

Instructions for Reimbursement of IDP Enrollment Fee

- Eligible applicants will be reimbursed \$100 for enrolling in the Intern Development Program (IDP).
- Applicants must be *currently* enrolled and in good standing at an accredited school of architecture within the state of Ohio (UC, Kent, Miami, OSU).
- **Verification of current enrollment must be provided.** Examples of acceptable proof are a letter from the school, a copy of the current quarter's official schedule, or National Student Clearinghouse verification.
- **Applicant must supply proof of an active NCARB Council Record.** Acceptable proof may be a copy of an email or letter received from NCARB which includes the applicant's Council Record number.
- **This application must be notarized.** Keep a copy of the application for your files.
- Incomplete applications will be returned.
- There is no residency requirement.
- Complete applications are generally approved within two to three business days.
- Checks will be issued in approximately 30 days.
- When the professional degree in architecture has been conferred, candidates must file an "Application for Registration by Examination and Use of Title" in order to take the Architectural Registration Exam (ARE).

For questions or assistance, contact:
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