

APPLICATION FOR PRIOR PRACTICE LEARNING

To receive **PRIOR PRACTICE HOURS**, students must complete design work under the supervision of a licensed design or related AEC Professional. PLEASE NOTE: Architecture students can submit **NO MORE THAN 2500 HOURS**. MIA students can submit **NO MORE THAN 1500 HOURS** and BIA students can submit **NO MORE THAN 1800 HOURS**. Students enrolled in other programs will have their hours determined by Practice staff. Granting Prior Practice Hours is not guaranteed and is at the discretion of the Practice Department. A student has **ONE YEAR** from the time of enrollment to meet with Practice to review the application, to submit all required materials and to resolve any outstanding paperwork or missing materials.

Students who are seeking Prior Practice Hours are encouraged to contact the Practice Department to discuss eligibility and how to complete the application.

INSTRUCTIONS

1. Contact Practice Department to schedule an initial appointment with a staff member to discuss eligibility.
2. If eligible, based on the initial meeting, complete this application for **EACH** previous employer for which the hours are being petitioned. Be sure each employer signs the Employer Certification on the last page of this application. An official statement on official company letterhead must be obtained that verifies the length of employment and describes the work completed during employment.
3. Compile 8-1/2x11 graphic samples that are representative of the work completed during the time of employment. These examples should be organized and clearly labeled. Indicate the specific role played and scope of involvement for each project presented. Additional notes and annotation should reflect on particular challenges and learning experiences. PLEASE NOTE: This documentation should be submitted separately from any portfolio that was previously submitted to the BAC Admissions Department as the Practice Department does not have access to these files.
4. When complete, bring this application and all of the materials listed above to the appointment with the Practice Department
5. At the end of the meeting, it will be determined whether all, some or none of the petitioned Prior Practice Hours have been approved. There may also be a request for another appointment and/or a submittal of additional work as follow-up.

STUDENT INFORMATION

STUDENT NAME (LAST, FIRST, MIDDLE)

STUDENT EMAIL

STUDENT ID NUMBER

PREFERRED PHONE #

FIRM/COMPANY INFORMATION

EMPLOYER / COMPANY NAME

COMPANY SIZE

1 - 10 11 - 49 50 & UP

EMPLOYER / COMPANY ADDRESS, CITY, STATE, ZIP

EMPLOYER / COMPANY PHONE
(Include Area Code)

TITLE OR POSITION

EMPLOYMENT
START DATE

EMPLOYMENT
END DATE

WORK / LEARNING EXPERIENCE

Respond to the following questions. Be sure to reflect upon the learning and growth that took place during time of employment.

1. What specific skills did you acquire from this experience and what did you learn from this experience?

2. Describe how this experience has helped you develop as a design professional.

3. Choose a specific project in which you took a leadership role, learned something new, or face challenges. Describe the project, your role in the project, and what you learned from it.

4. What kind of documentation / graphic examples will you be submitting with this application? Provide any additional comments or information that might be helpful for the Practice Department to know.

FOR OFFICE USE ONLY

<input type="checkbox"/> Report Approved	Approval Date <input type="text"/>	SIGNATURE OF APPROVAL <input type="text"/>
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COMMENTS

<input type="checkbox"/> Report Approved	Approval Date <input type="text"/>	SIGNATURE OF APPROVAL <input type="text"/>
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COMMENTS

<input type="checkbox"/> Report Approved	Final Approval Date <input type="text"/>	SIGNATURE OF APPROVAL <input type="text"/>
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COMMENTS

ARCHITECTURE - EMPLOYER CERTIFICATION

INSTRUCTIONS

In the chart below, indicate the number of hours spent working in each category. The total number of hours will automatically be added at the bottom. Architecture students may apply for up to, but no more than 2,500 hours. **After this chart is filled out, you and the employer must sign the designated areas below.**

PRE-DESIGN

<input type="text"/>	1. PROGRAMMING
<input type="text"/>	2. SITE AND BUILDING ANALYSIS
<input type="text"/>	3. PROJECT COST & FEASIBILITY
<input type="text"/>	4. PLANNING & ZONING REGS

DESIGN

<input type="text"/>	5. SCHEMATIC DESIGN
<input type="text"/>	6. ENGINEERING SYSTEMS
<input type="text"/>	7. CONSTRUCTION COST
<input type="text"/>	8. CODES & REGULATIONS
<input type="text"/>	9. DESIGN DEVELOPMENT
<input type="text"/>	10. CONSTRUCTION DOCUMENTS
<input type="text"/>	11. MATERIAL SELECTION & SPECS

PROJECT MANAGEMENT

<input type="text"/>	12. BIDDING & CONTRACT NEGOTIATION
<input type="text"/>	13. CONSTRUCTION ADMINISTRATION
<input type="text"/>	14. CONSTRUCTION PHASE: OBSERVATION
<input type="text"/>	15. GENERAL PROJECT MANAGEMENT

PRACTICE MANAGEMENT

<input type="text"/>	16. BUSINESS OPERATIONS
<input type="text"/>	17. LEADERSHIP & SERVICE

<input type="text"/>	TOTAL HOURS WORKED	The maximum number of hours an Architecture student can submit is 2,500 hours.
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EMPLOYER CERTIFICATION

I certify that to the best of my knowledge, the number of hours and the way in which those hours are divided into course areas accurately represents the work the student has done during this reporting period (the dates listed on the front of this form).

Employer / Supervisor's Name (Please Print)

Employer / Supervisor's Signature (Required)

Date

Student Signature

Date

FOR OFFICE USE ONLY

Application Approved for Practice Hours Date Approved

Practice Representative Signature

INTERIOR ARCHITECTURE - EMPLOYER CERTIFICATION

INSTRUCTIONS

In the chart below, indicate the number of hours spent working in each category. The total number of hours will automatically be added at the bottom. BIA students may apply for up to, but no more than 1,800 hours and MIA students may apply for up to, but no more than 1,500 hours.. **After this chart is filled out, you and the employer must sign the designated areas below.**

PRE-DESIGN

1. PROGRAMMING

DESIGN

2. SCHEMATIC DESIGN

3. DESIGN DEVELOPMENT

PROJECT MANAGEMENT

4. CONSTRUCTION DOCUMENTS

5. CONTRACT ADMINISTRATION

PRACTICE MANAGEMENT

6. PROFESSIONAL PRACTICE

7. LEADERSHIP & SERVICE

ADDITIONAL EXPERIENCE

8. PROFESSIONAL EXPOSURE & LIABILITY

9. ACCOUNTING

10. MARKETING

<input type="text"/>	TOTAL HOURS WORKED	The maximum number of hours for a BIA student is 1800. The maximum number of hours for an MIA student is 1500.
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EMPLOYER CERTIFICATION

I certify that to the best of my knowledge, the number of hours and the way in which those hours are divided into course areas accurately represents the work the student has done during this reporting period (the dates listed on the front of this form).

Employer / Supervisor's Name (Please Print)

Employer / Supervisor's Signature (Required)

Date

Student Signature

Date

FOR OFFICE USE ONLY			
Application Approved for	<input type="text"/>	Practice Hours	<input type="text"/>
		Date Approved	<input type="text"/>
Practice Representative Signature			
<input type="text"/>			

LANDSCAPE ARCHITECTURE - EMPLOYER CERTIFICATION

INSTRUCTIONS

In the chart below, indicate the number of hours spent working in each category. The total number of hours will automatically be added at the bottom. BLA students may apply for up to, but no more than 1050 HOURS, and MLA students may apply for up to, but no more than 450 hours. **After this chart is filled out, you and the employer must sign the designated areas below.**

A1. DESIGN INITIATION

- 1. PROGRAMMING
- 2. SITE INVENTORY / SURVEY
- 3. WETLANDS /HISTORICAL PERMITTING & REVIEW
- 4. SCHEMATIC DESIGN
- 5. ARCH/ ENGINEERING SYSTEMS COORDINATION
- 6. PROJECT COST ANALYSIS
- 7. CODE/ZONING RESEARCH
- 8. DESIGN DEVELOPMENT

A2. DESIGN IMPLEMENTATION

- 9. CONSTRUCTION DOCUMENTS / DETAILS
- 10. GRADING / DRAINAGE PLAN
- 11. PLANTING PLAN / PLANT LIST
- 12. IRRIGATION PLANS / DETAIL
- 13. SPECIFICATIONS / MATERIAL RESEARCH
- 14. DOCUMENT CHKING & COORDINATION
- 15. RENDERING / PHOTO / MODELS

B. CONSTRUCTION /HORTICULTURAL OPS.

- 16. CONSTRUCTION PHASE [OFC]

EMPLOYER CERTIFICATION

I certify that to the best of my knowledge, the number of hours and the way in which those hours are divided into course areas accurately represents the work the student has done during this reporting period (the dates listed on the front of this form).

Employer / Supervisor's Name (Please Print)

Employer / Supervisor's Signature (Required)

Date

Student Signature

Date

LANDSCAPE ARCHITECTURE - EMPLOYER CERTIFICATION

B. CONSTRUCTION /HORTICULTURAL OPS.

17. CONSTRUCTION PHASE [SITE]

18. NURSERY / RETAIL OPERATION

C. CONTRACT ADMINISTRATION

19. MARKETING PROPOSAL

20. BIDDING / CONTRACT NEG / CLIENT

21. PROJECT MGMT / BUDGET CONTROL

22. OFFICE PROCEDURES

D. RELATED EXPERIENCE

23. PROFESSIONAL SERVICE

24. COMMUNITY SERVICE / COMM DESIGN

25. PUBLIC PRESENTATION / COMMUNITY SERVICE

26. WEB PAGE DESIGN / MAINTENANCE

27. PUBLIC AGENCY OR NON-PROFIT

28. OPEN SPACE PLANNING

29. HISTORIC / CULTURAL RESOURCE ANALYSIS

30. TEACHING

31. WRITING RESEARCH

<input type="checkbox"/>	TOTAL HOURS WORKED	The maximum number of hours for a BLA student is 1050. The maximum number of hours for an MLA student is 450.
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Application Approved for Practice Hours Date Approved

Practice Representative Signature