Submitting Practice Forms Using the Online Reporting Tool – Detailed Instructions

This guide explains how to complete the Practice Report and Practice Registration Form for each type of employment status: Employed, Gateway, Independent Project, Design Competition, Travel, Unemployed, or Non-related.

**Remember, to clear for practice registration you must submit BOTH forms:**
- Practice Report
- Practice Registration Form

Firefox is recommended to use this tool, otherwise formatting issues may occur.

Please choose the appropriate instructions by using the matrix below:

<table>
<thead>
<tr>
<th>Employment status</th>
<th>FALL 2013 REPORT form</th>
<th>SPRING 2014 REGISTRATION form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting for hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employed</td>
<td>Click here for instruction</td>
<td>Click here for instruction</td>
</tr>
<tr>
<td>Gateway</td>
<td>Click here for instruction</td>
<td>Click here for instruction</td>
</tr>
<tr>
<td>Independent Project</td>
<td>Click here for instruction</td>
<td>Click here for instruction</td>
</tr>
<tr>
<td>Design Competition</td>
<td>Click here for instruction</td>
<td>Click here for instruction</td>
</tr>
<tr>
<td>Travel</td>
<td>Click here for instruction</td>
<td>Click here for instruction</td>
</tr>
<tr>
<td>Reporting for records only (report no hour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unemployed</td>
<td>Click here for instruction</td>
<td>Click here for instruction</td>
</tr>
<tr>
<td>Non-related</td>
<td>Click here for instruction</td>
<td>Click here for instruction</td>
</tr>
</tbody>
</table>
How to Submit FALL 2013 Practice REPORT for:

Employed:
- Architecture Firm
- Interior Design Firm
- Landscape Architecture Firm
- Related Office

**STEP 1:** ‘Login’ to the Online Practice Forms tool using your BAC email username and password.

[https://practiceforms.the-bac.edu/](https://practiceforms.the-bac.edu/)
**STEP 2:** Select ‘Create New Practice Report’ to submit hours worked during that semester. If you haven’t already done so, make sure to also complete a Practice Registration Form. You will have the opportunity to go back to the Main Menu after completing the Practice Report if you still need to complete the registration form.
STEP 3: Enter your Preferred Phone Number and Degree Program information. **All fields are required!** Select ‘Yes’ to report hours worked. Then click ‘Next’.
**Step 4:** Select your *Employment Type* from the drop down box (excluding Gateway, Independent Project, Design Competition, and Travel). Then click *Next*. 

![Employment Type Selection](image)
If you previously submitted hours for your current company, then you can select it from the drop down menu of the “Previous Company” section.

If you have NOT previously submitted a Practice form for your current company, then please follow Step 5 below.
**STEP 5:** First, choose ‘New Company (Not in list)’ from the drop-down menu of the ‘Previous Company’ section. Click ‘Next’

Then, enter your Company information. All fields are required. Please be sure information is accurate and up to date. Finally, click ‘Next’.

[Image of the form with filled out fields]
**STEP 6:** Enter any Practice Hours worked in any of the categories listed. [The categories are defaulted to zero.] After you have entered your Practice Hours, click ‘**Next**’.
**STEP 7:** This page asks you to verify that Practice Hours you are submitting are correct. If everything is correct please select the checkbox and click ‘Next’. If you need to edit your hours please click ‘Back’ or ‘Start Over’. Please note: if you are submitting for more than 45hrs/wk you may be asked for additional verification.
**STEP 8:** This is your confirmation page. **You must print this page and have your Supervisor sign it.** Once your Supervisor signs this page, you must return it to the Practice Department by the Registration Clearance Deadline (December 13th by 5:00 PM) to have your Practice (Registration) stop lifted, and for your submitted hours to record onto your transcript. You will receive a confirmation number via your BAC email letting you know your hours were submitted to the Practice Department, but your submission will not be “Complete” until we receive your signed Practice Report.

After printing this page you can click on ‘**Main Menu**’, to view the status of your Practice Report.
**STEP 9:** After making your Practice Report submission you will be able see the status of that submission, to the right of the screen. Once you submit your signed Practice Report to the Practice Department, your status will update to ‘**Complete**’. You may submit your signed forms in the following ways:

- Email your forms a in PDF file [10MB limit] to practice@the-bac.edu **(Recommended)**
- Drop off forms in person to the Practice Department, located on the 3rd floor of 320 Newbury St. (Please make a copy of your signed forms for your records)
- Mail to: Boston Architectural College • Practice Department - 3rd Floor • 320 Newbury Street • Boston, MA 02115 (Please get a tracking number from the post office and make a copy of your signed forms for your records)

On the Main Menu you will also have the option to view and print any Practice Report submissions from Fall 2012 onward. If you need to obtain copies of your Practice Reports prior to Fall 2012, please contact the Practice Department directly.
Practice Forms Main Menu

Submission Deadline: Dec 13, 2013 5:00PM

Reporting  For FALL 2013 (Jun 29, 2013 - Nov 18, 2013)

| Boston Architectural College (500 hours) | Supervisor Signature | Delete |

Create New Practice Report

Registering  For SPRING 2014 (Nov 19, 2013 - May 09, 2014)

Create New Practice Registration

You must submit your signed Practice Forms to the Practice Department by Dec 13, 2013 5:00PM. Drop off in person, email as a .pdf (10MB limit) to practice@the-bac.edu, or mail postmarked by Dec 13, 2013 - Sorry no fax.

Students who submit incomplete forms will not be cleared for registration until the completed forms have been submitted.

Previous Semesters
**Note:** You can submit more than one Practice Report. You also are able to delete any report that you create until it is scanned/accepted by our Practice staff.

**Remember to also submit your Practice Registration Form!**
GATEWAY HOURS

**Step 1:** 'Login' to the Online Practice Forms tool using your BAC email username and password.

[https://practiceforms.the-bac.edu/](https://practiceforms.the-bac.edu/)
**STEP 2:** Select ‘Create New Practice Report’ to submit hours worked. If you haven’t already done so, make sure to also complete a Practice Registration Form. You will have the opportunity to go back to the Main Menu after completing the Practice Report to do so.
**Step 3:** Enter your Preferred Phone Number and Degree Program information. All fields are required! Select ‘Yes’ to report hours worked. Then click ‘Next’.
**Step 4:** Select ‘**Gateway Projects**’ for your ‘Employment Type’ from the dropdown list. Then click ‘**Next**’.
**Step 5:** Choose your Gateway Project from the dropdown list. Then enter your Gateway Project start date. Then, click ‘Next’.
Gateway Project Information

Project Name: BCYF Facilities Study
Start Date: 09-10-2013

Please fill out the hours form on the next page.

Back  Start Over  Next
**Step 6:** Enter any Practice Hours worked on your Gateway Project in the any of listed categories. The categories are defaulted to zero. When finished, click ‘Next’.
<table>
<thead>
<tr>
<th>Design</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 hrs</td>
<td>08. Codes and Regulations</td>
</tr>
<tr>
<td>0 hrs</td>
<td>09. Design Development</td>
</tr>
<tr>
<td>0 hrs</td>
<td>10. Construction Documents</td>
</tr>
<tr>
<td>PC Practice Management</td>
<td></td>
</tr>
<tr>
<td>0 hrs</td>
<td>13. Construction Administration</td>
</tr>
<tr>
<td>0 hrs</td>
<td>14. Construction Phase: Observation</td>
</tr>
<tr>
<td>200 hrs</td>
<td>15. General Project Management</td>
</tr>
<tr>
<td>PD Pre-design</td>
<td></td>
</tr>
<tr>
<td>0 hrs</td>
<td>01. Programming</td>
</tr>
<tr>
<td>0 hrs</td>
<td>02. Site and Building Analysis</td>
</tr>
<tr>
<td>0 hrs</td>
<td>03. Project Cost and Feasibility</td>
</tr>
<tr>
<td>0 hrs</td>
<td>04. Planning and Zoning Regulations</td>
</tr>
<tr>
<td>0 hrs</td>
<td>05. Schematic Design</td>
</tr>
<tr>
<td>100 hrs</td>
<td>06. Engineering Systems</td>
</tr>
<tr>
<td>0 hrs</td>
<td>07. Construction Cost</td>
</tr>
<tr>
<td>PJ Project Management</td>
<td></td>
</tr>
<tr>
<td>0 hrs</td>
<td>11. Material Selection and Specification</td>
</tr>
<tr>
<td>0 hrs</td>
<td>12. Bidding and Contract Negotiation</td>
</tr>
</tbody>
</table>

300 hrs - Total
**Step 7:** This page asks you to verify that Practice Hours you are submitting are correct. If everything is correct please select the checkbox and click ‘Next’. If you need to edit your hours please click ‘Back’ or ‘Start Over’.
Please check the box at the bottom of this page to confirm the information below is correct. Then click Next where you will be instructed to print out your report and get your supervisor’s signature. If there are changes you need to make to this information please click on Start Over.

Reporting Period: FALL 2013 (Jun 29, 2013 - Dec 6, 2013)  
Program: Architecture & BDS-Architecture  
SubProgram: Bachelor of Architecture  
Reporting Type: Gateway Project  
Phone: (617) 585-0145  
StartDate: 09-10-2013  
Project: BCYF Facilities Study  

Hours:
- **0 hrs - 08. Codes and Regulations**  
- **0 hrs - 09. Design Development**  
- **0 hrs - 10. Construction Documents**  
- **0 hrs - 13. Construction Administration**  
- **0 hrs - 14. Construction Phase: Observation**  
- **200 hrs - 15. General Project Management**  
  - **0 hrs - 01. Programming**  
  - **0 hrs - 02. Site and Building Analysis**  
  - **0 hrs - 03. Project Cost and Feasibility**  
  - **0 hrs - 04. Planning and Zoning Regulations**  
  - **0 hrs - 05. Schematic Design**  
- **100 hrs - 06. Engineering Systems**  
  - **0 hrs - 07. Construction Cost**  
  - **0 hrs - 11. Material Selection and Specification**  
  - **0 hrs - 12. Bidding and Contract Negotiation**

**Total Hours: 300**

[Back] [ ] I agree that the above information is correct  
[Start Over] [Next]
**STEP 8:** This is your confirmation page. You MUST print this page and your Supervisor MUST sign it and you must submit it to the Practice Department by the Registration Clearance Deadline (December 13th by 5:00 PM) to have your Practice (Registration) stop lifted; and for your submitted hours to record onto your transcript. You will receive a confirmation number via your BAC email letting you know your hours were submitted to the Practice Department but your submission will not be “Complete” until we receive your signed Practice Report.

After printing this page you can click on ‘Main Menu’, to view the status of your Practice Report.
Sophia Thanh  ID: 100079941  
SubProgram: Bachelor of Architecture  
Reporting Type: Gateway Project  
Phone: (017) 686-0141  
Start Date: 2013-08-10  
Project: BCYF Facilities Study  
Hours:  
0 hrs - 05. Codes and Regulations  
0 hrs - 09. Design Development  
0 hrs - 10. Construction Documents  
0 hrs - 13. Construction Administration  
0 hrs - 14. Construction Phase Observation  
200 hrs - 15. General Project Management  
0 hrs - 01. Programming  
0 hrs - 02. Site and Building Analysis  
0 hrs - 03. Project Cost and Feasibility  
0 hrs - 04. Planning and Zoning Regulations  
0 hrs - 05. Schematic Design  
100 hrs - 06. Engineering Systems  
0 hrs - 07. Construction Cost  
0 hrs - 11. Materials, Estimates and Specifications  
0 hrs - 12. Bidding and Contract Negotiation  

Total Hours: 200  
Semester Total Hours: 800

TO BE COMPLETED BY SUPERVISOR:
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.

______________________________  
Supervisor’s Name (please print)

______________________________  
License/Discipline (if applicable)

______________________________  
Supervisor’s Signature (required)

______________________________  
Date
**STEP 9:** After making any Practice Report submission you will be able see the status of that submission, to the right. Once you submit your signed Practice Report to the Practice Department, its status will update to ‘**Complete**’. You may submit your signed forms in the following ways:

- Email your forms as a PDF [10MB limit] to practice@the-bac.edu (Recommended)
- Drop off in person to the Practice Department located on the 3rd floor of 320 Newbury St. (Please make a copy of your signed form for your records)
- Mail to: Practice Department 3rd Floor • 320 Newbury Street • Boston, MA 02115 (Please get a tracking number for your mailing and make a copy of your signed form for your records)

On the Main Menu you will also have the option to view and print any previous Practice Report submissions created from Fall 2012 and forward. If you need to obtain copies of your Practice Reports prior to Fall 2012 please contact the Practice Department directly.

**Note:** You can submit more than one Practice Report. You also are able to delete any report that you created until the time it is scanned/accepted by our Practice staff.
REMEMBER TO ALSO SUBMIT YOUR PRACTICE REGISTRATION FORM!
Independent Projects, Design Competition, and Travel

**STEP 1:** ‘Login’ to the Online Practice Forms tool using your BAC’s email username and password.

https://practiceforms.the-bac.edu/
**STEP 2:** Select ‘Create New Practice Report’ to submit hours worked. If you haven’t already done so, make sure to also complete a Practice Registration Form. You will have the opportunity to go back to the Main Menu after completing the Practice Report to do so.
**STEP 3:** Enter your Preferred Phone Number and Degree Program information. All fields are required! Select ‘Yes’ to report hours worked. Then click ‘Next’.
**STEP 4:** Select either ‘Design Competition’, ‘Independent Project’, or ‘Travel’ for your ‘Employment Type’ from the dropdown list. Then click ‘Next’.
STEP 5: Enter the information. Then, click ‘Next’.
‘Faculty’ is the Practice staff that approved your project before you are eligible to report the hours.
‘Instructor’, normally, is the person who supervised your project.
**STEP 6:** Enter any Practice Hours worked on your project in the any of listed categories. The categories are defaulted to zero. When finished, click ‘Next’.
D Design
0 hrs 08. Codes and Regulations
0 hrs 09. Design Development
0 hrs 10. Construction Documents

PC Practice Management
0 hrs 13. Construction Administration
0 hrs 14. Construction Phase: Observation
200 hrs 15. General Project Management

PD Pre-design
0 hrs 01. Programming
0 hrs 02. Site and Building Analysis
0 hrs 03. Project Cost and Feasibility
0 hrs 04. Planning and Zoning Regulations
0 hrs 05. Schematic Design
100 hrs 06. Engineering Systems
0 hrs 07. Construction Cost

PJ Project Management
0 hrs 11. Material Selection and Specification
0 hrs 12. Bidding and Contract Negotiation
300 hrs - Total

Back Start Over Next
**STEP 7:** This page asks you to verify that Practice Hours you are submitting are correct. If everything is correct please select the checkbox and click ‘Next’. If you need to edit your hours please click ‘Back’ or ‘Start Over’.
Please check the box at the bottom of this page to confirm the information below is correct. Then click Next where you will be instructed to print out your report and get your supervisor's signature. If there are changes you need to make to this information please click on Start Over.

Reporting Period: FALL 2013 (Jun 29, 2013 - Dec 6, 2013)
Program: Architecture & BDS-Architecture
SubProgram: Bachelor of Architecture
Reporting Type: Design Competition
Phone: (617) 585-0145
Instructor:

StartDate: 11-01-2013
Project: Test
Hours:

- 0 hrs - 08. Codes and Regulations
- 0 hrs - 09. Design Development
- 0 hrs - 10. Construction Documents
- 0 hrs - 13. Construction Administration
- 0 hrs - 14. Construction Phase Observation
- 200 hrs - 15. General Project Management
- 0 hrs - 01. Programming
- 0 hrs - 02. Site and Building Analysis
- 0 hrs - 03. Project Cost and Feasibility
- 0 hrs - 04. Planning and Zoning Regulations
- 0 hrs - 05. Schematic Design
- 100 hrs - 06. Engineering Systems
- 0 hrs - 07. Construction Cost
- 0 hrs - 11. Material Selection and Specification
- 0 hrs - 12. Bidding and Contract Negotiation

Total Hours: 300

I agree that the above information is correct.
STEP 8: This is your confirmation page. You MUST print this page and your Supervisor MUST sign it and you must submit it to the Practice Department by the Registration Clearance Deadline (December 13th by 5:00 PM) to have your Practice (Registration) stop lifted; and for your submitted hours to record onto your transcript. You will receive a confirmation number via your BAC email letting you know your hours were submitted to the Practice Department but your submission will not be “Complete” until we receive your signed Practice Report.

After printing this page you can click on ‘Main Menu’, to view the status of your Practice Report.
TO BE COMPLETED BY SUPERVISOR.
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.

__________________________________________
Supervisor’s Name (please print)

__________________________________________
License/Discipline (if applicable)

__________________________________________
Supervisor’s Signature (required)

__________________________________________
Date
**Step 9:** After making any Practice Report submission you will be able see the status of that submission, to the right. Once you submit your signed Practice Report to the Practice Department, its status will update to ‘**Complete**’. You may submit your signed forms in the following ways:

- Email your forms as a PDF [10MB limit] to practice@the-bac.edu (Recommended)
- Drop off in person to the Practice Department located on the 3rd floor of 320 Newbury St. (Please make a copy of your signed form for your records)
- Mail to: Practice Department 3rd Floor • 320 Newbury Street • Boston, MA 02115 (Please get a tracking number for your mailing and make a copy of your signed form for your records)

On the Main Menu you will also have the option to view and print any previous Practice Report submissions created from Fall 2012 and forward. If you need to obtain copies of your Practice Reports prior to Fall 2012 please contact the Practice Department directly.

**Note:** You can submit more than one Practice Report. You also are able to delete any report that you created until the time it is scanned/accepted by our Practice staff.
REMEMBER TO ALSO SUBMIT YOUR PRACTICE REGISTRATION FORM!
Unemployed and Non-related

**Step 1:** ‘Login’ to the Online Practice Forms tool using your BAC’s email username and password.

[https://practiceforms.the-bac.edu/](https://practiceforms.the-bac.edu/)
**Step 2:** Select ‘Create New Practice Report’ to report “No Hours Worked.” If you haven’t already done so, make sure to also complete a Practice Registration Form. You will have the opportunity to go back to the Main Menu after completing the Practice Report to do so.
**Step 3:** Enter your Preferred Phone Number and Degree Program information. All fields are required! Select ‘**No**’ to report for record only. Then click ‘**Next**’.
**STEP 4:** Select either ‘Non-related Company’ or ‘Unemployed’ for your ‘Employment Type’ from the dropdown list. Then click ‘Next’.
**STEP 5:** This page asks you to verify that your submission is correct. If everything is correct please select the checkbox and click ‘Next’. If you need to make any changes please click ‘Start Over’.
**STEP 6:** After making any Practice Report submissions you will be able see the status of that submission, to the right. Since you have submitted as ‘**Unemployed**’ or ‘**Non-Related**’, your Practice Report submission is complete and the information has been sent to the Practice Department. You will receive a confirmation number via your BAC email letting you know your Practice Registration Form has been submitted to the Practice Department.

On the Main Menu you will also have the option to view and print any previous Practice Report submissions created beginning Fall 2012 and after. If you need to obtain copies of your Practice Reports prior to Fall 2012 please contact the Practice Department directly.

**Note:** You can submit more than one Practice Report. You also are able to delete any report that you created until the time it is scanned/accepted by our Practice staff.
Remember to also submit your Practice Registration Form!
How to submit SPRING 2014 Practice REGISTRATION for:

Employed:
- Architecture Firm
- Interior Design Firm
- Landscape Architecture Firm
- Related Office

**Step 1:** ‘Login’ to the Online Practice Forms tool using your BAC’s email username and password.

https://practiceforms.the-bac.edu/
**STEP 2:** Select ‘Create New Practice Registration Form’ to submit your employment status. If you haven’t already done so, make sure to also complete a Practice Report. You will have the opportunity to go back to the Main Menu after completing the Practice Registration Form to do so.
**STEP 3:** Enter your preferred Contact Information and Degree Program information. All fields are required! Select ‘Yes’ to register employment for the upcoming semester. Then click ‘Next’.
**STEP 4:** Select your ‘Employment Type’ from the drop down box (excluding Gateway, Independent Project, Design Competition, and Travel). Then click ‘Next’.

If you submitted hours or registered information for the same company in the past, then you can choose it from the drop down menu of the “Previous Company” section.
If you haven’t submitted any Practice form for the company in the past, then please follow Step 5 below.
**Step 5:** Enter your Company. All fields are required. Please be sure information is accurate and up to date. Then, click ‘Next’.
**Step 6**: This page asks you to verify that the Practice Registration Form employment status information is correct. If everything is correct please select the checkbox and click ‘Next’. If you need to edit any information please click ‘Back’ or ‘Start Over’.

Please check the box at the bottom of this page to confirm the information below is correct. Then click Next where you will be instructed to print out your report and get your supervisor’s signature. If there are changes you need to make to this information please click on Start Over.

**Reporting Period**: SPRING 2014 (Dec 7, 2013 - May 09, 2014)
**Program**: Architecture & BDS-Architecture
**SubProgram**: Bachelor of Architecture
**Reporting Type**: Architecture Firm
**Phone**: (617) 585-0145
**Company Size**: 1-10
**Company**: Boston Architectural College
  320 Newbury Street
  Boston, MA 02115
**Company Phone**: (617) 585-0196
**Supervisor**: Erik Hamilton
  erik.hamilton@the-bac.edu
**StartDate**: 7/1/2013

Back  □ I agree that the above information is correct. Start Over  Next
**STEP 8:** This is your confirmation page. You MUST print this page and your Supervisor MUST sign it and you must submit it to the Practice Department by the Registration Clearance Deadline (December 13th, by 5:00 PM) to have your Practice (Registration) stop lifted; and for your submitted hours to record onto your transcript. You will receive a confirmation number via your BAC email letting you know your hours were submitted to the Practice Department but your submission will not be “Complete” until we receive your signed Practice Report.

After Printing this page you can click on ‘**Main Menu**’, to view the status of your Practice Registration Form.
Instructions: You must print out this page and have it signed by your supervisor then submit it to the Practice Department by the submission deadline.

Sophia Phan ID: 100079941
Program: Architecture & BEd-Architecture
SubProgram: Bachelor of Architecture
Reporting Type: Architecture Firm
Phone: (617) 286-0145
Company Size: 1-10
Company: Boston Architectural College
220 Newbury Street
Boston, MA 02116
Company Phone: (617) 585-0196
Supervisor: Eric Hamilton
eric.hamilton@the-bac.edu
Start Date: 2013-07-01

TO BE COMPLETED BY SUPERVISOR

Supervisor’s Name (please print)

License/Discipline (if applicable)

Supervisor’s Signature (required)

Date
**STEP 9:** After making any Practice Registration Form submission you will be able see the status of that submission, to the right. Once you submit your signed Practice Registration Form to the Practice Department, its status will be updated to ‘**Complete**’. You may submit your signed forms in the following ways:

- Email your forms as a PDF [10MB limit] to practice@the-bac.edu (Recommended)
- Drop off in person to the Practice Department located on the 3rd floor of 320 Newbury St. (Please make a copy of your signed form for your records)
- Mail to: Practice Department 3rd Floor • 320 Newbury Street • Boston, MA 02115 (Please get a tracking number for your mailing and make a copy of your signed form for your records)

On the Main Menu you will also have the option to view and print any previous Practice Registration Form submissions created from Fall 2012 and forward. If you need to obtain copies of your Practice Registration Forms prior to Fall 2012 please contact the Practice Department directly.

**Note:** You can submit more than one Practice Report. You also are able to delete any report that you created until it is scanned/accepted by our Practice staff.
Remember to also submit your Practice Report!
Gateway

**STEP 1: ‘Login’** to the Online Practice Forms tool using your BAC username and password.

https://practiceforms.the-bac.edu/
STEP 2: Select ‘Create New Practice Registration Form’ to submit your employment status. If you haven’t already done so, make sure to also complete a Practice Report. You will have the opportunity to go back to the Main Menu after completing the Practice Registration Form to do so.
**STEP 3:** Enter your preferred Contact Information and Degree Program information. All fields are required! Select ‘Yes’ to register employment for the upcoming semester. Then click ‘Next’.
**Step 4:** Select ‘Gateway Project’ for your ‘Employment Type’ from the dropdown list.

Choose all the options as follow:
**STEP 5:** This page asks you to verify that the Practice Registration Form status information is correct. If everything is correct please select the checkbox and click ‘**Next**’. If you need to edit any information please click ‘**Back**’ or ‘**Start Over**’.
**STEP 8:** This is your confirmation page. You MUST print this page and your Gateway Instructor MUST sign it and you must submit it to the Practice Department by the Registration Clearance Deadline (December 13th, by 5:00 PM) to have your Practice (Registration) stop lifted; and for your submitted hours to record onto your transcript. You will receive a confirmation number via your BAC email letting you know your hours were submitted to the Practice Department but your submission will not be “Complete” until we receive your signed Practice Report.

After Printing this page you can click on ‘**Main Menu**’, to view the status of your Practice Registration Form.
Thank you for your registration. It has been recorded with the Practice Department.

Submission Deadline - Friday Dec 13, 2013 5:00PM

Instructions: You must print out this page and have it signed by your supervisor then submit it to the Practice Department by the submission deadline.

Sophia Phan  ID: 100079941
Program: Architecture & BDS-Architecture
SubProgram: Bachelor of Architecture
Reporting Type: Gateway Project
Phone: (617) 585-0145
Start Date: 2013-12-07
Project:

TO BE COMPLETED BY SUPERVISOR

Supervisor’s Name (please print)

License Discipline (if applicable)

Supervisor’s Signature (required)

Date
**STEP 9:** After making any Practice Registration Form submission you will be able see the status of that submission, to the right. Once you submit your signed Practice Registration Form to the Practice Department, its status will be updated to ‘**Complete**’. You may submit your signed forms in the following ways:

- Email your forms as a PDF [10MB limit] to practice@the-bac.edu (Recommended)
- Drop off in person to the Practice Department located on the 3rd floor of 320 Newbury St. (Please make a copy of your signed form for your records)
- Mail to: Practice Department 3rd Floor • 320 Newbury Street • Boston, MA 02115 (Please get a tracking number for your mailing and make a copy of your signed form for your records)

On the Main Menu you will also have the option to view and print any previous Practice Registration Form submissions created from Fall 2012 and forward. If you need to obtain copies of your Practice Registration Forms prior to Fall 2012 please contact the Practice Department directly.

**Note:** You can submit more than one Practice Report. You also are able to delete any report that you created until it is scanned/accepted by our Practice staff.
Remember to also submit your Practice Report!
Independent Projects, Design Competition, or Travel

**Step 1:** ‘Login’ to the Online Practice Forms tool using your BAC’s email username and password.

[https://practiceforms.the-bac.edu/](https://practiceforms.the-bac.edu/)

![Practice Forms Login](image)
**STEP 2:** Select ‘Create New Practice Report’ to submit hours worked. If you haven’t already done so, make sure to also complete a Practice Registration Form. You will have the opportunity to go back to the Main Menu after completing the Practice Report to do so.
**STEP 3:** Enter your Preferred Phone Number and Degree Program information. All fields are required! Select ‘Yes’ to report hours worked. Then click ‘Next’.
**STEP 4:** Select either ‘Design Competition’, ‘Independent Project’, or ‘Travel’ for your ‘Employment Type’ from the dropdown list. Then click ‘Next’.
**STEP 5:** Enter the information. Then, click ‘**Next**’.

‘Faculty’ is the Practice staff that approved your project before you are eligible to report the hours. ‘Instructor’, normally, is the person who supervised your project.
**STEP 6:** This page asks you to verify that Practice Hours you are submitting are correct. If everything is correct please select the checkbox and click ‘**Next**’. If you need to edit your hours please click ‘**Back**’ or ‘**Start Over**’.

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Please check the box at the bottom of this page to confirm the information below is correct. Then click **Next** where you will be instructed to print out your report and get your supervisor's signature. If there are changes you need to make to this information please click on **Start Over**.

**Reporting Period:** SPRING 2014 (Dec 7, 2013 - May 09, 2014)
**Program:** Architecture & BDS-Architecture
**SubProgram:** Bachelor of Architecture
**Reporting Type:** Independent Project
**Phone:** (617) 585-0145
**Instructor:**

**StartDate:** 12-07-2013
**Project:** Testing

*Back* **✓** I agree that the above information is correct.  **Start Over**  **Next**
**STEP 7:** This is your confirmation page. You MUST print this page and your Gateway Instructor MUST sign it and you must submit it to the Practice Department by the Registration Clearance Deadline (for Deadline visit the Registrar’s webpage) to avoid the Late Clearance Fee. You will receive a confirmation number via your BAC email letting you know your hours were submitted to the Practice Department but your submission will not be “Complete” until we receive your signed Practice Registration Form.

After Printing this page you can click on ‘**Main Menu**’, to view the status of your Practice Registration Form.
Thank you for your registration. It has been recorded with the Practice Department.

Submission Deadline - Friday Dec 13, 2013 5:00PM

Instructions: You must print out this page and have it signed by your supervisor then submit it to the Practice Department by the submission deadline.

Sophia Phan  ID: 100079941
Program: Architecture & BDS-Architecture
SubProgram: Bachelor of Architecture
Reporting Type: Independent Project
Phone: (617) 585-0145
Start Date: 2013-12-07

TO BE COMPLETED BY SUPERVISOR

Supervisor’s Name (please print)

License/Discipline (if applicable)

Supervisor’s Signature (required)

Date
**Step 8:** After making any Practice Registration Form submission you will be able see the status of that submission, to the right. Once you submit your signed Practice Registration Form to the Practice Department, its status will be updated to ‘Complete’. You may submit your signed forms in the following ways:

- Email your forms as a PDF [10MB limit] to practice@the-bac.edu (Recommended)
- Drop off in person to the Practice Department located on the 3rd floor of 320 Newbury St. (Please make a copy of your signed form for your records)
- Mail to: Practice Department 3rd Floor • 320 Newbury Street • Boston, MA 02115 (Please get a tracking number for your mailing and make a copy of your signed form for your records)

On the Main Menu you will also have the option to view and print any previous Practice Registration Form submissions created from Fall 2012 and forward. If you need to obtain copies of your Practice Registration Forms prior to Fall 2012 please contact the Practice Department directly.

**Note:** You can submit more than one Practice Report. You also are able to delete any report that you created until it is scanned/accepted by our Practice staff.
Remember to submit your Practice Report!
Unemployed or Non-related

**STEP 1:** 'Login' to the Online Practice Forms tool using your BAC username and password.

[https://practiceforms.the-bac.edu/](https://practiceforms.the-bac.edu/)
**STEP 2:** Select ‘Create New Practice Registration Form’ to register as ‘Unemployed’ or ‘Non-Related’. If you haven’t already done so, make sure to also complete a Practice Report. You will have the opportunity to go back to the Main Menu after completing the Practice Registration Form to do so.
**STEP 3:** Enter your preferred Contact Information and Degree Program information. All fields are required! Select ‘**No**’ if you are currently unemployed. Then click ‘**Next**’.
**Step 4:** Select your *Employment Type* from the drop down box. Then, click *Next*. 
**STEP 5:** This page asks you to verify that your submission is correct. If everything is correct please select the checkbox and click ‘Next’. If you need to make any changes please click ‘Back’ or ‘Start Over’.

![Image](image_url)
**STEP 6:** After making any Practice Registration Form submission you will be able see the status of that submission, to the right. Since you have submitted as Unemployed or non-Related, your Practice Registration Form submission is complete and the information has been sent to the Practice Department. You will receive a confirmation number via your BAC email letting you know your Practice Registration Form has been submitted to the Practice Department.

On the Main Menu you will also have the option to view and print any previous Practice Registration Form submissions created beginning Fall 2012 and after. If you need to obtain copies of your Practice Registration Forms prior to Fall 2012 please contact the Practice Department directly.

**Note:** You can submit more than one Practice Report. You also are able to delete any report that you created until it is scanned/accepted by our Practice staff.
REMEMBER TO SUBMIT YOUR PRACTICE REPORT!