

N C A R B

HANDBOOK
FOR INTERNS
AND
ARCHITECTS

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NCARB Mission

The National Council of Architectural Registration Boards (NCARB) is committed to protecting the health, safety, and welfare of the public through effective regulation and exemplary service.

Core Values

NCARB believes in

- Integrity
- Service
- Accountability

NCARB is a nonprofit corporation comprising the legally constituted architectural registration boards of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands as its members.

2008-2009 Handbook for Interns and Architects
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2008-2009 HANDBOOK FOR INTERNS AND ARCHITECTS

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PREFACE

NCARB, a nonprofit organization, comprises the architectural registration boards of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. These are known as Member Boards.

Member Boards elect NCARB officers and directors and work together to formulate NCARB policies, rules, and regulations.

To practice architecture in the United States, persons must be registered in a jurisdiction (state, territory, or the District of Columbia) by demonstrating their qualifications through education, training, and examination. Each jurisdiction sets its own specific requirements for registration within its boundaries, but generally each requires an applicant to have eight years of a combination of education and training and to have passed an examination testing the applicant's knowledge, skills, and abilities.

To help its Member Boards develop consistent registration standards that will facilitate the ability of architects to practice in other jurisdictions, NCARB establishes recommended standards for education and training and develops a uniform licensing examination.

This handbook is provided for those seeking information about how to become registered as an architect and, after initial registration, how to seek NCARB certification and registration in other jurisdictions. Because substantially all jurisdictions recognize the NCARB Certificate as evidence of an applicant's qualifications, attaining the NCARB Certificate can facilitate registration in other jurisdictions.

This handbook will give you detailed information on how to apply for an NCARB Record, how the application and certification process works, how to maintain your Certificate, how to apply for the Architect Registration Examination[®], and how to participate in NCARB's Professional Development Program.

**NCARB Services
to Interns**

NCARB provides the following services for interns:

- develops education requirements (for further information see the *NCARB Education Standard*);
- develops training requirements (for further information see the *IDP Guidelines*);
- compiles and evaluates a comprehensive record of an individual's internship activities; and
- transmits an intern's Record to a jurisdiction in support of the intern's application for examination and/or registration.

**NCARB Services
to Architects**

NCARB provides the following services for architects:

- compiles and evaluates a record of credentials, including good character, education, training, examination, and registration;
- maintains the architect's Record in a condition suitable for transmittal to any governmental authority that registers architects;
- grants a Certificate to an architect who meets the requirements in the areas of good character, education, training, examination, and registration;
- transmits an architect's Record to a jurisdiction in support of the architect's application for registration; and
- creates and administers the Professional Development Program (PDP) that may be used by architects to meet Member Boards' and other continuing education requirements.

HANDBOOK FOR INTERNS AND ARCHITECTS

CHAPTER 1

REQUIREMENTS FOR CERTIFICATION OF U.S. ARCHITECTS

1. Good Character

You must be of good character as verified by employers and an NCARB Member Board where you are registered.

2. Education

You must hold a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB) not later than two years after your graduation, or hold a professional degree in architecture, certified by the CACB, from a Canadian university.

**Alternative to
a Professional
Degree**

If you do not hold a professional degree, NCARB will accept either of the following:

- A. Satisfaction of NCARB's Broadly Experienced Architect process, which permits an applicant with the required years of comprehensive architectural experience gained while holding a registration issued by any U.S. jurisdiction to demonstrate that his/her professional experience satisfies all of his/her education deficiencies.
- B. With respect to applicants with a degree in the field of architecture granted by an academic institution outside the U.S. and Canada, an EESA-NCARB evaluation report stating that you have met the NCARB Education Requirement. See the *NCARB Education Standard* for details on how to meet these alternative requirements.

3. Training

You must have satisfied the Intern Development Program (IDP) Training Requirement described here and earn a total of 700 Training Units. One Training Unit equals eight hours of acceptable training in an acceptable work setting. The chart on page 5 lists the training categories, training areas, and minimum Training Units for each.

Where

You may earn Training Units in the following work settings:

- A. Training under the direct supervision of a registered architect and when the architectural practice in which you work (a) is in the charge of a person practicing as a principal and (b) encompasses the comprehensive practice of architecture including each of the categories found in the IDP Training Requirements. A minimum of 235 Training Units must be earned in this work setting.
- B. Training under the direct supervision of a registered architect when the practice in which you work does not encompass the comprehensive practice of architecture including each of the categories found in the IDP Training Requirements.
- C. Training in a firm engaged in the practice of architecture outside the U.S. or Canada if you are under the direct supervision of a person credentialed to practice architecture who is not registered in a U.S. or Canadian jurisdiction.
- D. Training directly related to architecture when under the direct supervision of a registered landscape architect or a registered engineer (practicing as a structural, civil, mechanical, or electrical engineer in the field of building construction).
- E. Training in settings other than A, B, C, or D involving the design or construction of the built environment (such as analysis of existing buildings, planning, programming, design of interior space, review of technical submissions, engaging in building construction activities, and the like) when you are under the direct supervision of a person experienced in the activity.
- F. Earning a post-professional degree in architecture after earning a professional degree in architecture from a program accredited by NAAB or CACB, or from a Canadian university certified by CACB, or full-time teaching or research in an NAAB- or CACB-accredited program.
- FF. Performing professional or community service when not in the settings described in A, B, C, D, E, or F.

REQUIREMENTS FOR CERTIFICATION OF U.S. ARCHITECTS (CONTINUED)**How Much**

These are the limitations on Training Units you may earn in each setting:

- G. To satisfy Design & Construction Documents, Training Units (including Units earned from supplementary education) must be earned in the work settings described in A, B, or C.
- H. Training Units earned in the work setting described in B may be used to satisfy any of the IDP Training Requirement, but no more than 465 Units may be earned in that work setting.
- I. No more than 235 Training Units may be earned in the work setting described in C. No credit will be granted for foreign training other than under the direct supervision of a person practicing architecture.
- J. Training Units earned in the work setting described in D may only be used to satisfy the requirements for Construction Contract Administration, Management, and Related Activities, but no more than 235 Training Units may be earned in that work setting.
- K. Training Units earned in the work setting described in E may only be used to satisfy Management and Related Activities, but no more than 117 Units may be earned in that work setting.
- L. Training Units earned for teaching and research in the work setting described in F may only be used to satisfy Related Activities, but no more than 245 Training Units may be earned in that work setting.
- M. A post-professional degree in architecture earned before July 1, 2002, qualifies for 235 Training Units under Related Activities. A post-professional degree in architecture earned on or after July 1, 2002, qualifies for 117 Training Units under Related Activities. Your credit hours must be in subjects evaluated by NCARB as directly related to architecture.
- N. You may earn Training Units by completing one or more supplementary education programs approved by NCARB. Credit for such programs shall be in accordance with a table of credits established by NCARB. See *IDP Guidelines*. Supplementary education cannot be used to satisfy the minimum Training Units required in any training area of the IDP Training Requirement. The Training Units that may be earned under this paragraph and under paragraph M may not exceed 235 Units in the aggregate.
- NN. No more than 10 Training Units may be earned in the work setting described in FF.

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REQUIREMENTS FOR CERTIFICATION OF U.S. ARCHITECTS (CONTINUED)

IDP Training Requirements	<u>Design & Construction Documents</u>	<u>Min. Training Units Req'd</u>
	1. Programming.....	10
	2. Site and Environmental Analysis	10
	3. Schematic Design	15
	4. Engineering Systems Coordination.....	15
	5. Building Cost Analysis.....	10
	6. Code Research.....	15
	7. Design Development.....	40
	8. Construction Documents	135
	9. Specifications & Materials Research	15
	10. Documents Checking & Coordination	10
	Elective Units In This Category.....	75

Minimum Training Units Required350

<u>Construction Contract Administration</u>	<u>Min. Training Units Req'd</u>
11. Bidding & Contract Negotiation.....	10
12. Construction Phase–Office.....	15
13. Construction Phase–Observation	15
Elective Units In This Category.....	30

Minimum Training Units Required70

<u>Management</u>	<u>Min. Training Units Req'd</u>
14. Project Management.....	15
15. Office Management.....	10
Elective Units In This Category.....	10

Minimum Training Units Required35

<u>Related Activities</u>	<u>Min. Training Units Req'd</u>
16. Professional and Community Service.....	10
17. Teaching, Research, Post-professional Degree, Other Related Activities.....	0

Minimum Training Units Required10

All Categories Minimum Total Training Units Required465
 Elective Units From Any Category
 (including supplementary education units)235

Total Training Units Required700

For a detailed description of IDP training categories and supplementary education criteria, see *IDP Guidelines*.

Note: One Training Unit equals eight hours of acceptable training in an acceptable work setting.

REQUIREMENTS FOR CERTIFICATION OF U.S. ARCHITECTS (CONTINUED)

When

This is when you may earn Training Units.

O. Training Units may be earned only after satisfactory completion of any one of the following:

- 1) three years in an NAAB-accredited professional degree program;
- 2) the third year of a four year pre-professional degree program in architecture accepted for direct entry to a two-year NAAB-accredited professional master's degree program;
- 3) one year in an NAAB-accredited professional master's degree program following receipt of a non-professional degree;
- 4) 96 semester credit hours as evaluated in accordance with the *NCARB Education Standard*, of which no more than 60 hours can be in the general education category; or
- 5) a number of years equivalent to the periods set out in clauses 1), 2), or 3) above, in a CACB-accredited professional degree program, or in a Canadian university professional degree program certified by the CACB.

Note that 32 semester credit hours or 48 quarter credit hours equal one year in an academic program.

P. To earn Training Units:

- 1) in work settings A, B, C, D, or E prior to July 1, 2008, you must have worked at least 35 hours per week (full-time) for a minimum period of eight consecutive weeks, or at least 20 hours per week (part-time) for six or more consecutive months;
- 2) in work settings A, B, C, D, or E on and after July 1, 2008, you must work at least 32 hours per week (full-time) for a minimum period of eight consecutive weeks, or at least 15 hours per week (part-time) for a minimum period of eight consecutive weeks;
- 3) for teaching or research, you must be employed on a full-time basis.

Q. No experience used to meet the Education Requirement may be used to earn Training Units.

Verification

Every training activity, the setting in which it took place, and the time devoted to the activity must be verified by a responsible person who supervised your activity.

R. If the person verifying the training activity is not a registered architect, the work setting will not qualify under A or B.

S. If the person verifying the training activity is not a practicing architect, the work setting will not qualify under C.

T. If the person verifying the training activity is not a registered landscape architect or a registered engineer, the work setting will not qualify under D.

U. If you were at the time of the activity already a registered architect and not under the supervision of another, the verification must be by a person who observed the activity and who was your partner or a person employed by the same employer as employed you. *Under no circumstances may you verify your own training activity.*

UU. To earn Training Units in settings A through E if you were not an employee of the organization in which you received your training, you must submit evidence that you were nonetheless working under the direct supervision of the person overseeing your work.

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REQUIREMENTS FOR CERTIFICATION OF U.S. ARCHITECTS (CONTINUED)**Reporting**

Interns establishing a new NCARB Record on or after July 1, 2009, shall report their Training Units to NCARB (a) in a format prescribed by NCARB with the appropriate verifications and (b) for reporting periods of no longer than six months duration in each report and without duplication of any Training Units previously reported.

Beginning on and after July 1, 2010, all interns shall report their Training Units to NCARB (a) in a format prescribed by NCARB with the appropriate verifications and (b) for reporting periods of no longer than six months duration in each report and without duplication of any Training Units previously reported.

Each such report must be entered online no later than two months after the end of the period being reported. Only Training Units submitted within such two-month filing period will be accepted.

Once a report is filed for the reporting period in question, the time taken to correct errors or provide supplementary information requested by NCARB will not affect the validity of such report or the Training Units eventually accepted. The word “interns” as used in the foregoing paragraphs shall not include architects registered in any U.S. jurisdiction or credentialed in any foreign jurisdiction.

NCARB may allow a reasonable extension of such two-month filing period in circumstances where reporting of Training Units is prevented by the birth or adoption of a child, by a serious medical condition, by active duty in military service, or by other like causes. An intern may request such an extension by submitting a timely written application and supporting documentation as prescribed by NCARB. Upon proper application NCARB will allow parents of newborn infants or newly adopted children a six-month extension to the end of such filing period if the birth or adoption of their child occurs within the filing period.

Definitions

- V. A “registered architect” is a person registered to practice architecture in the jurisdiction in which he/she practices.
- W. A person practices as a “principal” by being (a) a registered architect and (b) the person in charge of the organization’s architectural practice, either alone or with other registered architects.
- X. “Direct supervision” means that degree of supervision by a person overseeing the work of another, where both perform their work in the same office, where personal contact is routine, and whereby the supervisor has both control over and detailed professional knowledge of the work prepared under his/her supervision.
- Y. One Training Unit equals eight hours of acceptable training in an acceptable work setting.

REQUIREMENTS FOR CERTIFICATION OF U.S. ARCHITECTS (CONTINUED)

**Alternative to
IDP Training
Requirement**

- Z. In lieu of satisfying the IDP Training Requirement, NCARB will accept any one of the following:
- 1) Registration by an NCARB Member Board for five consecutive years and submission of evidence satisfactory to NCARB showing that your practice included exposure to each of the IDP Training Areas.
 - 2) Five years of foreign experience as a principal in an organization whose architectural practice encompasses the comprehensive practice of architecture including each category found in the IDP Training Requirement and submission of evidence satisfactory to NCARB showing that your experience included exposure to each of the IDP Training Areas.
 - 3) Registration by an NCARB Member Board before July 1, 1996, and satisfaction before or after that date of the NCARB training requirements existing on June 30, 1996.*
 - 4) Satisfaction on or before June 30, 1996, of the NCARB training requirements existing on June 30, 1996.*
 - 5) Satisfactory completion of the Canadian Intern Architect Program.

* The training requirements existing on June 30, 1996 can be found on the Council's web site at <http://www.ncarb.org/certification/formerreq.html>.

4. Examination

You must have passed the NCARB Architect Registration Examination® (ARE®) or the NCARB Professional Examination, including either the Qualifying Test or the Equivalency Examination, when required by NCARB standards; or the NCARB examination syllabus, provided such examinations and the pass/fail standards applied were in accordance with NCARB standards current at the time you took the examination. See Chapter 5 for a description of current and previous NCARB examinations.

**Alternative to
Examination
Requirement**

If you fail to meet the examination requirement, you may still be certified in the following circumstances:

- A. If your examination deficiency arose from causes other than having failed a division of an examination under applicable NCARB pass/fail standards, and the deficiency is, in NCARB's judgment, compensated for by your demonstration of competency in the deficient area.
- B. If your registration was based in whole or in part on having passed sections of the California Architect Licensing Examination (CALE) between 1987 and 1989, you are deemed to have passed the corresponding divisions of the ARE. See Chapter 5 for a list of the sections of the CALE corresponding to divisions of the ARE.

5. Registration

You must hold a current registration to practice architecture issued by an NCARB Member Board.

6. General

In evaluating qualifications, NCARB may, prior to certification, require you to substantiate the quality and character of your experience, even if you have met the technical requirements set forth above.

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CHAPTER 2**REQUIREMENTS FOR CERTIFICATION OF CANADIAN ARCHITECTS**

- 1. Good Character** You must be of good character as verified by employers and a provincial association where you are registered.
- 2. Education** You must have your education certified by the Canadian Architectural Certification Board (CACB), or hold a professional degree in architecture where the degree program has been accredited by the CACB or NAAB not later than two years after your graduation, or have satisfied the Canadian equivalent of NCARB's Education Requirement as specified in the *NCARB Education Standard*.
- 3. Training** You must have satisfied the three-year training requirement of the Canadian Experience Record Book (CERB) or the Canadian Intern Architect Program (IAP) or have satisfied the Training Requirement set out in Section 3, A through Y, of NCARB Requirements for Certification of U.S. Architects (see page 3).
- 4. Examination** You must have passed the NCARB Architect Registration Examination (ARE), or the Canadian Architectural Practice Examination (CAPE) plus NCARB ARE Divisions A, B, and D through I, provided such examinations and the pass/fail standards applied were in accordance with NCARB or CAPE standards, as the case may be, current at the time you took the examination.
- Alternative to Examination Requirement** In lieu of satisfying the foregoing examination requirements, NCARB will accept any one of the following:
- A. Written professional practice examinations together with the oral examination administered in the province of British Columbia from 1977 through 1986.
 - B. Written professional practice examinations administered in the province of Ontario from 1974 through 1986.
 - C. Written professional practice examinations administered in the province of Quebec since 1977.
 - D. Professional practice examinations and/or oral examinations administered in any Canadian province up to 1987 together with five years of practice as a principal as defined in Section 3.W in Chapter 1 of this *Handbook*.
- 5. Registration** You must hold a current registration to practice architecture issued by a Canadian provincial association that has entered into a Letter of Undertaking [as described in the Inter-recognition Agreement dated June 1994] and either (a) have your principal place of practice (as defined in the Inter-recognition Agreement) within the jurisdiction of the provincial association or (b) have your principal place of practice in the United States.
- 6. Alternate** In lieu of the requirements set out in Sections 2 through 4 above, you must have been certified by a Canadian provincial association as having achieved the education, training, and/or examination which the provincial association deems equivalent to the current NCARB requirements for education, training, and/or examination, and have 10 years experience in practice as a principal as defined in Section 3.W in Chapter 1 of this *Handbook*.
- 7. General** In evaluating qualifications, NCARB may, prior to certification, require you to substantiate the quality and character of your experience, even if you have met the technical requirements set forth above.

CHAPTER 3**REQUIREMENTS FOR CERTIFICATION OF FOREIGN ARCHITECTS****1. General**

A “Foreign Architect” is an individual who holds a current registration, license, or certificate in good standing in a country other than the United States or Canada allowing him/her to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building.) A Foreign Architect may be granted an NCARB Certificate by meeting the requirements set forth in Chapter 1, under a mutual recognition agreement ratified by the Member Boards, or under the procedures set forth in this chapter. Such Certificate shall mean that NCARB recommends registration be granted to the NCARB Certificate holder by any NCARB Member Board without further examination of credentials.

2. Broadly Experienced Foreign Architect Program

Foreign Architects credentialed in countries NCARB determines offer reasonable reciprocal credentialing opportunities for U.S. architects may apply for NCARB certification through the Broadly Experienced Foreign Architect (BEFA) process set forth in this chapter. All information provided in the eligibility and application forms must be in English. English translations must be provided for all transcripts, credentials, and dossier documents. The interview will be conducted in English, without the assistance of a translator.

3. BEFA Eligibility

To be eligible for NCARB certification through the BEFA process a Foreign Architect must:

1. Have graduated with a professional degree in architecture from an accredited/validated/officially recognized architecture program. The BEFA applicant is required to describe such program or submit information describing the program from the accreditation/validation/recognition authority. The applicant is required to have an official transcript of his/her educational record sent directly to NCARB from the school. Where there is doubt about the nature of the professional degree, an Educational Evaluation Services for Architects (EESA) evaluation may be required;
2. Be credentialed in a foreign country that has a formal record-keeping mechanism for disciplinary actions in the practice of architecture. The applicant is required to describe the process by which he/she was credentialed or submit information describing the credentialing process from the credentialing authority that granted the credential, and to arrange for independent verification by the credentialing authority directly to NCARB showing that the applicant’s credential has been granted and is currently in good standing. The applicant is also required to describe the process by which and the reasons for which disciplinary actions may be taken against architects and the system in which these actions are recorded, or to submit information provided by the disciplinary authority in this regard. The applicant shall secure a written statement from his/her credentialing authority stating that the applicant either has no record of a disciplinary action or if such record exists, describing such action and its current status. This statement must be sent directly to NCARB from the credentialing authority; and
3. Have completed a minimum of seven (7) years of comprehensive practice as a credentialed architect over which he/she exercised responsible control in the foreign country in which he/she is credentialed. “Comprehensive practice” means an architectural practice that regularly involves familiarity with all of those areas tested on the Architect Registration Examination, including programming, design, technical and construction documents production, and construction administration. “Responsible control” means that amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by U.S. registered architects applying the required professional standard of care.

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REQUIREMENTS FOR CERTIFICATION OF FOREIGN ARCHITECTS (CONTINUED)**4. BEFA Process****STEP 1:
Verification**

1. Read and review all Requirements for Certification of Foreign Architects outlined in this chapter of the *Handbook*.
2. Complete and submit the BEFA Eligibility Verification Form.

**STEP 2:
Application**

Complete the online NCARB Record application at <http://www.ncarb.org/RecordApp/recordsvc/login.aspx> and pay appropriate fees prescribed by NCARB.

**STEP 3:
Dossier**

Upon completion of his/her NCARB Record and verification of initial eligibility for certification through the BEFA process, an applicant must submit a dossier for review by an NCARB committee to demonstrate competence to independently practice architecture in the U.S. The dossier must:

1. Be prepared in a format specified by NCARB;
2. Contain a resume that outlines the applicant's comprehensive practice experience in such foreign country and lists the significant projects over which the applicant exercised responsible control;
3. Demonstrate competence to independently practice architecture, while protecting the public health, safety, and welfare, through drawings, photographs, and descriptions of a minimum of three such projects (other than one- and two-family dwellings, farm buildings, and structures or additions not requiring governmental building permits). The applicant must describe the nature of his/her responsible control over each of the projects. The applicant should also annotate the drawings of such projects describing the general nature of modifications, if any, necessary to comply with typical U.S. building codes and laws including accessibility laws; and
4. Include any valid international credential bearing on the architect's comprehensive practice experience or competence, such as a designation as an "APEC Architect."

**STEP 4:
Interview**

If the dossier meets all requirements, the applicant will be invited for an interview before an NCARB committee. The interview will be conducted in English, without the assistance of a translator.

The purpose of the interview is to verify:

1. The applicant's responsibility over the development, management, and implementation of each submitted project;
2. The applicant's understanding of U.S. licensing and professional conduct requirements; and
3. The applicant's knowledge of U.S. building codes and laws.

After the interview the applicant will be notified of the committee's decision. A successful applicant will be granted an NCARB Certificate when all other requirements have been met. An unsuccessful applicant may elect to repeat the application process, including payment of all fees. If a candidate is found to be deficient in one or more areas of comprehensive practice, the committee may allow the applicant to take one or more relevant divisions of the ARE. A passing grade will be treated as remedying the deficiency in question.

CHAPTER 4 THE NCARB RECORD AND CERTIFICATION

Introduction	This chapter describes the NCARB Record, how the Record relates to NCARB certification, and how to obtain and maintain an NCARB Record.
Background	<p>Your complete NCARB Record consists of the application and all the properly executed reply forms completed by educational institutions, employers, references, and Member Boards. NCARB Records are confidential and furnished to NCARB Member Boards and foreign registration authorities only upon your request.</p> <p>Note: NCARB will not make your Record available to you.</p>
Significance of Certification	<p>By issuing to you its Certificate, NCARB recommends to all registration authorities that you be granted registration without further qualification. Substantially all Member Boards and Canadian provincial associations recognize the NCARB Certificate as conclusive evidence of your eligibility for registration.</p> <p>Important: NCARB certification does not constitute registration. It does not qualify you to practice architecture in any jurisdiction without being registered or licensed by that jurisdiction.</p>
Purpose of the NCARB Record	<p>An NCARB Record is required to be made eligible for the Architect Registration Examination. All boards accept the NCARB Record as documentation supporting your application for examination and registration. NCARB uses your NCARB Record to evaluate your eligibility for NCARB certification. After certification, your NCARB Record documents your ongoing professional experience.</p> <p>An NCARB Record is required for you to become certified. To maintain certification, you must keep both your NCARB Record and your NCARB Certificate current.</p>
Registration Requirement	<p>You must maintain at least one registration in good standing with an NCARB Member Board or a Canadian jurisdiction. If you fail to do so, your Certificate expires automatically.</p> <p>For more information on how to update and renew your NCARB Record and Certificate, refer to the topic “Renewal and Reactivation,” later in this chapter.</p>
Changes to NCARB Certification Standards	<p>NCARB standards for certification may only be changed by an absolute majority vote of the NCARB Member Boards. A change in standards becomes effective at the close of the Annual Meeting in late June of each year, and applies both to applications in process and new applications; however, an applicant for certification who has completed the Education Requirement or Training Requirement shall be treated as having satisfied that Requirement notwithstanding subsequent changes. If applicants whose applications were in process met all certification requirements that existed prior to the change, they will be eligible for certification.</p>
Application Process	<p>Apply online at http://www.ncarb.org/RecordApp/recordsvc/login.aspx. You will immediately receive a notification e-mail containing your NCARB Record number and instructions on the next steps in the process for establishing your NCARB Record.</p> <ul style="list-style-type: none">• <i>You must apply as an intern</i>, if you are pursuing initial licensure.• <i>You must apply as an architect</i>, if you are applying for NCARB certification and currently hold an active registration in an NCARB jurisdiction.• <i>You must apply as a foreign architect</i>, if you hold a foreign registration only.

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THE NCARB RECORD AND CERTIFICATION (CONTINUED)

- Record Compilation and Evaluation Process** Once NCARB has received all of the requested documentation from educational institutions, employers, references, and/or Member Boards, your Record will be evaluated by the NCARB Records directorate. You can review your Record status online through “My NCARB Record” at <https://www.ncarb.org/Recordsvc/Logon.asp>.
- *If you are an intern who has not completed IDP*, NCARB will send you an e-mail notification each time a transcript, Employment Verification Form, or professional reference is processed.
 - *If you are an intern who has completed IDP*, NCARB will inform you of your completion of IDP and will notify you of the steps to qualify for examination and/or registration in the jurisdiction of your choice.
 - *If you are an architect and do not meet the requirements for the Certificate*, NCARB will notify you of your deficiencies and will advise you on how to satisfy them.
 - *If you are an architect and meet the requirements for the Certificate*, you will be approved and notified of your Certificate number. NCARB will ask you to update your professional activity since the date of your application and pay the certification fee (if applicable).

TRANSMITTING RECORDS FOR RECIPROCITY ONLY

- Background** Member Boards are required to examine and maintain a record of the qualifications of each applicant for registration. To satisfy this requirement, a complete copy of your NCARB Record may be transmitted to a Member Board to support your application for reciprocal registration. Substantially all Member Boards accept the NCARB Record, and many Member Boards require the NCARB Certificate for reciprocal registration. Some Member Boards may accept a non-certified record transmitted by NCARB on behalf of an applicant applying for reciprocal registration. Transmittal of your Record in support of reciprocal registration will only be available for Record holders with an active NCARB Certificate or non-certified NCARB Record.
- Additional Requirements of Specific Jurisdictions** When you request transmittal of your NCARB Record to a Member Board or Canadian jurisdiction, NCARB will try to apprise you of any additional requirements that the jurisdiction imposes. However, you should contact that jurisdiction directly to confirm its requirements for registration.
- Transmittal Requirements** NCARB will send current and active NCARB Records to Member Boards or the registration authorities of foreign countries upon your request and upon payment of the transmittal fee.
- Transmittal Requests** Select “Request a Transmittal” online at “My NCARB Record” (<https://www.ncarb.org/Recordsvc/Logon.asp>) to access instructions on transmitting your NCARB Record to the Member Board of your choice. For reciprocal registration, you must hold an active NCARB Certificate to access this service. If you cannot access this online service or need assistance with your request, please contact customerservice@ncarb.org.

THE NCARB RECORD AND CERTIFICATION (CONTINUED)

RENEWAL AND REACTIVATION

**Renewal of
NCARB Certificate**

You must renew your NCARB Certificate annually by submitting the annual renewal fee and an annual report of professional activities during the preceding year. You must also maintain an active registration with an NCARB Member Board or Canadian jurisdiction.

Prior to your renewal date each year, NCARB sends you a statement indicating the renewal fee and includes an NCARB Annual Renewal Report. The fee and the report are due on or before the indicated Record expiration date. The Annual Renewal Report becomes part of your NCARB Record.

Note: All renewals and reactivations can be submitted online at “My NCARB Record.” Notify NCARB promptly of any change to your mailing address or e-mail address.

**Expiration of
NCARB Certificate**

Your Certificate will expire if you:

- fail to file the Annual Renewal Report;
- fail to pay the renewal fee;
- have not made payment (or have made invalid payment) for NCARB services performed; or
- failed to maintain active registration in a Member Board or Canadian jurisdiction.

**Reactivation of
NCARB Certificate**

To reactivate your NCARB Record or Certificate, select “Annual Renewals” online at “My NCARB Record,” pay all annual renewals and other fees that are in arrears, and pay a reactivation fee. You must also maintain an active registration with an NCARB Member Board or Canadian jurisdiction to reactivate your NCARB Certificate.

**Schedule
of Fees**

Refer to the NCARB Schedule of Fees at <http://www.ncarb.org/forms/fees.html> for additional information on services provided to NCARB Record holders.

HANDBOOK FOR INTERNS AND ARCHITECTS

CHAPTER 5**ARCHITECT REGISTRATION EXAMINATION****Description**

The content of the Architect Registration Examination (ARE) is based on the knowledge and skills required of a newly registered architect, practicing independently, to provide architectural services. The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety, and welfare.

To begin taking the ARE, an applicant shall have fulfilled all requirements for eligibility established by his or her jurisdiction and shall have enrolled in IDP by establishing a Council record. To pass the ARE, an applicant must achieve a passing grade on each division.

Five Year Rolling Clock

Effective January 1, 2006, and subject to certain conditions, a passing grade for any division of the ARE shall be valid for five years, after which time the division must be retaken unless all divisions have been passed.

The transitional rules are as follows:

- A. For applicants who have passed all divisions of the ARE by January 1, 2006, regardless of the time taken, such applicants will have passed the ARE.
- B. For applicants who have passed one or more but not all divisions of the ARE by January 1, 2006, such applicants will have five years to pass all remaining divisions. A passing grade for any remaining division shall be valid for five years, after which time the division must be retaken if the remaining divisions have not been passed. The five-year period shall commence after January 1, 2006, on the date when the first passed division is administered.
- C. For applicants who have passed no divisions of the ARE by January 1, 2006, such applicants shall be governed by the above five-year requirement. The five-year period shall commence on the date when the first passed division is administered.

Rolling Clock Extension

NCARB may allow a reasonable extension of such period in circumstances where completion of all divisions within such five-year period is prevented by the birth or adoption of a child, by a serious medical condition, by active duty in military service, or by other like causes. An applicant may request such an extension by submitting a timely written application and supporting documentation as prescribed by NCARB. Upon proper application NCARB will allow parents of newborn infants or newly adopted children a six-month extension to the end of such five-year period if the birth or adoption of their child occurs within such five-year period.

Transition to ARE 4.0

For the convenience of candidates, both ARE 3.1 and ARE 4.0 will be administered for the period July 1, 2008 to June 30, 2009.

Candidates who have passed some divisions, but have not passed all divisions of the ARE in accordance with applicable policies before July 1, 2009, shall thereafter be required to pass all remaining divisions of the ARE in accordance with the "ARE 4.0 Exam Equivalents."

More information regarding the ARE is provided in the *ARE Guidelines* and on the NCARB web site at <http://www.ncarb.org/are/index.html>.

ARCHITECT REGISTRATION EXAMINATION (CONTINUED)

**ARE 3.1 and Previous Examinations
(1954 - 30 June 2009)**

Exam Credits

The chart below shows transfer credits to the current (computer-based) ARE from previous NCARB examinations and the California Architect Licensing Examination (CALE).

Pre-Design is satisfied by one of the following:

- 1. Examination Syllabus C(1954-1975)
- 2. Professional Examination, Parts I and II.....(1973-1978)*
- 3. Professional Examination–Section B, Parts I and II.....(1979-1982)*
- 4. Division A of the ARE(1983-1996)
- 5. Section 7 of the CALE(1987-1989)

**If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination I or Qualifying Test A.*

General Structures is satisfied by one of the following:

- 1. Examination Syllabus G(1954-1975)
- 2. Equivalency Examination II(1973-1976)
- 3. Qualifying Test B(1977-1982)
- 4. Professional Examination, Part III.....(1973-1978)*
- 5. Professional Examination–Section B, Part III.....(1979-1982)*
- 6. Divisions D and F of the ARE(1983-1987)
- 7. Division D/F of the ARE.....(1988-1996)
- 8. Sections 1 and 3 of the CALE.....(1987-1988)
- 9. Section 1 of the CALE(1989)

**If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test B.*

Lateral Forces is satisfied by one of the following:

- 1. Examination Syllabus G(1965-1975)
- 2. Equivalency Examination II(1973-1976)
- 3. Qualifying Test B(1977-1982)
- 4. Professional Examination, Part III.....(1973-1978)*
- 5. Professional Examination–Section B, Part III.....(1978-1982)*
- 6. Division E of the ARE(1983-1996)
- 7. Section 2 of the CALE(1987-1989)

**If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test B.*

Mechanical & Electrical Systems is satisfied by one of the following:

- 1. Examination Syllabus I.....(1954-1975)
- 2. Equivalency Examination II(1973-1976)
- 3. Qualifying Test D.....(1977-1982)
- 4. Professional Examination, Part III.....(1973-1978)*
- 5. Professional Examination–Section B, Part III.....(1978-1982)*
- 6. Division G of the ARE.....(1983-1996)
- 7. Section 4 of the CALE(1987-1989)

**If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test D.*

For additional information on the transition from
ARE 3.1 to ARE 4.0,
please visit www.ncarb.org/are/40

HANDBOOK FOR INTERNS AND ARCHITECTS

ARCHITECT REGISTRATION EXAMINATION (CONTINUED)**ARE 3.1 and Previous Examinations
(1954 - 30 June 2009)**

Building Design / Materials & Methods is satisfied by one of the following:

1. Examination Syllabus F.....(1954-1975)
2. Equivalency Examination II(1974-1976)
3. Qualifying Test C.....(1978-1982)
4. Professional Examination, Part III.....(1973-1977)*
5. Professional Examination–Section B, Part III.....(1978-1982)*
6. Division H of the ARE(1983-1996)
7. Section 5 of the CALE.....(1987-1989)
8. Materials & Methods division of the ARE(1997-2004)

**If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test C.*

Construction Documents & Services is satisfied by one of the following:

1. Examination Syllabus H.....(1954-1975)
2. Professional Examination, Part IV(1973-1977)
3. Professional Examination–Section B, Part IV.....(1978-1982)
4. Division I of the ARE(1983-1996)
5. Section 6 of the CALE.....(1987-1989)

Site Planning is satisfied by one of the following**:

1. Examination Syllabus D.....(1954-1975)
2. Equivalency Examination III.....(1973-1976)
3. Qualifying Test E, F(1977-1978)
4. Professional Examination–Section A(1979-1982)
5. Division B of the ARE(1983-1987)
6. Division B (Written and Graphic) of the ARE.....(1988-1996)
7. Section 8 of the CALE.....(1987-1989)

***If you hold a professional degree from a NAAB-accredited or CACB-accredited or certified program, and you passed the Professional Examination between December 1973 and December 1977, and you were registered on or before March 1, 1978, you need not have passed examinations in Site Planning.*

Building Planning and Building Technology are satisfied by one of the following**:

1. Examination Syllabus E.....(1954-1975)
2. Equivalency Examination III.....(1973-1976)
3. Qualifying Test E, F(1977-1978)
4. Professional Examination–Section A(1979-1982)
5. Division C of the ARE.....(1983-1996)
6. Section 9 of the CALE.....(1987-1989)

***If you hold a professional degree from a NAAB-accredited or CACB-accredited or certified program, and you passed the Professional Examination between December 1973 and December 1977, and you were registered on or before March 1, 1978, you need not have passed examinations in Building Planning and Building Technology.*

For additional information on the transition from
ARE 3.1 to ARE 4.0,
please visit www.ncarb.org/are/40

ARCHITECT REGISTRATION EXAMINATION (CONTINUED)**ARE 4.0**
(effective 1 July 2008)

ARE 4.0 Exam Equivalents (effective July 1, 2008) Candidates who have passed some divisions but have not passed all divisions of the Architect Registration Examination in accordance with applicable policies before July 1, 2009, shall thereafter be required to pass all remaining divisions of the ARE in accordance with the ARE 4.0 Exam Equivalents identified below.

Programming Planning & Practice (ARE 4.0) is satisfied by successfully completing one examination in each of the following TWO groups:

Group 1:

- | | |
|---|--------------------------|
| 1. Pre-Design | (1997-2009) |
| 2. Division A of the ARE | (1983-1996) |
| 3. Professional Examination—Section B, Parts I and II | (1979-1982) ¹ |
| 4. Professional Examination Parts I and II | (1973-1978) ¹ |
| 5. Examination Syllabus C | (1954-1975) |
| 6. Section 7 of the CALE | (1987-1989) |

Group 2:

- | | |
|--|--------------------------|
| 1. Site Planning | (1997-2009) ⁵ |
| 2. Division B (Written and Graphic) of the ARE | (1988-1996) |
| 3. Division B of the ARE | (1983-1987) |
| 4. Professional Examination—Section A | (1979-1982) |
| 5. Qualifying Test E and F | (1977-1978) |
| 6. Equivalency Examination III | (1973-1976) |
| 7. Examination Syllabus D | (1954-1975) |
| 8. Section 8 of the CALE | (1987-1989) |

Site Planning & Design (ARE 4.0) is satisfied by successfully completing one of the following:

- | | |
|--|--------------------------|
| 1. Site Planning | (1997-2009) ⁵ |
| 2. Division B (Written and Graphic) of the ARE | (1988-1996) |
| 3. Division B of the ARE | (1983-1987) |
| 4. Professional Examination—Section A | (1979-1982) |
| 5. Qualifying Test E and F | (1977-1978) |
| 6. Equivalency Examination III | (1973-1976) |
| 7. Examination Syllabus D | (1954-1975) |
| 8. Section 8 of the CALE | (1987-1989) |

For additional information on the transition from
ARE 3.1 to ARE 4.0,
please visit www.ncarb.org/are/40

HANDBOOK FOR INTERNS AND ARCHITECTS

ARCHITECT REGISTRATION EXAMINATION (CONTINUED)**ARE 4.0**
(effective 1 July 2008)

Building Design & Construction Systems (ARE 4.0) is satisfied by successfully completing one examination in each of the following TWO groups:

Group 1:

- | | |
|---|--------------------------|
| 1. Building Design/Materials & Methods | (1997-2009) |
| 2. Division H of the ARE | (1983-1996) |
| 3. Professional Examination–Section B, Part III | (1978-1982) ² |
| 4. Qualifying Test C | (1978-1982) |
| 5. Professional Examination Part III | (1973-1977) ² |
| 6. Equivalency Examination II | (1974-1976) |
| 7. Examination Syllabus F | (1954-1975) |
| 8. Section 5 of the CALE | (1987-1989) |

Group 2:

- | | |
|---------------------------------------|--------------------------|
| 1. Building Technology | (1997-2009) ⁶ |
| 2. Division C of the ARE | (1983-1996) |
| 3. Professional Examination–Section A | (1979-1982) |
| 4. Qualifying Test E and F | (1977-1978) |
| 5. Equivalency Examination III | (1973-1976) |
| 6. Examination Syllabus E | (1954-1975) |
| 7. Section 9 of the CALE | (1987-1989) |

Schematic Design (ARE 4.0) is satisfied by successfully completing one of the following:

- | | |
|---------------------------------------|--------------------------|
| 1. Building Planning | (1997-2009) ⁶ |
| 2. Division C of the ARE | (1983-1996) |
| 3. Professional Examination–Section A | (1979-1982) |
| 4. Qualifying Test E and F | (1977-1978) |
| 5. Equivalency Examination III | (1973-1976) |
| 6. Examination Syllabus E | (1954-1975) |
| 7. Section 9 of the CALE | (1987-1989) |

For additional information on the transition from
ARE 3.1 to ARE 4.0,
please visit www.ncarb.org/are/40

ARCHITECT REGISTRATION EXAMINATION (CONTINUED)**ARE 4.0**
(effective 1 July 2008)

Structural Systems (ARE 4.0) is satisfied by successfully completing one examination in each of the following THREE groups:

Group 1:

- | | |
|---|--------------------------|
| 1. General Structures | (1997-2009) |
| 2. Division D/F of the ARE | (1988-1996) |
| 3. Divisions D and F of the ARE | (1983-1987) |
| 4. Professional Examination—Section B, Part III | (1979-1982) ³ |
| 5. Qualifying Test B | (1977-1982) |
| 6. Professional Examination Part III | (1973-1978) ³ |
| 7. Equivalency Examination II | (1973-1976) |
| 8. Examination Syllabus G | (1954-1975) |
| 9. Section 1 of the CALE | (1989) |
| 10. Sections 1 and 3 of the CALE | (1987-1988) |

Group 2:

- | | |
|---|--------------------------|
| 1. Lateral Forces | (1997-2009) |
| 2. Division E of the ARE | (1983-1996) |
| 3. Professional Examination—Section B, Part III | (1978-1982) ³ |
| 4. Qualifying Test B | (1977-1982) |
| 5. Professional Examination Part III | (1973-1978) ³ |
| 6. Equivalency Examination II | (1973-1976) |
| 7. Examination Syllabus G | (1965-1975) |
| 8. Section 2 of the CALE | (1987-1989) |

Group 3:

- | | |
|---------------------------------------|--------------------------|
| 1. Building Technology | (1997-2009) ⁶ |
| 2. Division C of the ARE | (1983-1996) |
| 3. Professional Examination—Section A | (1979-1982) |
| 4. Qualifying Test E and F | (1977-1978) |
| 5. Equivalency Examination III | (1973-1976) |
| 6. Examination Syllabus E | (1954-1975) |
| 7. Section 9 of the CALE | (1987-1989) |

Building Systems (ARE 4.0) is satisfied by successfully completing one examination in each of the following TWO groups:

Group 1:

- | | |
|---|--------------------------|
| 1. Mechanical & Electrical Systems | (1997-2009) |
| 2. Division G of the ARE | (1983-1996) |
| 3. Professional Examination—Section B, Part III | (1978-1982) ⁴ |
| 4. Qualifying Test D | (1977-1982) |
| 5. Professional Examination Part III | (1973-1978) ⁴ |
| 6. Equivalency Examination II | (1973-1976) |
| 7. Examination Syllabus I | (1954-1975) |
| 8. Section 4 of the CALE | (1987-1989) |

Group 2:

- | | |
|---------------------------------------|--------------------------|
| 1. Building Technology | (1997-2009) ⁶ |
| 2. Division C of the ARE | (1983-1996) |
| 3. Professional Examination—Section A | (1979-1982) |
| 4. Qualifying Test E and F | (1977-1978) |
| 5. Equivalency Examination III | (1973-1976) |
| 6. Examination Syllabus E | (1954-1975) |
| 7. Section 9 of the CALE | (1987-1989) |

Construction Documents & Services (ARE 4.0) is satisfied by successfully completing one examination in each of the following TWO groups:

Group 1:

- | | |
|--|-------------|
| 1. Construction Documents & Services –
<i>ARE 3.1 and prior computer-based versions</i> | (1997-2009) |
| 2. Division I of the ARE | (1983-1996) |
| 3. Professional Examination–Section B, Part IV | (1978-1982) |
| 4. Professional Examination Part IV | (1973-1977) |
| 5. Examination Syllabus H | (1954-1975) |
| 6. Section 6 of the CALE | (1987-1989) |

Group 2:

- | | |
|---------------------------------------|--------------------------|
| 1. Building Technology | (1997-2009) ⁶ |
| 2. Division C of the ARE | (1983-1996) |
| 3. Professional Examination–Section A | (1979-1982) |
| 4. Qualifying Test E and F | (1977-1978) |
| 5. Equivalency Examination III | (1973-1976) |
| 6. Examination Syllabus E | (1954-1975) |
| 7. Section 9 of the CALE | (1987-1989) |

- ¹ *If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination I or Qualifying Test A.*
- ² *If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test C.*
- ³ *If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test B.*
- ⁴ *If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test D.*
- ⁵ *If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1977, and you were registered on or before March 1, 1978, you need not have passed examinations in Site Planning.*
- ⁶ *If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1977, and you were registered on or before March 1, 1978, you need not have passed examinations in Building Planning and Building Technology.*

For additional information on the transition from
ARE 3.1 to ARE 4.0,
please visit www.ncarb.org/are/40

CHAPTER 6

REVOCAION AND REINSTATEMENT OF YOUR CERTIFICATE

Revoking a Certificate

NCARB will revoke your Certificate if:

- a Member Board has revoked (without limitation to time) your registration for a cause other than non-payment of renewal fees or failure to file information with the Member Board; or
- facts are subsequently revealed that show you were actually ineligible for the Certificate at the time of certification.

NCARB may revoke your Certificate if:

- a Member Board or a court makes a finding, not reversed on appeal, that you have, in the conduct of your architectural practice, violated the law, or have engaged in conduct involving wanton disregard for the rights of others, or
- you have surrendered or allowed your registration to lapse in connection with pending or threatened disciplinary action; or
- a Member Board has denied you registration for a cause other than the failure to comply with the educational, training, age, residency, or other technical qualifications for registration in that jurisdiction; or
- you have willfully misstated a material fact in a formal submission to NCARB.

Reinstating the Certificate

NCARB may reinstate a previously revoked Certificate if the cause of the revocation has been removed, corrected, or otherwise remedied. An applicant for reinstatement must meet eligibility standards for certification in effect at the time of reinstatement and pay all outstanding fees.

HANDBOOK FOR INTERNS AND ARCHITECTS

CHAPTER 7**PROFESSIONAL DEVELOPMENT PROGRAM AND MONOGRAPHS****Description**

The Professional Development Program (PDP) monographs are developed and administered by NCARB. Monographs are accepted by most Member Boards that require registered architects to demonstrate continuing professional competency.

Purpose

Many jurisdictions currently require evidence of continuing education as a condition for renewal of registration. Other jurisdictions have enabling legislation in place and may soon enact regulations. The monographs satisfy the registration requirements of most Member Boards for demonstration of continuing professional competency related to public health, safety, and welfare issues. NCARB's monographs are a cost-effective method of meeting these requirements. Current NCARB Record holders receive a significant reduction in the regular price of each monograph.

Participation

Any person who wishes to further his/her professional development or satisfy a jurisdiction's continuing education requirement for maintaining his/her registration is encouraged to utilize monographs as a resource.

- Visit NCARB's web site at <http://www.ncarb.org/publications/pdpmonographs.html> to select a monograph and place your order.
- After reading the monograph, complete the online quiz on the subject of the monograph. You will immediately find out your results and can print the certificate of completion if you have passed the quiz.
- Monograph quizzes may also be completed in paper and pencil format. Return only the answer sheet to NCARB for grading. NCARB will return a pass or fail report to you.

Reporting

If you pass the quiz, NCARB issues an acknowledgment of Professional Development Units awarded according to the value of credits designated for each monograph. You may send a copy of the certificate to your Member Board as evidence of satisfying its requirements.

NCARB will report your passing score to the American Institute of Architects at no additional cost.

It is your responsibility to determine the continuing education requirements of the jurisdiction(s) in which you are registered to ensure compliance with those requirements.

Additional Fees

If you fail a monograph quiz, you will be allowed one free retest. Subsequent retests cost \$25 each.

If you lose your acknowledgment of completion, a duplicate can be sent to you for \$10 each.

The entire list of available monographs is available at
www.ncarb.org/publications/pdpmonographs.html.

