORKSHEET A

Every firm should begin its submission by completing Worksheet A. This worksheet allows your firm to compile narratives regarding the 12 criteria. Please save the completed Worksheet A for your records and then enter the data into Section A of the online application. Stopping here will result in a jury review for the IDP Firm Award only. If you wish to be considered for the IDP Outstanding Firm Award, please also complete Worksheet B (which will correspond with Section B of the online application).

Worksheet A asks for verification of each of the 12 criteria. Some criteria require a short narrative. Each narrative has questions to focus your response and a word limit. Please note that some helpful links are listed below each criterion.

Please also note the narratives are included to assist the awards jury in judging your submission. They will not be made public.



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Category 1: Mentoring

1.1 Mentoring Program

- ◆ Establish a program through which senior-level, licensed architects within the firm mentor the firm's interns in all areas of the firm's practice.

Please explain the mentoring program. What is the setting for the program and who is involved? How is the program administered? How is the program's effectiveness evaluated? (limit 300 words)

Need help?

- See the AIA [Mentoring Knowledge Spot](#) for resources to help you get started.
- See the [YAF's Mentor Guidelines](#) for information on starting a mentoring program.
- See [AIA Best Practices in Mentoring](#) to learn how other firms integrate mentoring into their firm culture.

1.2 Broad Mentorship Opportunities

- ◆ Firm freely allows interns to establish an IDP mentor outside the office as suggested by NCARB in the [IDP Guidelines](#).

Need help?

- Please note: NCARB defines the role of the mentor in the Intern Development Program as "a registered architect, usually outside the intern's firm, with whom the intern meets periodically to review training progress and discuss career objectives.
- Some firms maintain a list of outside contacts interns may access.
- Some AIA components maintain mentor matching programs. Contact your [IDP state coordinator](#) to inquire about programs in your state.



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Category 2: Supervising

2.1 Quarterly Progress Reviews

- ◆ Firm provides quarterly progress reviews in which the intern's progress toward the completion of the IDP core competencies and NCARB Council Record compilation are reviewed and assessed by the supervisor.

Please explain what the setting for the reviews is and who is involved. How are issues requiring follow-up addressed? (limit 300 words)

Need help?

- Learn about effectively conducting supervision through the AIA Best Practice: [Three Methods of Knowledge Transfer: Training, Coaching, and Mentoring](#).
- See [AIA Best Practices in Supervising](#) to learn about the successes at other firms.

2.2 Supervisor Resources

- ◆ All supervisors have access to and are familiar with current [IDP Guidelines](#) and the [state board's requirements for registration](#).



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Category 3: Training Opportunities

3.1 Supplemental Education

- ◆ Firm provides opportunities to master the IDP Core Competencies via activities supplemental to interns' routine work assignments.

Please explain how your firm accomplishes this criterion. Some opportunities are in-house continuing education, field trips, presentations, educational opportunities, professional organizations, and the [Emerging Professional's Companion](#). How are opportunities focused toward interns? Do interns have opportunities to hold positions of leadership within your firm? How do you evaluate the effectiveness of the programming you provide? (limit 300 words)

Need help?

- Learn about the many ways your firm can approach professional development through the AIA Best Practice, [Types of Training Programs](#).
- See [AIA Best Practices in Training Opportunities](#) to learn how other firms have effectively supplemented work assignments to assist their interns in mastering all the IDP core competencies.

3.2 Broad Training Opportunities

- ◆ Firm facilitates broad opportunities to earn IDP training units in all 16 training areas.

Please explain how your firm assists interns in completing all 16 training areas? (limit 300 words)



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Need help?

- Please see [AIA Best Practices in Training Opportunities](#).



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Category 4: Commitment to the IDP

4.1 IDP Auxiliary Coordinator

- ◆ Firm has an IDP auxiliary coordinator registered with the AIA. The coordinator acts as a resource for interns within the firm for IDP-related questions and is the firm's liaison to the [state IDP coordinator](#). (.)

Please describe what mediums and forums are used to connect with interns. How does your coordinator relay intern issues to management? (limit 300 words)

Become an auxiliary coordinator To sign up to become an auxiliary coordinator, send an e-mail with the contact information of your coordinator to mdp@aia.org. This free service will ensure your firm remains up-to-date on all IDP issues

Need help?

- See [AIA Best Practices in Commitment to IDP](#) to learn how firms coordinate their in house programming.

4.2 NCARB Council Records

- ◆ All interns at firm have opened an NCARB Council Record. ("Interns" are defined as individuals who have completed the state registration board's education requirement within the last five years.)

4.3 NCARB Council Record Fees



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- ◆ Firm pays 100 percent of NCARB Council Record application fee and any IDP maintenance fee through the completion of ARE. Anyone who is not already enrolled in IDP, the firm must pay their fees.



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◆ Category 5: ARE Support

5.1 ARE Administrative and Technical Support

- ◆ Firm provides administrative and technical support, including furnishing of resources, study materials, and practice exams.

Please explain how your firm administers ARE support. Do you coordinate ARE study groups or maintain an ARE library with study guides and practice exams? Do you partner with other firms or the local AIA component to provide support? (limit 300 words)

Need help?

- See [AIA Best Practices in ARE Support](#) to learn about firm partnerships and AIA components that have developed multifaceted programs.

5.2 ARE Reimbursement

- ◆ Firm compensates interns for 100 percent of the cost of all ARE divisions passed.

5.3 ARE Paid Time Off

- ◆ Firm offers paid time off to take ARE divisions.