

## Guide to Practice Hours Reporting

**Three times per year** (in alignment with the fall, spring, and summer academic semesters), BAC students submit two kinds of forms to Practice: [Practice Report](#) and [Practice Registration Form](#). Both of these forms are completed via the Practice Forms Portal.

\*[Firefox](#) is the recommended browser for utilizing the Practice Forms Portal. Otherwise, formatting issues may occur.

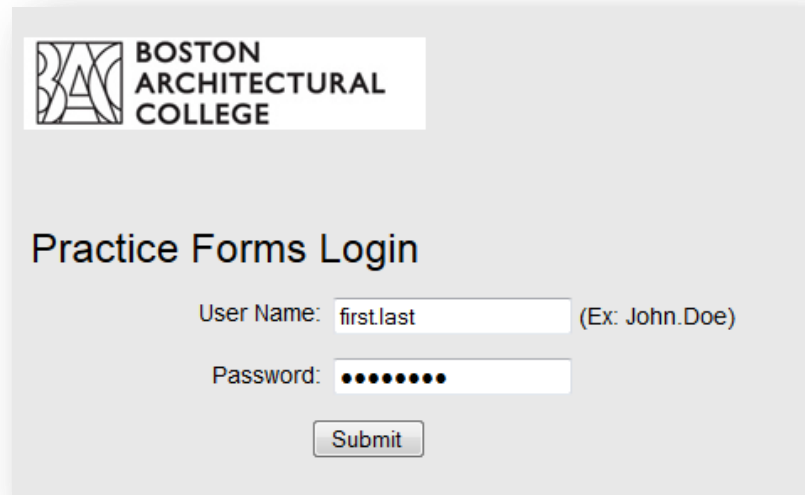
### Practice Report

*Reporting Practice Hours, Unemployed, and Non-Related*

The **Practice Report** is used to report practice hours earned in the fall, spring, and summer semesters.

#### Steps for Submitting Practice Report:

1/ Log into [Practice Forms](#) using your BAC Username and Password.



The screenshot shows the 'Practice Forms Login' page. At the top left is the BAC logo and the text 'BOSTON ARCHITECTURAL COLLEGE'. Below this is the title 'Practice Forms Login'. There are two input fields: 'User Name:' with the placeholder 'first.last' and an example '(Ex: John.Doe)', and 'Password:' with a masked password '●●●●●●●●'. A 'Submit' button is located below the password field.

2/ Click the “Report Hours” button under the semester for which you are reporting hours.

There is currently no open Practice Reporting Period.  
The next Reporting Period opens on **Dec 07, 2015**

**Fall 2015 (May 10, 2015 - Dec 06, 2015)**

Title	Registration Status	Report Status	
bac	Registration Accepted on Aug 19, 2015	Report Hours Early	<a href="#">Delete</a>
LA test	Supervisor Signature by May 17, 2015	Report Hours Early	<a href="#">Delete</a>

[Anticipated Hours](#)

**Spring 2015**

Title	Report Status	
Boston Architectural College	<a href="#">Report Hours</a>	<a href="#">Delete</a>

You must submit your signed Practice Forms to the Practice Department.  
Drop off in person, email as a pdf (10MB limit) to [practice@the-bac.edu](mailto:practice@the-bac.edu), or mail postmarked by the form deadline - Sorry no fax

3/ Enter any Practice Hours worked in the categories listed on the next page. Once you’ve entered your Practice Hours, 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. ConstructionAdministration  
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](#)

**Note:** If you did not register your employment status and anticipated hours at the beginning of the semester, you will be asked to enter information about your practice status before you can report hours.

4/ Verify that the information on the page is correct. If it is correct, select the checkbox "I agree that the above information is correct" and click "Next." If you need to edit your hours, click "Back" or "Start Over." *\*Please note: if you submit more than 45 hours/week, you may be asked for additional verification.*

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: 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  
Hours:


- 0 hrs - 08. Codes and Regulations
- 0 hrs - 09. Design Development
- 0 hrs - 10. Construction Documents
- 0 hrs - 13. ConstructionAdministration
- 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.

5/ This is your confirmation page. **Have your supervisor sign the final confirmation page.**  
Submit your signed practice form to [practice@the-bac.edu](mailto:practice@the-bac.edu).

**Please note:** You will receive a confirmation number in your BAC email inbox letting you know that you have successfully completed the online form, but your submission will not be "Complete" until you send the signed form to [practice@the-bac.edu](mailto:practice@the-bac.edu).

<b>PRACTICE</b> Boston Architectural College		Practice Report: Architecture FALL 2013 (Jun 29, 2013 - Dec 6, 2013)
Thank you for your submission. Your hours have been recorded with the Practice Department.		
Submission Deadline - Friday Dec 13, 2013 5:00PM		
<b>Instructions:</b> You must print out this page and have it signed by your supervisor then submit it to the Practice Department by the submission deadline.		
<b>Sophia Phan</b> ID: 100079941 SubProgram: Bachelor of Architecture Reporting Type: Architecture Firm Phone: (617) 585-0145 Company: Boston Architectural College Supervisor: Erik Hamilton Start Date: 2013-07-01 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  <b>Total Hours: 300</b>  <b>Semester Total Hours: 1100</b>	 * 00004164 *	<b>TO BE COMPLETED BY SUPERVISOR</b> 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

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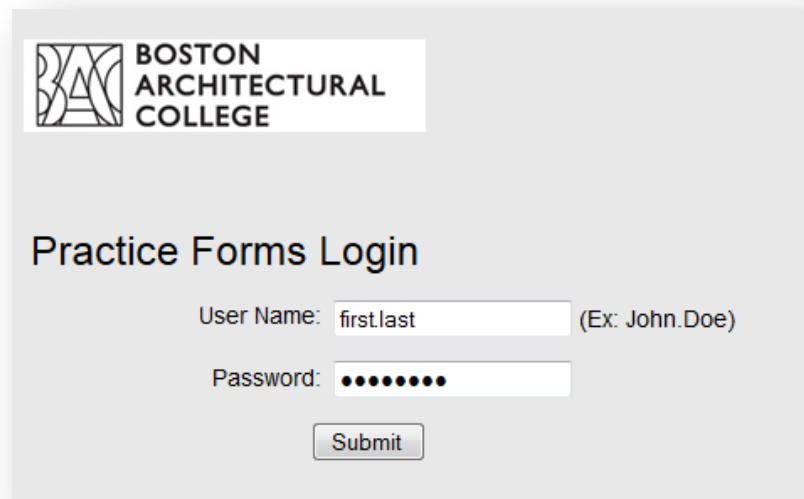
# Practice Registration Form

## *Registering Employment Status and Information*

The **Practice Registration Form** is used to register your practice status and anticipated hours prior to the start of the new semester.

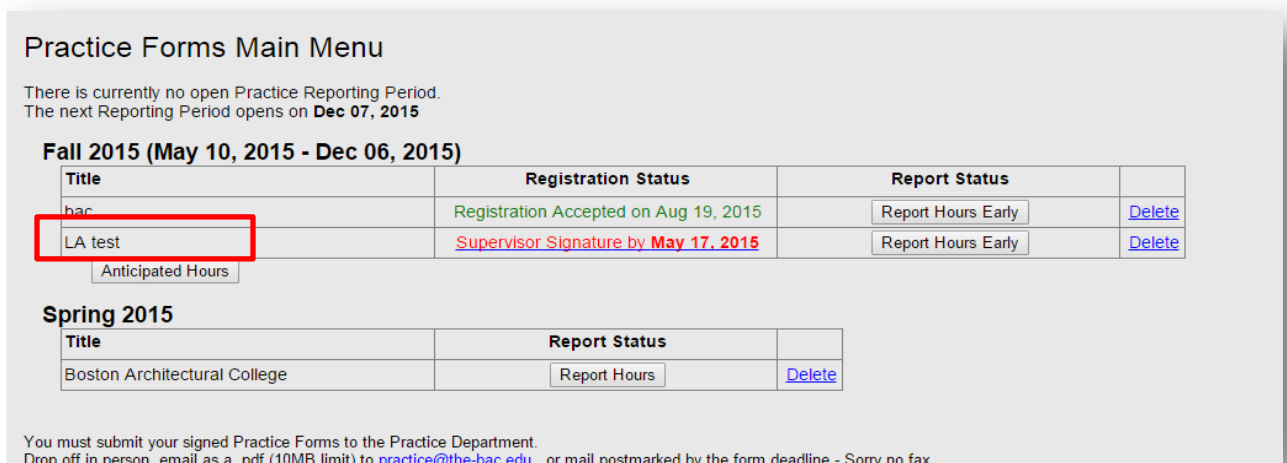
### Steps for Submitting Practice Registration Form:

1/ Log into [Practice Forms](#) using your BAC Username and Password.



The screenshot shows the login interface for the Boston Architectural College Practice Forms. At the top left is the BAC logo. The title "Practice Forms Login" is centered. Below it are two input fields: "User Name:" with a placeholder "first.last" and an example "(Ex: John.Doe)", and "Password:" with a masked field of dots. A "Submit" button is located below the password field.

2/ Select **Anticipated Hours** under the appropriate semester heading.



The screenshot displays the "Practice Forms Main Menu". It includes a notice about the current reporting period and the next one starting on Dec 07, 2015. Below this, there are two sections for different semesters: "Fall 2015 (May 10, 2015 - Dec 06, 2015)" and "Spring 2015". Each section contains a table of practice forms. In the Fall 2015 table, the "LA test" form is highlighted with a red box. The Spring 2015 table shows a form for "Boston Architectural College".

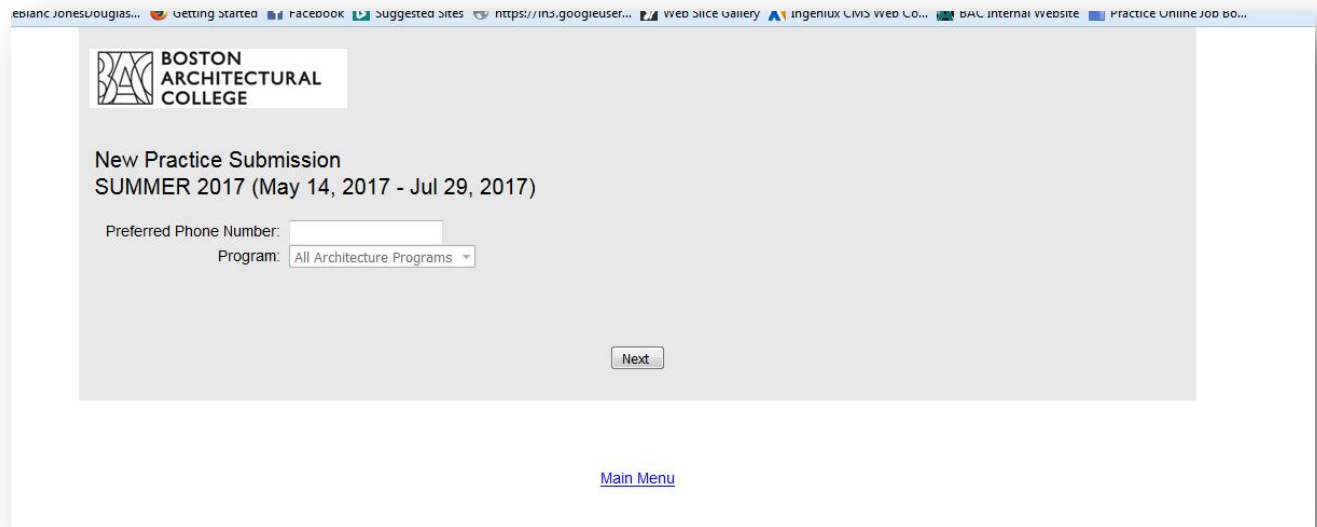
Title	Registration Status	Report Status	
bac	Registration Accepted on Aug 19, 2015	Report Hours Early	<a href="#">Delete</a>
LA test	Supervisor Signature by May 17, 2015	Report Hours Early	<a href="#">Delete</a>

Anticipated Hours

Title	Report Status	
Boston Architectural College	Report Hours	<a href="#">Delete</a>

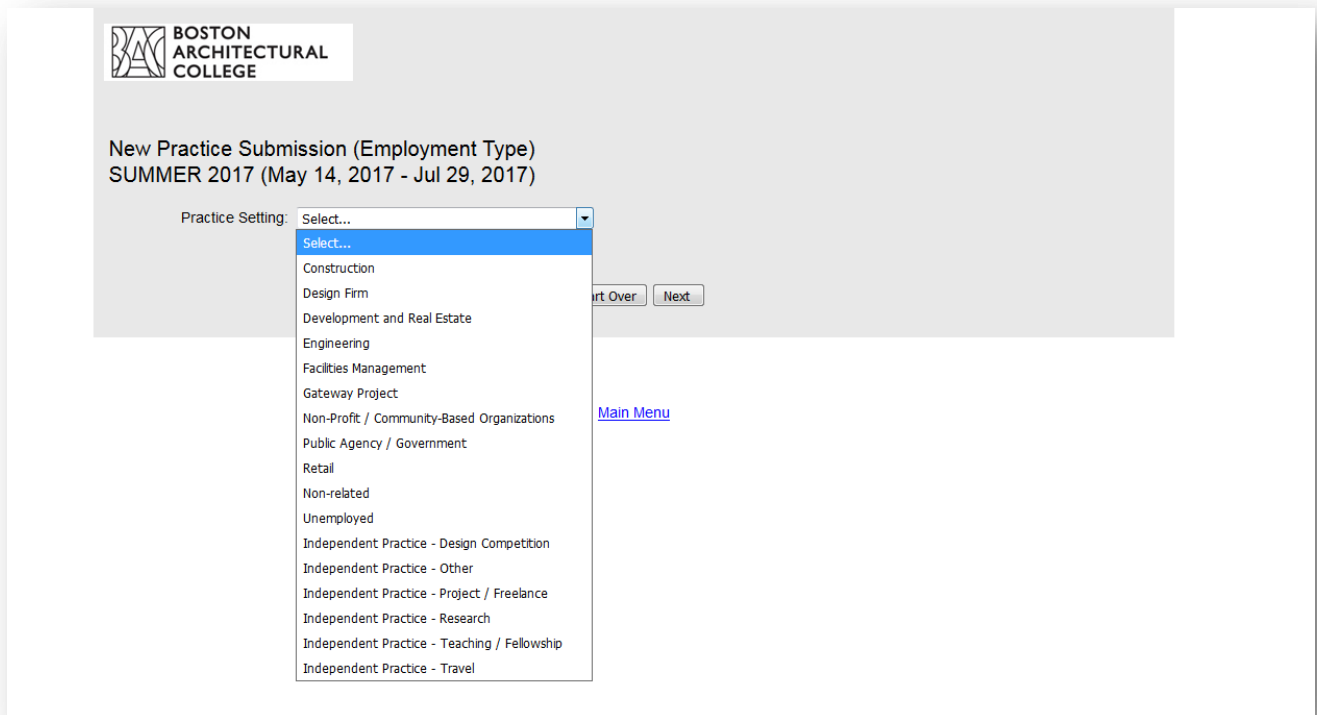
You must submit your signed Practice Forms to the Practice Department.  
Drop off in person, email as a pdf (10MB limit) to [practice@the-bac.edu](mailto:practice@the-bac.edu), or mail postmarked by the form deadline - Sorry no fax.

3/ Enter your *Preferred Phone number*.



The screenshot shows a web browser window with the Boston Architectural College logo at the top left. The main heading is "New Practice Submission" followed by "SUMMER 2017 (May 14, 2017 - Jul 29, 2017)". Below this, there is a form with two fields: "Preferred Phone Number:" with a text input box, and "Program:" with a dropdown menu currently set to "All Architecture Programs". A "Next" button is located at the bottom right of the form area. Below the form, there is a link labeled "Main Menu".


4/ Select your Practice Setting from the drop-down menu.



This screenshot shows the same form as the previous one, but with the "Practice Setting:" dropdown menu open. The menu lists various options: "Select...", "Construction", "Design Firm", "Development and Real Estate", "Engineering", "Facilities Management", "Gateway Project", "Non-Profit / Community-Based Organizations", "Public Agency / Government", "Retail", "Non-related", "Unemployed", "Independent Practice - Design Competition", "Independent Practice - Other", "Independent Practice - Project / Freelance", "Independent Practice - Research", "Independent Practice - Teaching / Fellowship", and "Independent Practice - Travel". The "Next" button is visible to the right of the dropdown menu. The "Main Menu" link is also present at the bottom right.

5/ Enter your Company Information, then click “Next.” **All fields are required.**

Leblanc Jones Douglas... Getting started facebook Suggested sites https://ins.googleuser... web site Gallery ingenix LMS web Co... BAC internal website Practice Online Job Bo...

 **BOSTON  
ARCHITECTURAL  
COLLEGE**

**New Practice Submission (Work Information)**  
**SUMMER 2017 (May 14, 2017 - Jul 29, 2017)**

**Company Information**

Company Size

Company Name

Company Address

City

State

Zip Code

Country

Company Phone

Start Date

Anticipated Hours/week

Paid Position?

Supervisor's Name

Supervisor's Email

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[Main Menu](#)

6/ Verify that the Practice Registration employment information you entered is correct. If everything is correct, select the checkbox next to "I agree that the above information is correct" and click "Next." If it is not correct, click "Back" or "Start Over."



**BOSTON  
ARCHITECTURAL  
COLLEGE**

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](#)



7/ This is your confirmation page. **Have your supervisor sign the final confirmation page.**  
Submit your signed practice form to [practice@the-bac.edu](mailto:practice@the-bac.edu).

**Please note:** You will receive a confirmation number in your BAC email inbox letting you know that you have successfully completed the online form, but your submission will not be "Complete" until you send the signed form to [practice@the-bac.edu](mailto:practice@the-bac.edu).

 <b>PRACTICE</b> Boston Architectural College		Practice Registration: Architecture SPRING 2014 ( Dec 7, 2013 - May 09, 2014)
Thank you for your registration. It has been recorded with the Practice Department. <b>Submission Deadline - Friday Dec 13, 2013 5:00PM</b>		
<b>Instructions:</b> 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:		 * 0 0 0 0 4 1 6 9 *
<b>TO BE COMPLETED BY SUPERVISOR</b>		
_____ Supervisor's Name (please print)		
_____ License Discipline (if applicable)		
_____ Supervisor's Signature (required)		
_____ Date		

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