

N C A R B

HANDBOOK  
FOR INTERNS  
AND  
ARCHITECTS

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**NCARB Mission**

The National Council of Architectural Registration Boards protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects.

**Core Values**

NCARB believes in:

- **Integrity** – Honest, impartial, and well-reasoned action.
- **Accountability** – Consistent, equitable, and responsible performance.
- **Transparency** – Clear and accessible rules, policies, procedures, governance, and communication.
- **Collaboration** – Working together toward common goals.
- **Leadership** – Proactive, creative thinking, and decisive actions.
- **Excellence** – Professional, expert, courteous, respectful, and responsive service.

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.

*2010-2011 Handbook for Interns and Architects*

National Council of Architectural Registration Boards

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# 2010-2011 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<sup>®</sup>, 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 [Education Guidelines](#));
- 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 Requirement

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 program, 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 a combination of education and/or comprehensive architectural experience satisfies all of his/her education deficiencies with respect to the [NCARB Education Standard](#) set forth in the [Education Guidelines](#). The required years are:
  - Six years for architects who hold a pre-professional degree in architecture awarded by a U.S.-regionally accredited institution or the Canadian equivalent, or
  - Eight years for architects who hold any other baccalaureate or higher degree, or
  - Ten years for architects who do not hold a post-secondary baccalaureate or higher degree.
- 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 Standard](#). The [NCARB Education Standard](#) and the NCARB Broadly Experienced Architect program are described in the [Education Guidelines](#), which may be revised from time to time by NCARB.

## 3. Training Requirement

You must have completed the [Intern Development Program \(IDP\)](#). The IDP ensures exposure to the diverse areas of the practice of architecture. The IDP objectives are to:

- Facilitate the transition from education to professional practice,
- Provide a validated list of experience areas essential for the competent, comprehensive practice of architecture,
- Provide a uniform system for documentation and periodic assessment of progress, and
- Identify alternative means of acquiring experience to supplement on-the-job opportunities.

To begin participation in the IDP, an applicant shall have established an [NCARB Record](#) and met all requirements for eligibility listed in the [IDP Guidelines](#), which may be revised from time to time by NCARB.

The [IDP Guidelines](#) describes the specific training requirements including eligibility to begin participation in the IDP, work settings, training categories, training areas, training hour minimums and maximums, timely reporting and verification of training experiences, and the like.

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

**Alternative to the IDP**

In lieu of completing the IDP, NCARB will accept either of the following:

- 1) Registration by an NCARB Member Board for at least five consecutive years together with a certification by the applicant that his or her experience as a registered architect met the intent of the IDP in each of the training areas, and verification by one or more other architects that the applicant obtained such experience. This alternative shall not apply to applicants initially registered after January 1, 2011.
- 2) Satisfactory completion of the Canadian Intern Architect Program.

**4. Examination Requirement**

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.

## HANDBOOK FOR INTERNS AND ARCHITECTS

**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 Requirement** 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 Requirement** 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 of NCARB Requirements for Certification of U.S. Architects (see page 3).
- 4. Examination Requirement** 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 the [IDP Guidelines](#).
- 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 the [IDP Guidelines](#).
- 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 may apply for NCARB certification through the [Broadly Experienced Foreign Architect \(BEFA\)](#) program 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 program 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.

**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 <https://app.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 program, 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.

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## CHAPTER 4 THE NCARB RECORD AND CERTIFICATION

<b>Introduction</b>	This chapter describes the <a href="#">NCARB Record</a> , how the Record relates to NCARB certification, and how to obtain and maintain an <a href="#">NCARB Record</a> .
<b>Background</b>	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. <b>Note:</b> NCARB will not make your Record available to you.
<b>Significance of Certification</b>	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. <b>Important:</b> 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.
<b>Purpose of the NCARB Record</b>	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. 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.
<b>Registration Requirement</b>	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. 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.
<b>Changes to NCARB Certification Requirements</b>	NCARB requirements for certification as set forth in this <i>Handbook</i> may only be changed by an absolute majority vote of the NCARB Member Boards. Such change becomes effective July 1, following the close of the Annual Meeting and applies both to applications for certification in process and new applications. If applicants whose applications were in process met all certification requirements that existed prior to the change, they will be eligible for certification.
<b>Changes to NCARB Education Standard and the IDP</b>	A change in the <a href="#">NCARB Education Standard</a> or the IDP becomes effective on the date of the change as described in a notice given to all Member Boards, at which time such change shall also be posted on NCARB’s web site. The effective date shall be a minimum of 60 days after the date of such notice. Any change in the <a href="#">NCARB Education Standard</a> and the IDP applies both to Records in process and new Records. An existing Record holder who has satisfied the <a href="#">NCARB Education Standard</a> and/or the IDP prior to the effective date of the change shall be treated as having satisfied either or both.

## HANDBOOK FOR INTERNS AND ARCHITECTS

**THE NCARB RECORD AND CERTIFICATION (CONTINUED)**

- Application Process** Apply online at <https://app.ncarb.org/RecordApp/recordsvc/login.aspx>. You will immediately receive an e-mail notification containing your NCARB Record number and instructions on the next steps in the process.
- If you are pursuing initial licensure, *you must apply as an intern.*
  - If you are applying for NCARB certification and currently hold an active registration in a U.S. or Canadian jurisdiction, *you must apply as an architect.*
  - If you hold a foreign registration only and wish to be considered for the Broadly Experienced Foreign Architect (BEFA) program, *you must apply as a foreign architect.* Please review the requirements of the BEFA before applying at <http://www.ncarb.org/befa>
- \* Please note: If you have applied for an NCARB Record in the past, please do not reapply. You should reactivate your existing Record by logging into your NCARB Record online at <https://app.ncarb.org/recordsvc/logon.asp> and selecting the Annual Renewal option.

- 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://app.ncarb.org/recordsvc/logon.asp>.
- *If you are an intern who has not completed IDP*, your status will be identified through your online Record and in the electronic Experience Verification Reporting (e-EVR) system.
  - *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. Certain jurisdictions may accept a non-certified Record in support of your application for reciprocal licensure. Please review the Member Board registration requirements at <http://www.ncarb.org/Reg-Board-Requirements.aspx> to determine the specific requirements for reciprocal registration in any jurisdiction.
  - *If you are an architect and meet the requirements for the Certificate*, you will be approved and notified of your Certificate number. NCARB may ask you to update your professional activity since the date of your application and pay any remaining fee(s) prior to certification.

**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.

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### **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 with whom NCARB has agreements for the licensing of U.S. architects upon your request and upon payment of the transmittal fee.

### **Transmittal Requests**

Select “Request a Transmittal” online at “My NCARB Record” (<https://app.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](mailto:customerservice@ncarb.org).

## **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.

### **NCARB Fees**

Refer to the NCARB Schedule of Fees at <http://www.ncarb.org/Getting-an-Initial-license/NCARB-Fees.aspx> 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 remaining division is passed. Any division passed prior to January 1, 2006 shall no longer remain valid if all remaining divisions have not been passed by July 1, 2014.
- 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.
- D. Effective January 1, 2011 and thereafter, the authorization to test of any applicant shall terminate unless the applicant has passed or failed a division of the ARE within a period of five years. This includes the five-year period prior to January 1, 2011. Any applicant whose authorization is so terminated must establish a new eligibility under the then current procedures of a Member Board.

**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.

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## ARCHITECT REGISTRATION EXAMINATION (CONTINUED)

**ARE 4.0 Exam Equivalents** 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) <sup>1</sup>
4. Professional Examination Parts I and II (1973-1978) <sup>1</sup>
5. Examination Syllabus C (1954-1975)
6. Section 7 of the CALE (1987-1989)

**Group 2:**

1. Site Planning (1997-2009) <sup>5</sup>
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) <sup>5</sup>
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)

## HANDBOOK FOR INTERNS AND ARCHITECTS

**ARCHITECT REGISTRATION EXAMINATION (CONTINUED)**

**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) <sup>2</sup> |
| 4. Qualifying Test C                            | (1978-1982)              |
| 5. Professional Examination Part III            | (1973-1977) <sup>2</sup> |
| 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) <sup>6</sup> |
| 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) <sup>6</sup> |
| 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)              |

**ARCHITECT REGISTRATION EXAMINATION (CONTINUED)**

**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) <sup>3</sup> |
| 5. Qualifying Test B                            | (1977-1982)              |
| 6. Professional Examination Part III            | (1973-1978) <sup>3</sup> |
| 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) <sup>3</sup> |
| 4. Qualifying Test B                            | (1977-1982)              |
| 5. Professional Examination Part III            | (1973-1978) <sup>3</sup> |
| 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) <sup>6</sup> |
| 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) <sup>4</sup> |
| 4. Qualifying Test D                            | (1977-1982)              |
| 5. Professional Examination Part III            | (1973-1978) <sup>4</sup> |
| 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) <sup>6</sup> |
| 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)              |

## HANDBOOK FOR INTERNS AND ARCHITECTS

**ARCHITECT REGISTRATION EXAMINATION (CONTINUED)**

**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 –<br><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) <sup>6</sup> |
| 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)              |

<sup>1</sup> *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.*

<sup>2</sup> *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.*

<sup>3</sup> *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.*

<sup>4</sup> *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.*

<sup>5</sup> *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.*

<sup>6</sup> *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/ARE-overview/Transition-from-ARE31-to-ARE40.aspx](http://www.ncarb.org/ARE/ARE-overview/Transition-from-ARE31-to-ARE40.aspx)

**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 a 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.