

American Institute of **Building Design** *The Residential Design Specialists*

Dear Student Member,

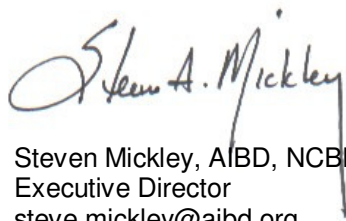
Congratulations and welcome to the most recognized professional association of residential design specialists in America. I have found our profession to be very satisfying and rewarding. I have also found that AIBD members who choose to be involved are naturally helpful and supportive. Therefore, I encourage you to take advantage of their knowledge by participating at every possible opportunity.

Involvement could be with a local chapter, state society or at a national conference. The AIBD offers general membership meetings, continued education, and architectural tours at various times and locations throughout the year. You may also be an active part of pertinent design discussions via email by subscribing to the AIBD list serve. Design Lines, the AIBD quarterly news letter, will alert you to upcoming events and news from other societies and related organizations throughout the continent.

Having requested membership as a Student, you are required to provide transcripts verifying your status as a design student at a trade school, college or university. **If you are not enrolled at an accredited institution, you qualify for a Student Membership by participating in the AIBD Design Technician Job Training Program.** This program is a twelve month curriculum designed for full time employment. It is the first of five steps towards becoming a Professional Building Designer. Enclosed are the Category Requirements that you and your employer will commit to completing in the next twelve months. Once you have accomplished each area of study, your employer, or employers, will verify your training by endorsing the enclosed Employment Verification Form and Training Unit Report. Upon completion, your AIBD membership will be changed to General Member and you will receive the AIBD Design Intern Self Study Program curriculum.

It was once written by a past AIBD National President, Donald Gore, "Let us not forget why we are here, it is for the advancement and improvement of our profession and those who strive to be our contemporaries." Those words exemplify my commitment to you as you begin a career in the discipline of residential design. If there is anything that you feel I can do to help you get more from your membership, please feel free to contact me.

Sincerely,



Steven Mickley, AIBD, NCBDC
Executive Director
steve.mickley@aibd.org



Diversified Job Site Training Instructions

By qualifying as an AIBD Student Member using “on the job training”, it is your responsibility to provide verification that your employer, or employers, recognizes that certain Practical Activities, that are pertinent to your training and the advancement of your career, are accomplished within a timely manner. These Practical Activities are broken down into six categories:

- Category I: Design Technician Introduction
- Category II: Drawing/Sketching
- Category III: CAD
- Category IV: Plan Review
- Category V: Building Materials and Methods
- Category VI: Fundamentals of Professional Practice

Each Category includes Objectives which are the learned skills that are intended to be obtained by the Student with each completed Category. Also, each Category has been given a Training Unit value. A Training Unit equals one eight (8) hour period of On the Job Training. A full time employee works approximately 235 eight hour periods each year. Therefore, each Category can be completed in one year of standard full time employment.

The order of the Categories is not intended to insinuate that activities must be delegated and completed in that particular order, or any other order. They are simply an overall ‘curriculum’ that must be completed in order to move to the next level of membership within the AIBD.

The applicant shall keep, on forms provided by the AIBD, a continuous, detailed and substantiated record of Practical Activities showing the Training Units earned in the various practical experience settings. The intent of the Practical Activities requirement is to provide the applicant broad and diversified exposure to the Design Technician position. The employer(s), by their verification, affirms to the AIBD that the Practical Activities recorded were performed by the applicant.

It is the responsibility of the employer to assign activities that are consistent with the Diversified Job Site Training Requirements. Only Practical Activities that are performed while in the employ of a Registered or Certified design or building professional will be credited by the AIBD as Practical Training an employer who, by their verification, affirms to the AIBD that the Practical Activities recorded were performed by the applicant must be considered to fall into at least one of the following categories:

- Certified Professional Building Designer
- Registered Architect
- Registered/Certified Interior Designer
- Registered/Certified Building Contractor
- Certified Kitchen and Bath Designer

If you have any questions or need duplicate copies of verification and/or instruction forms, please contact the AIBD by one of the following forms of communication:

Conventional Mail: AIBD
Design Technician Job Training Program
7059 Blair Road NW, Suite 201
Washington, DC 20012

By FAX: 1-866-204-0293
By Email: info@aibd.org

Thank you for participating in the AIBD Design Technician Job Training Program.

Diversified Job Site Training Categories

Required Activities	Training Units
Category I: Design Technician Introduction	20
Objectives:	
1. Identify and use various drafting media	
2. Read and draw simple drawings	
3. Computing of math problems	
4. Use drafting and office equipment relating to trade	
Category II: Drawing/Sketching	40
Objectives:	
1. Produce preliminary drawings/sketches and develop surface areas	
2. Draw/sketch site, floor and roof plans and exterior elevations	
3. Organize and prepare design concept presentations	
4. Draw/sketch basic cut sections and views for clarification	
5. Understand building codes relating to basic layout of building areas and components	
Category III: CAD	80
Objectives:	
1. Prepare complete floor plans with dimensions	
2. Prepare interior and exterior elevation drawings	
3. Prepare electrical layouts, riser diagrams, and electrical panel schedules	
4. Prepare roof contour plans	
5. Prepare site plans	
6. Prepare sections and miscellaneous details	
7. Organize construction documents	
8. Manage the filing system of construction documents	
9. Familiarization of building codes	
10. Prepare isometric and projection drawings	
11. Understand technology requirements to support auxiliary drawings	
A. Foundation plans	
B. Floor and roof joist/truss plans	
C. HVAC and plumbing schedules and plans	
D. Surveys and civil drawings	
Category IV: Plan Review	30
Objectives:	
1. Cross referencing	
2. Structural coordination	
3. Consultant coordination	
4. Redlining	
5. Revisions	
6. Addendums	
Category V: Building Materials and Methods	30
Objectives:	
1. Identify proper uses of construction materials and components	
2. Understand proper installation methods of construction materials	
3. Understand the process of making the different construction materials	
4. Basic engineering	
A. Understand the properties of building materials	
B. Introduction to calculating building loads	
C. Introduction to engineering formulas for sizing structural members	
Category VI: Fundamentals of Professional Practice	20
Objectives:	
1. Prepare and manage project schedules	
2. Understanding of preparing and administering basic business forms	
3. Professional and community service	

Training Unit Verification (Please type or print legibly)

This form must be completed and signed by the applicant and then reviewed and signed by the applicant's direct supervisor. Please complete ALL items. Incomplete forms will be returned.

Name: _____ Is/Was Employed by: _____

Reporting Period: From: _____ / _____ / _____ To: _____ / _____ / _____
MO. Day YR. MO. DAY YR.

Indicate the Training Units earned in each Training Category during the above period. **One Training Unit equals eight (8) hours of Practical Activities.**

	TU's Earned
Category I: Design Technician Introduction	_____
1. Identify and use various drafting media	
2. Read and draw simple drawings	
3. Computing of math problems	
4. Use drafting and office equipment relating to trade	
Category II: Drawing/Sketching	_____
1. Produce preliminary drawings/sketches and develop surface areas	
2. Draw/sketch site, floor and roof plans and exterior elevations	
3. Organize and prepare design concept presentations	
4. Draw/sketch basic cut sections and views for clarification	
5. Understand building codes relating to basic layout of building areas and components	
Category III: CAD	_____
1. Prepare complete floor plans with dimensions	
2. Prepare interior and exterior elevation drawings	
3. Prepare electrical layouts, riser diagrams, and electrical panel schedules	
4. Prepare roof contour plans	
5. Prepare site plans	
6. Prepare sections and miscellaneous details	
7. Organize construction documents	
8. Manage the filing system of construction documents	
9. Familiarization of building codes	
10. Prepare isometric and projection drawings	
11. Understand technology requirements to support auxiliary drawings	
Category IV: Plan Review	_____
1. Cross referencing	
2. Structural coordination	
3. Consultant coordination	
4. Redlining	
5. Revisions	
6. Addendums	
Category V: Building Materials and Methods	_____
1. Identify proper uses of construction materials and components	
2. Understand proper installation methods of construction materials	
3. Understand the process of making the different construction materials	
4. Basic engineering	
Category VI: Fundamentals of Professional Practice	_____
1. Prepare and manage project schedules	
2. Understanding of preparing and administering basic business forms	
3. Professional and community service	

Report Total _____

I certify under penalty of perjury that the information provided is correct and the work was performed in accordance with the provisions set forth in the AIBD Job Site Training Program.	
_____	_____
Signature of Applicant	Date

I certify under penalty of perjury that the information provided is correct and the work was performed in accordance with the provisions set forth in the AIBD Job Site Training Program.	
_____	_____
Signature of Supervisor	Date