NCARB

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CERTIFICATION GUIDELINES

JULY 2012

INTRODUCTION: **ABOUT NCARB**

The National Council of Architectural Registration Boards, a non-profit organization, is a federation of the architectural licensing boards in each of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. These 54 boards constitute NCARB's membership.

NCARB serves to protect 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. NCARB is responsible for establishing, interpreting, and enforcing national standards for architectural licensure.

The U.S. Constitution establishes that individual states or jurisdictions maintain the actual power to regulate the practice of architecture, including the registration of architects. Each of NCARB's 54 Member Boards has instituted a set of registration requirements that, when satisfied, results in the granting of a license to practice architecture within their jurisdiction.

The term "licensure" is often used to denote the actual issuance and maintenance of an architectural license. Since licensure is part of the registration process, this document will primarily use the terms "registration" and "registered" in lieu of "licensure" and "licensed."

NCARB Mission

The National Council of Architectural Registration Boards (NCARB) 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

The National Council of Architectural Registration Boards believes in:

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

INTRODUCTION: **NCARB SERVICES**

NCARB serves a variety of roles in the licensure process, including the development and administration of the Intern Development Program (IDP), the Architect Registration Examination® (ARE®), and NCARB certification, which facilitates reciprocal registration. With millions of digital images in its holdings—official transcripts, verified employment records, examination scores, and more—NCARB is also the official custodian of secure and confidential records for thousands of interns, architects, and registration boards. These records are housed, managed, and evaluated by NCARB and then, at various points in the licensure process, can be transmitted to the registration boards of an individual's choosing. NCARB Services include:

For Students

- Supports educators in providing accurate information on the licensure process.
- Supports the American Institute of Architecture Students (AIAS) in its mission to promote excellence in architectural education, training, and practice.
- Provides funding for new curriculum initiatives that integrate practice and education.
- Engages AIAS on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the National Architectural Accrediting Board (NAAB) in the development of standards for accredited architectural education.
- Visits schools and AIAS chapters across the country to promote the value of licensure and benefits of NCARB certification.
- Supports the IDP Coordinator Program

For Interns

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to assist their path to licensure.
- Develops and administers the IDP.
- Develops and administers the ARE.
- Creates tools to assist interns in completing the internship and examination process.
- Compiles, evaluates, and transmits an intern's Record in support of examination or initial registration.
- Visits AIA chapters and firms across the country to promote the values of licensure and the benefits of NCARB certification.
- Engages interns on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the IDP Coordinator Program.

For Architects

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to support their career path.
- Develops and recommends national standards for registration to its Member Boards to facilitate reciprocity between jurisdictions.
- Grants an NCARB Certificate to architects who meet the national standards outlined in this guideline.
- Maintains an architect's Record in a condition suitable for transmittal to a jurisdiction.
- Transmits an architect's NCARB Record or Certificate to a jurisdiction in support of reciprocal registration.
- Visits AIA chapters and firms across the country to promote the importance of licensure and the benefits of NCARB certification.

For Registration Boards

- Stores secure, confidential, and comprehensive records on NCARB Certificate holders and NCARB Record holders.
- Develops and recommends Model Law and Model Regulations for registration boards to adopt to facilitate reciprocal registration and help registration boards protect the health, safety, and welfare of the public.
- Develops, administers, and maintains programs to satisfy education, experience, and examination requirements.
- Represents the interests of Member Boards before public and private agencies.
- Produces resources for interns and architects on the registration process.
- Partners with Member Boards across the country to promote the importance of licensure and the benefits of NCARB certification.

INTRODUCTION: **REGISTRATION (LICENSURE)**

Architects are responsible for protecting the health, safety, and welfare of the people who live or work in the buildings and environments they create. You are not an architect without a license. You must be licensed by a jurisdiction in order to practice architecture within that jurisdiction. While it is possible to work within the profession without having a license, you may not practice architecture or call yourself an architect without a license. Licensure signifies to the public that you have completed the education, experience, and examination necessary to practice architecture independently.

Education

Most U.S. jurisdictions require a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or a professional degree in architecture from a Canadian program accredited by the Canadian Architectural Certification Board (CACB) to satisfy their education requirement.

For a list of NAAB-accredited programs, go to http://naab.org/architecture_programs/.

Some jurisdictions may accept education alternatives. For a guide to alternatives to the education requirement, refer to the *NCARB Education Standard* included in the *Education Guidelines* at www.ncarb.org.

Experience

All jurisdictions require a structured internship with direct supervision by a registered architect for some period of time. Most U.S. jurisdictions have adopted the IDP as their experience requirement for initial registration. Compare the IDP with any additional experience requirement your registration board may require. Where differences exist, you must first comply with your jurisdiction's requirement; however, completion of the IDP facilitates certification and future registration in other jurisdictions.

For more information concerning the IDP, refer to the *IDP Guidelines* available at www.ncarb.org

Examination

Every U.S. jurisdiction requires interns to pass the ARE to satisfy its examination requirement.

The ARE is a practice-based exam administered on a year-round basis that covers:

- Programming, Planning & Practice
- Site Planning & Design
- Building Design & Construction Systems
- Schematic Design
- Structural Systems
- Building Systems
- Construction Documents & Services

The content of the ARE is based on the knowledge and skills required of a recently licensed 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.

For more information concerning the ARE, refer to the *ARE Guidelines*, available at www.ncarb.org.

Registration Requirements are set by Jurisdictions

The 54 architectural registration boards, which are members of NCARB, have the legal authority to establish licensure requirements, enforce licensure laws and regulations, and respond to complaints of unlicensed or unethical practice.

Each registration board determines its own education, experience, and examination requirements for initial and reciprocal registration in its jurisdiction. Most jurisdictions have adopted the standards specified in NCARB's *Legislative Guidelines and Model Law/Model Regulations*

For an overview of each jurisdiction's registration requirements go to the www.ncarb. org/Reg-Board-Requirements. Since each jurisdiction may change its rules, statutes, and regulations at any time, it is always advisable to check with the individual board to verify registration and practice requirements.

INTRODUCTION: **NCARB CERTIFICATION**

Many architects choose to seek NCARB certification following initial licensure. The NCARB Certificate facilitates reciprocal registration among all 54 NCARB Member Boards, and 11 Canadian provincial associations. The NCARB Certificate signifies that you have met the national standards established by the registration boards.

To qualify for NCARB certification, you must satisfy all of the requirements for certification outlined in this document. Requirements include; good character; satisfaction of NCARB's education, experience, and examination requirements; and a current registration to practice architecture issued by an NCARB Member Board.

While NCARB certification facilitates reciprocity, it does not provide you the privilege to practice architecture. You must be registered in each jurisdiction before you are permitted to seek work or are qualified to practice architecture. In some jurisdictions the NCARB Certificate allows the benefit of soliciting work or participating in a design competition prior to licensure. Refer to the Registration Board Licensing Requirements page on www. ncarb.org ☑.

Benefits of the NCARB Certificate

- **PRESTIGIOUS CREDENTIAL** – By obtaining and maintaining the NCARB Certificate, an individual has demonstrated that he/she has met the established standards for certification. An architect who has an active NCARB Certificate may use the letters "NCARB" after his/her name.

- **RECIPROCITY** – The NCARB Certificate makes it easier to obtain reciprocal registration in other jurisdictions. In fact, many registration boards require the NCARB Certificate for reciprocal registration. Most NCARB Member Boards accept the NCARB Certificate as a primary method to support reciprocal registration.

- **MOBILITY** – The NCARB Certificate gives you the mobility to seek work wherever it is. Even if your work interests center solely on projects within the jurisdiction where you are licensed, with an NCARB Certificate you are prepared to meet your clients' needs as they move or expand across state lines.

- **COMPETITIVE EDGE** – Many architectural firms consider certification an important factor in hiring and promotion because they know that an architect with an NCARB Certificate provides the firm with greater flexibility when pursuing opportunities and expanding its practice. Additionally, some jurisdictions allow the benefit of soliciting work or participating in a design competition prior to licensure if you hold an NCARB Certificate.

- **SECURITY** – Your records are maintained on a secure server and are ready when you are, eliminating the need to worry about misplaced records or obtaining necessary verifications from a previous employer who may no longer be in business.

Save Money

Interns can save money just by keeping their NCARB Record active while they complete the steps for licensure. If you have a professional degree from a NAAB-accredited program and have completed the IDP, you'll meet the requirements for NCARB certification when you pass the ARE and receive your initial license.

The cost to keep your NCARB Record active while you pursue your initial license is just $75 a year.

If you maintain an active Record in good standing, the application fee for NCARB certification ($1,500) will be waived and you will receive a 50 percent discount on Certificate renewals for the first three years of service.

STEPS TO CERTIFICATION

1. Establish Your NCARB Record

To create your NCARB Record, go to the "My NCARB" section on www.ncarb.org, and click on "create new account." Once you have established your account, add the NCARB Record service. If you are interrupted in process or need additional information to complete the application, you can save it and return later to complete it. **In order to receive your NCARB Record number, you must complete the application and submit payment.** Once you click "Submit," you will receive two e-mails. The first will confirm receipt of your payment. The second will assign your NCARB Record number and provide further instructions.

- If you are pursuing initial registration in a U.S. jurisdiction, you must apply as an intern. Please refer to the *IDP Guidelines* 📄 for more information on the requirements.

- 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 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 Program and complete the BEFA Eligibility Verification Form before submitting your application. You can review the BEFA requirements in Section 5 of this document and at http://www.ncarb.org/befa 🔗.

- If you hold a foreign registration and do not qualify for the BEFA Program, or wish to pursue an initial license through completion of the IDP and the ARE, you must apply as an intern. In this case, please refer to the *IDP Guidelines* 📄 for more information on the related process and requirements.

MAINTAINING YOUR NCARB RECORD

You must maintain an active Record to maintain an active NCARB Certificate. You must renew your NCARB Record annually by completing an annual renewal form and submitting a fee.

All renewals and reactivations can be submitted online through "My NCARB." Notify NCARB promptly of any change to your mailing and e-mail address or update your account through "My NCARB."

Monitor your NCARB Record status online through "My NCARB." This will allow you to make sure processes are taking place in a timely manner.

NCARB FEES

Please refer to the NCARB schedule of fees at http://www.ncarb.org/Getting-an-Initial-license/NCARB-Fees.aspx 🔗 for establishing and maintaining your NCARB Record. All fees are subject to change, and are non-refundable unless otherwise noted.

Your NCARB Record

Throughout your career, your Record becomes a detailed, verified record of your education, experience, and examination used to establish qualification for licensure and certification. Your NCARB Record is confidential and maintained on a secure server. The contents may only be discussed with the Record holder directly or provided to the registration board identified by the Record holder.

Establishing a Record is essential for documenting the IDP and accessing the ARE. Your NCARB Record gives you access to the online reporting system for the timely and accurate reporting of IDP experience. It is also the first step for those seeking eligibility to take the ARE, or for foreign-educated applicants who are having their education evaluated through the Education Evaluation Services for Architects (EESA).

Notes:

- If you have applied for an NCARB Record in the past, please do not reapply. You should reactivate your existing Record by going to "My NCARB" online (https://my.ncarb.org/Login 🔗) and selecting the Annual Renewal option.
- NCARB will provide you with a summary of your NCARB Record, but will not make the individual documents that comprise your Record available to you. The documents submitted to NCARB are authenticated though our evaluation processes, and these verified documents will only be released to a registration board in support of licensure.

STEPS TO CERTIFICATION

2. Documentation

As a registered architect establishing your NCARB Record for the purpose of applying for an NCARB Certificate, you must document the following:

EDUCATION

You must document completion of a professional degree in architecture from a NAAB-accredited program to satisfy the education requirement for NCARB certification by requesting that an official copy of your final transcript(s) be delivered directly from the school(s) to NCARB.

Download and mail the transcript request forms 🔗 and any associated fee to your school(s). NCARB will only accept official transcripts submitted by the school.

If you do not hold a professional degree in architecture, refer to the Alternative to the Education Requirement in Section 2.2 of this document.

EXPERIENCE

You must document completion of the Intern Development Program (IDP) to satisfy the experience requirement for NCARB certification. The *IDP Guidelines* 🔗 describe the specific experience requirements including experience settings, categories, areas, and experience hour minimums and maximums. The online reporting system allows you to document your experience directly in your NCARB Record through "My NCARB."

If you are unable to complete the IDP, you may refer to the Alternative to the Experience Requirement in Section 2.3 of this document.

EXAMINATION

You must have completed the ARE, or its then-current predecessor (see Appendix C) to satisfy the examination requirement for NCARB certification. NCARB will request an official examination history report from the registration board where you were initially licensed.

REGISTRATION

You must hold an active registration in good standing in a U.S. or Canadian jurisdiction. NCARB will request an official history report from the registration board where you were initially licensed.

Some boards charge a fee to process an examination history report and official registration. If this fee is required, NCARB will notify you. You are responsible for any external fees required to retrieve the supporting documents needed for the certification process.

If you established your NCARB Record as an intern, please notify NCARB when you receive your initial registration in order to proceed with certification. This can be accomplished through the online Record renewal process or by contacting NCARB customer service.

3. Evaluation

Once NCARB has received all of the requested documentation from educational institutions, employers, references, and/or registration boards, your Record will be evaluated. You can review your Record status online through "My NCARB" at https://my.ncarb.org/Login 🔗.

- If you are an architect and meet the requirements for the Certificate, you will be approved and notified of your Certificate number. You will be required to update your professional activity since the date of your application and pay any remaining fee(s) prior to certification.

- If you are an architect and do not meet the requirements for the Certificate, NCARB will notify you of any 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 individual board registration requirements at http://www.ncarb.org/Getting-an-Initial-License/ Registration-BoardRequirements.aspx 🔗 to determine the specific requirements for reciprocal registration in any U.S. jurisdiction.

STEPS TO CERTIFICATION

4. Certification

By earning the NCARB Certificate, NCARB recommends to all registration authorities that you be granted registration without further qualification. All U.S. or Canadian jurisdictions recognize the NCARB Certificate as conclusive evidence of your eligibility for registration. You must be registered in a jurisdiction before you are qualified to practice there.

The NCARB Certificate is an individual credential. By obtaining and maintaining the NCARB Certificate, you have demonstrated that you have met the established standards for certification. Once you have obtained an NCARB Certificate, you may use the letters "NCARB" after your name. The NCARB logo is reserved solely for use by NCARB. There is no accepted means of using the NCARB logo or designation in association with a firm.

NCARB CERTIFICATE MAINTENANCE AND RENEWAL

To keep your Certificate active, you must submit an annual report of professional activities during the preceding year and renew your NCARB Record by paying the annual renewal fee. You must also maintain an active registration with a U.S. or Canadian jurisdiction.

Prior to your renewal date each year, NCARB will send you a statement indicating the renewal fee and including 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 through "My NCARB." Notify NCARB promptly of any change to your mailing address and e-mail address.

LAPSE OF NCARB CERTIFICATE

Your Certificate will lapse if you:

- fail to file the Annual Renewal Report;
- fail to pay the renewal fee;
- have not made payment (or have made insufficient payment) for NCARB services performed; or
- failed to maintain at least one current and valid registration with a U.S. or Canadian jurisdiction.

NCARB CERTIFICATE REACTIVATION

If your NCARB Record or Certificate has lapsed, you will be required to pay a reactivation fee and the current renewal fee for each year the Record or Certificate lapsed, up to $1,500. If you are reactivating a lapsed Certificate, you must also submit proof of active registration with a U.S. or Canadian jurisdiction prior to reactivation.

To reactivate your NCARB Record or Certificate, go to "My NCARB" online (https://my.ncarb.org/Login ☑) and select "Annual Renewals" through your NCARB Record.

STEPS TO CERTIFICATION

5. Transmittal of Your NCARB Certificate

Registration 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 active NCARB Record will be transmitted as requested to a jurisdiction to support your application for initial or reciprocal registration. All U.S. registration boards accept the NCARB Record for initial registration, and many require the NCARB Certificate for reciprocal registration. Some registration boards may accept a non-certified record transmitted by NCARB in support of an application for reciprocal registration.

NCARB will transmit current and valid NCARB Records to any U.S. registration board or to any foreign registration authority with whom NCARB has an agreement for mutual reciprocity upon your request and payment of the transmittal fee.

JURISDICTIONAL REQUIREMENTS

When you request transmittal of your NCARB Record to a U.S. or Canadian jurisdiction, NCARB will try to apprise you of any additional requirements that exist for that jurisdiction. However, you should confirm specific requirements directly with the jurisdiction prior to seeking registration. Please review the Registration Board Licensing Requirements ⬀ on www.ncarb.org to determine the specific requirements for reciprocal registration in any jurisdiction.

TRANSMITTAL REQUESTS

To authorize NCARB to transmit your Record, go to "My NCARB" online (https://my.ncarb.org/Login ⬀) and select "Request a Transmittal" to access instructions on transmitting your Record to the U.S. or Canadian jurisdiction of your choice. If you cannot access this online service or need assistance with your request, please contact customerservice@ncarb.org.

Notes:

- Transmittal of your Record in support of registration is only available for active Record holders.
- NCARB will only transmit your Record to a single jurisdiction in support of initial registration.
- NCARB will only transmit your record to additional jurisdictions in support of reciprocal registration through the NCARB Certificate program.

NCARB CERTIFICATION REQUIREMENTS

The following requirements for NCARB certification 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, or such later date identified in the change 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. Applicants that fail to complete the NCARB certification process within five years will not be considered "in process" and will be required to satisfy current certification requirements.

Changes to the *NCARB Education Standard* and the IDP

A change in the *NCARB Education Standard* 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 website. The effective date shall be a minimum of 60 days after the date of such notice. Any change in the *NCARB Education Standard* and the IDP applies both to Records in process and new Records. An existing Record holder who has satisfied the *NCARB Education Standard* and/or the IDP prior to the effective date of the change shall be treated as having satisfied either or both.

REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT REGISTERED IN A U.S. JURISDICITON

1.1 Good Character

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

1.2 Education Requirement

VIEW ALTERNATIVES

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 24 months after your graduation, or hold a professional degree in architecture certified by the CACB from a Canadian university.

1.3 Experience Requirement

VIEW ALTERNATIVES

You must have completed the Intern Development Program (IDP). 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 experience requirements including eligibility to begin participation in the IDP, experience settings, categories, areas, hour minimums and maximums, timely reporting and verification of experience[1], and the like.

For additional information, please refer to the *IDP Guidelines* 🔗.

The Reporting Requirements identified in the *IDP Guidelines* do not apply to architects registered in the United States or Canada or to foreign architects pursuing NCARB certification through the Broadly Experienced Foreign Architect (BEFA) Program.

1.4 Examination Requirement

VIEW ALTERNATIVES

You must have passed the NCARB Architect Registration Examination® (ARE®) or the equivalent, as identified in Appendix C, provided all examinations and the pass/fail standards applied were in accordance with NCARB standards current at the time you took the examination.

For additional information, please refer to the *ARE Guidelines* 🔗.

1.5 Registration Requirement

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

1.6 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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1 Verification of experience: If you were at the time of the activity already a registered architect and not under the direct 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. Under no circumstances may you verify your own experience.

ALTERNATES FOR CERTIFICATION OF AN ARCHITECT REGISTERED IN A U.S. JURISDICTION

2.1 Good Character

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

2.2 Alternatives to the Education Requirement

If you do not hold a professional degree in architecture as identified in Section 1.2, NCARB will accept either of the following:

A. Satisfaction of NCARB's Broadly Experienced Architect (BEA) Program, which permits an applicant with the required years of comprehensive practice in which the applicant exercised responsible control within a U.S. jurisdiction while registered in such jurisdiction to demonstrate that a combination of education and/or comprehensive practice 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. Applicants with a degree in the field of architecture granted by an academic institution outside the United States and Canada must obtain an EESA–NCARB evaluation report stating that he/she has 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.

2.3 Alternatives to the Experience Requirement

In lieu of completing the Experience Requirement identified in Section 1.3, NCARB will accept 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 experience 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 1 January 2011.

2.4 Alternatives to the Examination Requirement

If you fail to meet the examination requirement identified in Section 1.4, 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 previous examination equivalents, you are deemed to have passed the corresponding divisions of the ARE. See Appendix C for a table of these qualifying equivalents.

2.5 Registration Requirement

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

2.6 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.

REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT REGISTERED IN A CANADIAN JURISDICTION

3.1 Good Character

You must be of good character as verified by employers and a provincial association where you are registered.

3.2 Education Requirement

You must have your education certified by the Canadian Architectural Certification Board (CACB), or hold a professional degree in architecture from a degree program accredited by the CACB or NAAB not later than 24 months after your graduation, or have satisfied the Canadian equivalent of NCARB's Education Requirement as specified in the *NCARB Education Standard* 📄.

3.3 Experience 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 Experience Requirement set out in Section 1.3 of NCARB Requirements for Certification of an Architect registered in a U.S. jurisdiction.

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.

Currently, the Examination for Architects in Canada (ExAc) is not an accepted alternative to the ARE and does not satisfy the Examination Requirement for certification.

3.5 Registration Requirement

You must hold a current and valid 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.

3.6 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.

ALTERNATIVES FOR CERTIFICATION OF AN ARCHITECT REGISTERED IN A CANADIAN JURISDICTION

4.1 Good Character

You must be of good character as verified by employers and a provincial association where you are registered.

4.2 Education Requirement

You must have your education certified by the Canadian Architectural Certification Board (CACB), or hold a professional degree in architecture from a degree program accredited by the CACB or NAAB not later than 24 months after your graduation, or have satisfied the Canadian equivalent of NCARB's Education Requirement as specified in the *NCARB Education Standard* 🔗.

4.3 Experience 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 Experience Requirement set out in Section 1.3 of NCARB Requirements for the Certification of an Architect registered in a U.S. jurisdiction.

4.4 Alternatives to the Examination Requirement

In lieu of satisfying the examination requirements identified in Section 3.4, NCARB will accept anyone 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 from 1977 through 2001.

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.[2]

4.5 Registration Requirement

You must hold a current and valid 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.

4.6 Alternatives to General

In lieu of the education, experience, and examination requirements identified in Section 3.2, 3.3, and 3.4 above you must have been certified by a Canadian provincial association as having achieved the education, experience, and/or examination which the provincial association deems equivalent to the current NCARB requirements for education, experience, and/or examination, and have 10 years experience in practice as a principal.[2]

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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2   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.

SECTION 5
REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT CREDENTIALED BY A FOREIGN REGISTRATION AUTHORITY

A "Foreign Architect" is an individual who holds a current registration in good standing in a country other than the United States or Canada, which allows such individual to use the title "architect" and to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building in any state, province, territory, or other political subdivision of his/her national jurisdiction) in that country.

BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) PROGRAM

Foreign architects may apply for NCARB certification through the Broadly Experienced Foreign Architect (BEFA) Program set forth in this section. 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.

5.1 General

A foreign architect may be granted an NCARB Certificate by meeting the requirements set forth in Section 1, under a mutual recognition agreement ratified by the Member Boards, or under the procedures set forth in this section. NCARB recommends registration be granted to the NCARB Certificate holder by any NCARB Member Board without further examination of credentials.

5.2 Education Requirement

You must hold a professional degree in architecture from an accredited/validated/officially recognized architecture program. You are required to describe such program or submit information describing the program from the accreditation/validation/recognition authority. You are required to have an official transcript of your 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.

5.3 Registration Requirement

You must be credentialed in a foreign country that has a formal record-keeping mechanism for disciplinary actions in the practice of architecture. You are required to describe the process by which you were 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 your credential has been granted and is currently in good standing. You

are 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. You shall secure a written statement from your credentialing authority stating that you either have 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.

5.4 Experience Requirement

You must have completed a minimum of seven (7) years of comprehensive practice as a credentialed architect over which you exercised responsible control in the foreign country in which you are 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.

Refer to Appendix A for the steps to complete the BEFA Process

SECTION 6

REVOCATION AND REINSTATEMENT OF AN NCARB CERTIFICATE

Revoking a Certificate

NCARB will revoke your Certificate if:

- a Member Board has revoked (without limitation as 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 education, experience, 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.

APPENDIX A: **THE BROADLY EXPERIENCED FOREIGN ARCHITECT PROCESS**

STEP 1: Verification

1. Read and review all Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority as identified in Section 5.

2. Complete and submit the BEFA Eligibility Verification Form, and submit fees as prescribed by NCARB.

STEP 2: Application

After NCARB has confirmed that you are eligible to participate in the BEFA Program you must complete the online NCARB Record application at https://my.ncarb. org/Login and submit appropriate fees prescribed by NCARB. If you hold a foreign registration and wish to be considered for the BEFA Program, you must apply as a foreign architect.

Note: NCARB Fees

Please refer to the NCARB schedule of fees for the BEFA Program. All fees are subject to change, and are non-refundable unless otherwise noted.

STEP 3: Dossier

Upon completion of your NCARB Record and verification of initial eligibility for certification through the BEFA Program, you must submit a dossier for review by an NCARB committee to demonstrate competence to independently practice architecture in the United States. The dossier must:

1. Be prepared in the format specified by NCARB.

2. Contain a resume that outlines your comprehensive practice experience in such foreign country and lists the significant projects over which you 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). You must describe the nature of your responsible control over each of the projects. You 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.

4. Include any valid international credential bearing on your comprehensive practice experience or competence, such as a designation as an "APEC Architect."

STEP 4: Interview

If the dossier meets all requirements, you 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. Your responsibility over the development, management, and implementation of each submitted project.

2. Your understanding of U.S. licensing and professional conduct requirements.

3. Your knowledge of U.S. building codes and laws.

After the interview, you 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 an applicant 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.

APPENDIX B: **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 established an NCARB Record. To complete the ARE, an applicant must achieve a passing grade on each division.

Five-Year Rolling Clock

Effective 1 January 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 1 January 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 1 January 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 1 January 2006, on the date when the first remaining division is passed. Any division passed prior to 1 January 2006 shall no longer remain valid if all remaining divisions have not been passed by 1 July 2014.

C. For applicants who have passed no divisions of the ARE by 1 January 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 1 January 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 1 January 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.

APPENDIX C: **ARE 4.0 EXAM EQUIVALENTS**

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 1 July 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)
4. Professional Examination Parts I and II (1973–1978)
5. Examination Syllabus C (1954–1975)
6. Section 7 of the CALE (1987–1989)

GROUP 2:

1. Site Planning (1997–2009)[1]
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)[1]
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)

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)
4. Qualifying Test C (1978–1982)
5. Professional Examination Part III (1973–1977)
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)[2]
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)[2]
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)

APPENDIX C: **ARE 4.0 EXAM EQUIVALENTS**

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)
5.	Qualifying Test B	(1977–1982)
6.	Professional Examination Part III	(1973–1978)
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)
4.	Qualifying Test B	(1977–1982)
5.	Professional Examination Part III	(1973–1978)
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) [2]
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.	Qualifying Test D	(1977–1982)
5.	Professional Examination Part III	(1973–1978)
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) [2]
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)

APPENDIX C: **ARE 4.0 EXAM EQUIVALENTS**

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 – ARE 3.1 and prior computer-based versions	(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)[2]
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)

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1   If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1978, and you were registered on or before March 1, 1979, you need not have passed examinations in Site Planning.

2   If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1978, and you were registered on or before March 1, 1979, you need not have passed examinations in Building Planning and Building Technology.