



Practice Documentation - Prerequisite Practice Experience

Applicants to the Practicing Professionals Distance M.Arch must have completed 2000 hours of relevant practice prior to enrollment in the program. All pre-requisite practice hours will be subject to review by the BAC's Director of Practice to assess expertise based on areas of practice addressed. Work must be of an architectural nature, in an architectural setting, under the supervision of a licensed architect.

In order to seek approval for Pre-requisite Practice Credit, please do the following:

- Complete the form (duplicate it if you are accounting for experience from more than one employer);
- Be sure that your employer submits a brief statement that verifies your professional experience in the firm;
- Submit samples of your professional work that illustrate achievement for which pre-requisite credit is sought (each piece of work that you submit must be clearly labeled in a manner that identifies what you did in the professional setting);

STUDENT INFORMATION

1. _____
 LAST NAME FIRST NAME MIDDLE INITIAL

2. _____
 SOCIAL SECURITY NUMBER

3. _____
 DEGREE SOUGHT AT BAC PROGRAM

EMPLOYMENT INFORMATION

4. _____
 NAME OF FIRM

5. _____
 FIRM'S STREET ADDRESS CITY STATE ZIP

6. ARCHITECTURE OTHER _____
 TYPE OF FIRM SIZE OF FIRM

7. _____
 SUPERVISOR'S NAME SUPERVISOR'S POSITION/TITLE

8. _____
 YOUR POSITION/TITLE LENGTH OF TIME EMPLOYED: FROM – TO

CONTRACT LEARNING

Please provide answers to the following questions, explaining your work-learning experience in terms of your professional growth.

9. What was learned during the period for which you are requesting credit?

10. How was the learning achieved (i.e., drawing, meetings, research, and so on)?

11. What resources were used in this study (i.e., graphic studies, reference materials, peer input, etc.)?

12. What evidence of learning (documentation) was produced? Please include copies of this work in your portfolio.

Credit Assessment – Architecture

Please indicate the number of hours you spent working in each area. Then total the numbers in each area and place the sum next to the category.

EXAMPLE: A-2	1400 HOURS	DESIGN IMPLEMENTATION (TOTAL HOURS)	
	400 Hours	Construction Documents	
	300 Hours	Specifications & Materials Research	
	700 Hours	Document Checking & Coordination	
A-1 DESIGN (TOTAL HOURS)		_____	B CONSTRUCTION (TOTAL HOURS) _____
1. Programming		_____	11. Construction phase (office) _____
2. Site & Environmental Analysis		_____	12. Construction phase (site) _____
3. Schematic Design		_____	C ADMINISTRATION (TOTAL HOURS) _____
4. Engineering Systems Coordination		_____	13. Bidding & Contract Negotiation _____
5. Building Cost Analysis		_____	14. Project Management _____
6. Code Research		_____	15. Office Procedures _____
7. Design Development		_____	D RELATED (TOTAL HOURS) _____
A-2 DESIGN IMPLEMENTATION (TOTAL HOURS)		_____	16. Professional Service _____
8. Construction Documents		_____	17. Community Service _____
9. Specifications & Materials Research		_____	
10. Document Checking & Coordination		_____	

TOTAL PRIOR PRACTICE HOURS _____

STUDENT'S SIGNATURE _____

DATE _____

Employer Certification

Employer should attach a statement in which, as a mentor, you comment on the applicant's growth, skills, strengths, and needs. As the immediate supervisor of this applicant, I certify that the number of hours recorded represents, to the best of my knowledge, time spent in execution of the work in each area.

EMPLOYER'S SIGNATURE _____

NAME (PLEASE PRINT) _____

APRD	A-1	A-2	B	C	D	TOTAL
OFFICE USE ONLY						