



INTERN FRIENDLY FIRMS

Architecture Firms in South Carolina who wish to participate in this new AIA-SC program acknowledge the value and contribution their interns make to their firms by supporting their education as Emerging Professionals. These firms do hereby certify that they support all of their interns to develop into competent design professionals through broad based professional experiences, internal education programs, and personal mentoring.

To qualify as an Intern Friendly Firm, firms must certify that they currently meet or exceed the following minimum requirements:

NCARB's Intern Development Program

1. The Firm requires registration-eligible interns to establish an NCARB Council Record.
2. The Firm requires the intern to compile his/her IDP Training Requirement Units for the past year to use in their yearly employment review.
3. The Firm designates a registered architect as an in-house IDP coordinator for all firm interns.
4. The In-house IDP coordinator has all current NCARB publications on IDP and is familiar with the SC LLR Board of Architectural Examiner's requirements for registration.
5. The In-house IDP coordinator meets quarterly with all the firm interns to review their progress and to help them compile Council Record updates to NCARB.
6. The Firm freely allows the intern to establish a Mentor outside of the office in accordance with NCARB's IDP guidelines.

Supplementary Education & Professional Development

7. The Firm provides continuing education opportunities from outside speakers that are AIA-approved and directly relative to the IDP Training Requirement Units.
8. The In-house IDP coordinator uses the Emerging Professional's Companion as a supplementary source for interns. (<http://www.epcompanion.org/>)

Architectural Registration Exam

9. The Firm compensates interns for at least 50% of the cost of each ARE section passed.
10. The Firm provides interns paid leave for each ARE section passed.

AIA-SC encourages, *but does not require*, that the following Additional Recommendations are met:

NCARB's Intern Development Program

1. Firm compensates intern for the cost of the NCARB certificate.
2. Firm compensates intern for the cost of the yearly maintenance fee for their NCARB Council Record after the initial three-year period.

Supplementary Education & Professional Development

3. The Firm provides interns with paid time off to attend professional development seminars such as AIA-SC Conferences, ICC Code seminars, etc.
4. The In-house IDP coordinator develops in-house training sessions structured around the IDP Training Requirement Units and the Emerging Professional's Companion.
5. The Firm provides interns with full AIA membership.

Architectural Registration Exam

6. Firm compensates interns for the cost of their NCARB Record transmittal fee.
7. The firm maintains a current in-house ARE study material library.