

N C A R B



HANDBOOK
FOR INTERNS
AND
ARCHITECTS

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2001-2002 HANDBOOK FOR INTERNS AND ARCHITECTS

PREFACE

NCARB, a nonprofit organization, comprises the architectural registration boards of the 50 United States, the District of Columbia, Guam, the Northern Mariana Islands, 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 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 which will facilitate the ability of architects to practice in other jurisdictions, NCARB develops a uniform licensing examination and establishes recommended standards for education and training.

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

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

If you have any suggestions on how to improve this document, please contact the NCARB Council Record Services Department at 202/783-6500.

NCARB services to interns

NCARB provides the following services for interns:

- develops education requirements (for further information see the *NCARB Education Standard*);
- develops training requirements;
- 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 education, training, examination, and registration;
- maintains the architect's Record in a condition suitable for transmittal to any governmental authority that registers architects;
The NCARB Certificate is required by many jurisdictions for eligibility for registration. It is also required for architects who wish to become registered under the terms of the Canada-United States Inter-recognition Agreement.
- grants a Certificate to an architect who meets its requirements in the areas of good character, education, training, and examination;
- 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.

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CHAPTER 1 REQUIREMENTS FOR CERTIFICATION OF U.S. ARCHITECTS

- 1. Good Character** You must be of good character as verified by employers and an NCARB Member Board where you are registered.
- 2. Education** You must hold a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB) no 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 standard, which permits an applicant with at least 10 years of substantial architectural practice as an architect holding a registration issued by a U.S. jurisdiction to demonstrate that his/her professional experience satisfies all of his/her education deficiencies.
 - B. With respect to applicants with a degree in the field of architecture granted by an academic institution outside the U.S. and Canada, an EESA-NCARB evaluation report stating that you have met the NCARB Education Requirement. See the *NCARB Education Standard* for details on how to meet these alternative requirements.
- 3. Training** You must satisfy the Intern Development Program (IDP) Training Requirement described here and earn a total of 700 Training Units. One Training Unit equals eight hours of acceptable activity in an acceptable work setting. The chart on page 4 lists the training categories, training areas, and minimum Training Units for each.
- Where** You may earn Training Units in the following work settings:
- A. Training under the direct supervision of a registered architect and when the architectural practice in which you work (a) is in the charge of a person practicing as a principal and (b) encompasses the comprehensive practice of architecture including each of the categories found in the IDP Training Requirements. A minimum of 235 Training Units must be earned in this work setting.
 - B. Training under the direct supervision of a registered architect when the practice in which you work does not encompass the comprehensive practice of architecture including each of the categories found in the IDP Training Requirements.
 - C. Training in a firm engaged in the practice of architecture outside the U.S. or Canada if you are under the direct supervision of a person practicing architecture who is neither registered in a U.S. jurisdiction nor in a Canadian jurisdiction.
 - D. Training directly related to architecture when under the direct supervision of a registered landscape architect or a registered engineer (practicing as a structural, civil, mechanical, or electrical engineer in the field of building construction).
 - E. Training in settings other than A, B, C, or D involving the design or construction of the built environment (such as analysis of existing buildings, planning, programming, design of interior space, review of technical submissions, engaging in building construction activities, and the like) when you are under the direct supervision of a person experienced in the activity.
 - F. A post-professional degree in architecture, or full-time teaching or research in an NAAB- or CACB-accredited program.
 - FF. Performing professional or community service when not in the settings described in A, B, C, D, E, or F.

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How Much

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

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

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

How Much (continued)

IDP Training Requirement

<u>Design & Construction Documents</u>	<u>Min. Training Units Req'd</u>
1. Programming	10
2. Site and Environmental Analysis	10
3. Schematic Design.....	15
4. Engineering Systems Coordination	15
5. Building Cost Analysis	10
6. Code Research	15
7. Design Development.....	40
8. Construction Documents.....	135
9. Specifications & Materials Research	15
10. Documents Checking & Coordination.....	10
Elective Units In This Category	75
Minimum Training Units Required	350

<u>Construction & Administration</u>	<u>Min. Training Units Req'd</u>
11. Bidding & Contract Negotiation	10
12. Construction Phase-Office	15
13. Construction Phase-Observation.....	15
Elective Units In This Category	30
Minimum Training Units Required	70

<u>Management</u>	<u>Min. Training Units Req'd</u>
14. Project Management	15
15. Office Management	10
Elective Units In This Category	10
Minimum Training Units Required	35

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

All Categories Minimum Total Training Units Required	465
Elective Units From Any Category (including supplementary education units)	235

Total Training Units Required.....700

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

Note: One Training Unit equals eight hours of acceptable experience.

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

When

This is when you may earn Training Units.

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

Note that 32 semester credit hours or 48 quarter credit hours equal one year in an academic program.
- P. To earn Training Units in any work setting other than F (a post-professional degree or teaching or research), you must work at least 35 hours per week for a minimum period of 10 consecutive weeks, or work at least 20 hours per week for six or more consecutive months. To earn Training Units for teaching or research, you must be employed on a full-time basis.
- Q. No experience used to meet the Education Requirement may be used to earn Training Units.

Verification

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

- R. If the person verifying the training activity is not a registered architect, the work setting will not qualify under A or B.
- S. If the person verifying the training activity is not a practicing architect, the work setting will not qualify under C.
- T. If the person verifying the training activity is not a registered engineer or a registered landscape architect, the work setting will not qualify under D.
- U. If you were at the time of the activity already a registered architect and not under the supervision of another, the verification must be by a person who observed the activity and who was your partner or a person employed by the same employer as employed you. *Under no circumstances may you verify your own training activity.*
- UU. To earn Training Units in settings A through E if you were not an employee of the organization in which you received your training, you must submit evidence that you were nonetheless working under the direct supervision of the person overseeing your work.

Definitions

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

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

Alternative to IDP Training Requirement

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

4. Examination

You must have passed the NCARB Architect Registration Examination (ARE) or the NCARB Professional Examination, including either the Qualifying Test or the Equivalency Examination, when required by NCARB standards; or the NCARB examination syllabus, provided such examinations and the pass/fail standards applied were in accordance with NCARB standards current at the time you took the examination. See Chapter 4 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 4 for a list of the sections of the CALE corresponding to divisions of the ARE.

5. Registration

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

6. General

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

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CHAPTER 2

REQUIREMENTS FOR CERTIFICATION OF CANADIAN ARCHITECTS

- 1. Good Character** You must be of good character as verified by employers and a provincial association where you are registered.
- 2. Education** You must have your education certified by the Canadian Architectural Certification Board (CACB), or hold a professional degree in architecture where the degree program has been accredited by the CACB or NAAB not later than two years after graduation or have satisfied the Canadian equivalent of NCARB's Education Requirement as specified in the *NCARB Education Standard*.
- 3. Training** You must have satisfied the three-year training requirement of the Canadian Experience Record Book (CERB) or the Canadian Intern Architect Program or have satisfied the Training Requirement set out in Section 3, A through Y, of NCARB Requirements for Certification of U.S. Architects.
- 4. Examination** You must have passed the NCARB Architect Registration Examination (ARE), or the Canadian Architectural Practice Examination (CAPE) plus NCARB ARE Divisions A, B, and D through I, provided such examinations and the pass/fail standards applied were in accordance with NCARB or CAPE standards, as the case may be, current at the time you took the examination.

Alternative to Examination Requirement In lieu of satisfying the foregoing examination requirements, NCARB will accept any one of the following:
 - A. Written professional practice examinations together with the oral examination administered in the province of British Columbia from 1977 through 1986.
 - B. Written professional practice examinations administered in the province of Ontario from 1974 through 1986.
 - C. Written professional practice examinations administered in the province of Quebec since 1977.
 - D. Professional practice examinations and/or oral examinations administered in any Canadian province up to 1987 together with five years of practice as a principal as defined in Section 3.W in Chapter 1 of NCARB Certification Requirements.
- 5. Registration** You must be registered by a Canadian provincial association which has entered into a Letter of Undertaking [as described in the Inter-recognition Agreement between NCARB and the Committee of Canadian Architectural Councils (CCAC)] and either (a) have your principal place of practice (as defined in the Inter-recognition Agreement) within the jurisdiction of the 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.
- 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.

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CHAPTER 3 THE COUNCIL RECORD AND CERTIFICATION

Introduction This chapter describes the NCARB Council Record, how the Council Record relates to NCARB certification, and how to obtain and maintain an NCARB Council Record.

Background Your complete NCARB Council Record consists of the application and all the properly executed reply forms completed by employers, educational institutions, references and Member Boards. NCARB Council Records are confidential and furnished to NCARB Member Boards and foreign registration authorities only upon your request.
Note: NCARB will not make your Council Record available to you.

Significance of Certification 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 accept NCARB certification as conclusive evidence of your eligibility for registration.

Important: NCARB certification does not constitute registration. It does not qualify you to practice architecture in any jurisdiction without being registered or licensed by that jurisdiction.

Purpose of the Council Record Your NCARB Council Record is required by many jurisdictions who use it to judge your eligibility for admission to examination and registration. All boards accept your Council Record as documentation supporting your application for admission to the examination and registration. NCARB uses your Council Record to evaluate your eligibility for the Certificate. After certification, the Council Record documents your ongoing professional experience.

An NCARB Council Record is required for you to become certified. To maintain certification, you must keep both your Council Record and your Certificate current.

Registration Requirement You must maintain registration in good standing with a NCARB Member Board or a Canadian provincial association. If you fail to do so, your Certificate expires automatically.

For more information on updating and renewing NCARB Council Records and Certificates, refer to the topic "Renewal and Reactivation," later in this chapter.

Changes to NCARB Certification Standards NCARB standards for certification may only be changed by vote of NCARB Member Boards. A change in standards becomes effective at the close of the Annual Meeting in late June of each year, and applies both to applications in process and new applications; however, an applicant for certification who has completed the Education Requirement or Training Requirement shall be treated as having satisfied that Requirement notwithstanding subsequent changes. If applicants whose applications were in process met all certification requirements which existed prior to the change, they will be eligible for certification.

Application Process The table below describes the initial application process for obtaining your NCARB certification.

<u>Stage</u>	<u>Description</u>
1	You request an application from NCARB. (Call 202/879-0520 or see our web site at http://www.ncarb.org .)
2	The NCARB office sends you an application package or you may download an application from our web site.
3	You submit the completed application form and fee.

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- 4 NCARB performs a preliminary review of your application to determine your eligibility.
- 5 If you are eligible: then NCARB will begin compilation of your Council Record.
- If you are not eligible: then NCARB will return your application and fee with a letter explaining the deficiency. You may resubmit your application when the deficiencies have been remedied.

Record Compilation Process

The table below describes the compilation process for obtaining NCARB certification.

<u>Stage</u>	<u>Description</u>								
1	NCARB accepts your application and, if you are eligible, issues you a Council Record ("NCARB File") number.								
2	The NCARB office returns a copy of your application to you along with instructions, reference reply forms, return envelopes, and a list of references to be verified. The forms are listed in the table below.								
	<table border="1"> <thead> <tr> <th><u>Form Number</u></th> <th><u>Title</u></th> </tr> </thead> <tbody> <tr> <td>122</td> <td>Transcript Request Form</td> </tr> <tr> <td>123-1/2</td> <td>Employment Verification Form</td> </tr> <tr> <td>125</td> <td>Architect Reference Form</td> </tr> </tbody> </table>	<u>Form Number</u>	<u>Title</u>	122	Transcript Request Form	123-1/2	Employment Verification Form	125	Architect Reference Form
<u>Form Number</u>	<u>Title</u>								
122	Transcript Request Form								
123-1/2	Employment Verification Form								
125	Architect Reference Form								
3	You complete your parts of the forms and distribute the forms to appropriate schools, employers, and (if necessary) architect references.								
4	The completed forms are returned to the NCARB office.								
5	NCARB monitors the progress of the compilation of your Council Record and sends you a summary report approximately every six to eight weeks. This summary report lists items received and not received.								

Record Evaluation

When all requested items have been received, NCARB evaluates your Council Record.

If you are an intern who has not completed IDP: then NCARB will send you a letter with your latest IDP Periodic Assessment Report.

If you are an intern who has completed IDP: then NCARB will inform you of your completion of IDP and will notify you of steps to qualify for examination and/or registration.

If you are an architect and do not meet requirements for the Certificate: then NCARB will notify you of your deficiencies and will advise you on how to satisfy them.

If you are an architect and meet the requirements for the Certificate: then you are so notified and asked to complete an NCARB Annual Renewal Form to update your professional activity since the date of your application and to pay the certification fee.

When you complete an NCARB Annual Renewal Form and send in the certification fee, the NCARB office issues a Certificate number and a formal announcement that you have been certified.

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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 Council Record may be transmitted to a Member Board when you apply for registration. Substantially all Member Boards accept the NCARB Council Record and 24 Member Boards require the Certificate for registration of an architect from another jurisdiction. Some Member Boards accept uncertified Council Records transmitted by NCARB on behalf of applicants applying for registration.
Additional Requirements of Specific Jurisdictions	When you request transmittal of your NCARB Council Record to a Member Board or provincial association, NCARB will try to apprise you of any additional requirements that the jurisdiction imposes, but you should contact that jurisdiction directly to confirm its requirements.
Transmittal Requirements	NCARB sends current and valid Council Records to Member Boards or the registration authorities of foreign countries upon your request and upon payment of the transmittal fee. Note: You should not send transmittal fees or application fees until NCARB advises you to do so.
Transmittal Requests	You should call, visit NCARB's web site or write the NCARB office to request a transmittal of your Council Record. Please include file number, daytime phone, FAX number, and the name of the jurisdiction(s) to which you are requesting a transmittal of your Council Record.

RENEWAL AND REACTIVATION

Renewal of NCARB Certificate	You must renew your NCARB Certificate annually by <ul style="list-style-type: none">• submitting the annual renewal fee and an annual report of professional activities during the preceding year, and• maintaining registration in a Member Board or provincial jurisdiction. Prior to the renewal date each year, NCARB sends you a statement for the renewal fee and an NCARB Annual Renewal Form (Form 191). The fee and the form are due on or before the indicated date. The Annual Report becomes part of your NCARB Council Record. Note: Notify NCARB promptly of any change in your address.
Expiration of NCARB Certification	Your Certificate will become inactive if you <ul style="list-style-type: none">• have failed to file the Annual Report,• have failed to pay the renewal fee,• have not made payment (or have made invalid payment) for NCARB services performed, or• have failed to maintain active registration by a Member Board or provincial association.

To reactivate your Certificate, you must file a Supplement (Form 162), pay all annual renewal and other fees that are in arrears, and pay a reactivation fee.

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SCHEDULE OF FEES The table below lists the fees charged for NCARB services. Fees are payable by check, MasterCard, VISA, Diners Club, or American Express.

Interns The table below lists the fees for interns in the Intern Development Program (IDP).

<u>Category</u>	<u>Description</u>	<u>Fee</u>
Application	For three years of NCARB services in compiling your Council Record. This fee includes one transmittal of your Record to a registration board. Students and recent graduates (within six months of graduation) may pay \$50 of this fee with their application. The balance of the application fee is due prior to transmitting the Record.	\$265
Late Application	For compiling and transmitting your Council Record within one year of the application date at your written request. This fee is in addition to the \$265 application fee.	\$300
Annual Maintenance/Reactivation	For NCARB services for each additional year beyond the first three years, or for reactivation of your expired Record. The Reactivation fee is charged for each year or fraction of a year from the date of expiration up to a maximum of \$265. Payment of the Annual Maintenance fee is voluntary. If you elect to pay this fee, upon registration and approval by NCARB, your Certification fee will be waived and you will pay a reduced Annual Certificate Renewal fee for the first three years. (See below.)	\$35

Registered Architects The table below lists the fees for registered architects.

<u>Category</u>	<u>Description</u>	<u>Fee</u>
Application	For one year of NCARB services in compiling your Council Record.	\$275
Supplemental Application	For services for each additional year, or for reactivation of your expired Record. The fee is charged for each year or fraction of a year from the date of expiration up to a maximum of \$275.	\$45
Certification	Once you are eligible for certification, this fee is for your formal announcement and it maintains your Certificate in active status for one year from receipt of the fee. This fee is waived for architects who established their Records as interns and whose Annual Maintenance fees are in good standing.	\$140

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Registered Architects (Continued)	<u>Category</u>	<u>Description</u>	<u>Fee</u>
	Annual Renewal	Charged annually for renewal of your Certificate. Architects who established their Records as interns and whose Annual Maintenance fees are in good standing are charged \$60/year for the first three years.	\$120
	Transmittal	For each transmittal of your Council Record to an NCARB Member Board, Canadian provincial association, or foreign regulatory authority.	\$250
	Supplemental Transmittal	For transmittal of additional information requested by the Member Board when you have failed to comply with the Board's requirements in a timely manner. The fee is in addition to the Transmittal fee.	\$85
	Reactivation	Reactivates your Certificate that has lapsed for non-payment of renewal fees. The fee is in addition to the payment of all unpaid Annual Renewal fees and other outstanding fees.	\$180
	Reinstatement	Reinstates a Certificate that has been revoked by NCARB. The fee is charged in addition to the Reactivation fees.	\$385
NCARB Certificate Holders: U.S. Citizens Only	International Transmittal	For each transmittal of your Council Record to a foreign registration authority in support of your application to be placed on the Roster of Foreign Architects.	\$280
	Annual Renewal	Charged annually, in addition to the Certificate Annual Renewal, to remain on the active International Roster.	\$30
Foreign Registered Architects	Roster Application	For application to and placement on the NCARB Roster of Foreign Architects for one year.	\$50
	Annual International Roster Renewal	Charged annually to remain on the NCARB Roster of Foreign Architects.	\$50
Miscellaneous Fees	Broadly Experienced Architect (BEA)	For processing and reviewing the Education Dossier and for each interview.	\$1,500
	EESA-NCARB Appeal	For appealing an EESA-NCARB evaluation report to the NCARB Education Committee (excluding Broadly Experienced Architects).	\$360
	Dishonored Check	For each dishonored check.	\$25

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CHAPTER 4

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 pass the ARE, an applicant must achieve a passing grade on each of the nine divisions. For purposes of certification, the Council permits applicants unlimited opportunities to retake divisions previously failed. Some Member Boards, however, limit the number of retakes.

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

Applicants without an NAAB-accredited degree must, in all cases, pass the General Structures, Lateral Forces, Mechanical & Electrical Systems, and Materials & Methods divisions of the ARE if they have not passed equivalent portions of the Qualifying Test, even though the applicant may have passed the Professional Examination—Section B, Part III.

Applicants without an NAAB-accredited degree must, in all cases, pass the Pre-Design division of the ARE if they have not passed Section A of the Qualifying Test, even though the applicant may have passed the Professional Examination—Section B, Parts I and II.

Since the history and theory of architecture is incorporated into all divisions of the ARE, no credit will be given for having passed the Qualifying Test Section A—History.

Exam Credits

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

Pre-Design is satisfied by one of the following:

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

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

General Structures is satisfied by one of the following:

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

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

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Exam Credits (Continued)

Lateral Forces is satisfied by one of the following:

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

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

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

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

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

Materials & Methods is satisfied by one of the following:

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

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

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

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

Site Planning is satisfied by one of the following:

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

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

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

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CHAPTER 5

REVOCATION AND REINSTATEMENT OF YOUR CERTIFICATE

Revoking a Certificate

NCARB will revoke your Certificate if

- a Member Board revokes or suspends your registration, for a period of 12 months or more, for a cause other than non-payment of renewal fees or failure to file information with the Member Board, or
- facts are subsequently revealed which show that 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 to lapse your registration in connection with pending or threatened disciplinary action, or
- a Member Board has denied you registration for a cause other than the failure to comply with the educational, training, age, residency, or other technical qualifications for registration in that jurisdiction, or
- You have willfully misstated a material fact in a formal submission to NCARB.

Reinstating the Certificate

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

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CHAPTER 6 PROFESSIONAL DEVELOPMENT PROGRAM

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

Purpose PDP addresses registration board requirements of some Member Boards for demonstration of continuing professional competency related to public health, safety, and welfare issues. The PDP provides a cost-effective method of meeting these requirements.

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 the PDP monographs as a resource.

The Monograph Subjects The monograph is the key element of the PDP system. It is a single-topic educational document that addresses issues of architectural practice and provides verification by including a quiz on the subject of the monograph. The table below lists the currently available monographs. Additional titles are added yearly. Most titles equal 10 Professional Development Units and 10 AIA Learning Unit Hours.

<u>Monograph Title</u>	<u>Regular Price</u>	<u>NCARB Record Holder Price</u>
<i>Why Buildings Fail</i>	\$195	\$125
<i>Sustainable Design</i>	\$195	\$125
<i>Professional Conduct</i>	\$195	\$125
<i>Low-Slope Roofing I</i>	\$195	\$125
<i>Seismic Mitigation</i>	\$195	\$125
<i>Subsurface Conditions</i>	\$195	\$125
<i>Fire Safety in Buildings</i>	\$195	\$125

The following title available on-line only:

<i>Energy-Conscious Architecture</i>	\$195	\$125
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The following title equals 14 Professional Development Units and 14 AIA Learning Unit Hours:

<i>Wind Forces</i>	\$245	\$175
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Procedure To participate in the PDP, you should:

- Complete the order form on page 18 and mail it with payment to NCARB, call NCARB, or visit NCARB's web site at <http://www.ncarb.org>.
- After reading the monograph, take the open-book quiz on the subject of the monograph. (Estimated time to complete the monograph and quiz varies. Longer monographs are worth more credits.)
- Return only the answer sheet to NCARB for grading.
- You can take monograph quizzes on-line. You will immediately find out if you passed and can print the completion certificate right from your computer.

Follow-up After you have returned the answer sheet, NCARB grades it and sends a pass or fail report to you.
If you pass the quiz, NCARB issues an acknowledgment of Professional Development Units awarded according to the table above. You may send a copy of the certificate to your Member Board as evidence of satisfying its requirements.

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Several 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. NCARB will report your passing score to The American Institute of Architects at your request. The AIA will grant you learning units per monograph according to the table above.

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.

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NCARB PROFESSIONAL DEVELOPMENT PROGRAM MONOGRAPH ORDER FORM

Please send me the monograph(s) indicated below. I understand that I must independently complete the verification quiz that accompanies the monograph(s).

SHIP TO:

Name _____
Please print

NCARB Council Record Number (if applicable) _____

Firm _____

Address _____

City _____

State/Province _____ Country _____

ZIP/Postal Code _____

Daytime Phone _____

PRICES

	Regular Price	NCARB File Holders
--	---------------	--------------------

- | | | |
|--|-------|-------|
| <input type="checkbox"/> <i>Why Buildings Fail</i> | \$195 | \$125 |
| <input type="checkbox"/> <i>Sustainable Design</i> | \$195 | \$125 |
| <input type="checkbox"/> <i>Professional Conduct</i> | \$195 | \$125 |
| <input type="checkbox"/> <i>Low-Slope Roofing I</i> | \$195 | \$125 |
| <input type="checkbox"/> <i>Seismic Mitigation</i> | \$195 | \$125 |
| <input type="checkbox"/> <i>Subsurface Conditions</i> | \$195 | \$125 |
| <input type="checkbox"/> <i>Fire Safety in Buildings</i> | \$195 | \$125 |

The following title available on-line only:

- | | | |
|---|-------|-------|
| <input type="checkbox"/> <i>Energy-Conscious Architecture</i> | \$195 | \$125 |
|---|-------|-------|

The following title equals 14 Professional Development Hours and 14 AIA Learning Unit Hours:

- | | | |
|---|-------|-------|
| <input type="checkbox"/> <i>Wind Forces</i> | \$245 | \$175 |
| <input type="checkbox"/> Please add U.S. \$20 for non-U.S. shipments. | | |
| <input type="checkbox"/> Please add \$5 for U.S. shipments. | | |

PAYMENT

- Check enclosed in the amount of \$ _____. *All checks must be drawn on a U.S. bank.*
- Charge my Visa MasterCard American Express Diners Club

Account number _____

Expiration date _____

Signature _____

*Mail order form and payment to
Professional Development Program, National Council of Architectural Registration Boards,
1801 K Street, NW, Suite 1100-K, Washington, DC 20006
202/783-0290 Fax*

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MISSION STATEMENT

The National Council of Architectural Registration Boards (NCARB) is a non-profit corporation comprising the legally constituted architectural registration boards of the 50 states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands as its members.

The mission of NCARB is to work together as a council of Member Boards to safeguard the health, safety and welfare of the public and to assist Member Boards in carrying out their duties. Pursuant thereto, the Council shall develop and recommend standards to be required of an applicant for architectural registration; develop and recommend standards regulating the practice of architecture; provide to Member Boards a process for certifying the qualifications of an architect for registration; and represent the interests of Member Boards before public and private agencies, provided that the Council shall not purport to represent the interest of a specific Member Board without that Member Board's approval.

2001-2002 Handbook for Interns and Architects
National Council of Architectural Registration Boards
1801 K Street, NW, Suite 1100-K
Washington, DC 20006
202/783-6500
www.ncarb.org

This Handbook is dated July 2001 and supersedes all previous editions of *Circular of Information No. 1* and the NCARB *Handbook for Interns and Architects*.