

# How to Apply

## 1. Prepare the following:

- A. The AIBD Individual Membership Application including all relevant information listed below.
  - B. Three letters of recommendation (from an engineer, or AIBD certified professional building designer or a professional building designer) that attests to familiarity with the applicant's professional abilities. Design Student applicants please provide proof of enrollment/maintenance of a 2.0 GPA or executed AIBD On the Job Training Pack in lieu of recommendation letters. Associate applicants do not need to supply recommendation letters.
  - C. Three sets of separate working drawings (Professional Building Designer applicants ONLY). The working drawings submitted must meet the "AIBD Minimum Plan Standards" provide within this folder. Contact the local AIBD state society (if applicable) or district director to verify the medium required (i.e. 24"x36" hard copy, 11"x17" hard copy or .pdf electronic copies, etc.).
  - D. Employment verification letters (not needed for Student or Associate – level applicants).
2. Refer to the "Membership Investment" page in this folder to determine your first year's dues and initiation fees. Be sure to verify the dues with the local AIBD state society officer, district director or the national AIBD office.
  3. Send your application, letters (of recommendation and those for employment verification), working drawings (if applicable), and appropriate membership fee to your state society officer. If you live in a state that does not currently have an AIBD state society, send your application and supporting documents to your district director. To locate the appropriate contact information, refer to the "State Society/District Director" page within this folder or the drop-down menu under "Contact Us" at [www.AIBD.org](http://www.AIBD.org)).

## US States with an AIBD Society:

Alabama	<a href="http://www.AIBDal.org">www.AIBDal.org</a>
Arizona	
California*	<a href="http://www.AIBDca.org">www.AIBDca.org</a>
Colorado	
Connecticut	<a href="http://www.AIBDct.org">www.AIBDct.org</a>
Florida*	<a href="http://www.AIBDfl.org">www.AIBDfl.org</a>
Georgia	<a href="http://www.AIBDga.org">www.AIBDga.org</a>
Indiana-Illinois	
Iowa	<a href="http://www.AIBDiowa.com">www.AIBDiowa.com</a>
Louisiana	<a href="http://www.AIBDla.com">www.AIBDla.com</a>
Massachusetts	<a href="http://www.mass-AIBD.org">www.mass-AIBD.org</a>
Michigan	<a href="http://www.AIBDmi.com">www.AIBDmi.com</a>
Minnesota	<a href="http://www.mnAIBD.org">www.mnAIBD.org</a>
Mississippi	<a href="http://www.ms-AIBD.org">www.ms-AIBD.org</a>
Missouri-Kansas	<a href="http://www.mokanAIBD.com">www.mokanAIBD.com</a>
North Carolina	<a href="http://www.AIBDnc.com">www.AIBDnc.com</a>
Ohio	<a href="http://www.AIBDohio.org">www.AIBDohio.org</a>
Oklahoma	<a href="http://www.AIBD-ok.org">www.AIBD-ok.org</a>
Oregon	<a href="http://www.AIBDor.org">www.AIBDor.org</a>
Pennsylvania	<a href="http://www.AIBD-pa.org">www.AIBD-pa.org</a>
South Carolina	<a href="http://www.AIBDsc.com">www.AIBDsc.com</a>
Tennessee	<a href="http://www.AIBDtn.com">www.AIBDtn.com</a>
Texas*	<a href="http://www.TIBD.org">www.TIBD.org</a>
Virginia	<a href="http://www.AIBDva.org">www.AIBDva.org</a>
Washington	<a href="http://www.AIBDwa.org">www.AIBDwa.org</a>

\* - Denotes societies who currently have an executive staff member to receive inquiries. Please visit their website for phone number.

## "At Large" US States:

**Eastern District:** Delaware, Maryland, Maine, New Hampshire, New York, New Jersey, Rhode Island, Vermont, West Virginia

**Central District:** Arkansas, Kentucky, Louisiana, North Dakota, Nebraska, South Dakota, Wisconsin

**Western District:** Alaska, Hawaii, Idaho, Montana, New Mexico, Nevada, Wyoming

## AIBD National Office:

7059 Blair Road NW  
Suite 201  
Washington, DC 20012  
1-800-366-AIBD (2423)  
Fax: 202-249-2473  
[info@aibd.org](mailto:info@aibd.org)  
[www.AIBD.org](http://www.AIBD.org)