

# path

to licensure  
handbook



# Where do you want to go?

You've taken your first step on the path to licensure by reading this handbook. This handbook is your personal guide to information about the process, requirements, deadlines, and available resources. Keep it with you on your journey from graduation through licensure, and personalize your information to make it a truly valuable tool as you go.

## Information

Your Name \_\_\_\_\_

CAB# \_\_\_\_\_

Testing # \_\_\_\_\_

NCARB# \_\_\_\_\_

### The AIACC

1303 J. St, Suite 200  
Sacramento, CA 95814  
p: (916) 448-9082  
f: (916) 442-5346  
[www.aiacc.org](http://www.aiacc.org)

### Kaplan AE Education

332 Front St South, Suite 501  
La Crosse, WI 54601  
e: [aecinfo@kaplan.com](mailto:aecinfo@kaplan.com)  
p: (800) 420-1429  
[www.kaplanarchitecture.com](http://www.kaplanarchitecture.com)

### NCARB

1801 K St, NW,  
Suite 700-K  
Washington, DC 20006  
p: (202) 783-6500  
[www.ncarb.org](http://www.ncarb.org)

### CAB

2420 Del Paso Rd, Suite 105  
Sacramento, CA 95834  
e: [cab@dca.ca.gov](mailto:cab@dca.ca.gov)  
p: (916) 575-7283  
[www.cab.ca.gov](http://www.cab.ca.gov)

# Contents

<b>California Architects Board (CAB)</b>	4
<b>General Requirements/Starting the Process</b>	5
<b>Education</b>	8
Accredited and Non-accredited Degree Programs	8
Community Colleges and Technical Schools	9
Foreign Education	10
Transcripts	10
<b>Experience</b>	12
Work Experience Credit	12
Employment Verification Forms	14
Intern Development Programs	14
<b>Examinations</b>	18
ARCHITECT REGISTRATION EXAMINATION (ARE)	18
Examination ARE Content & Organization	18
Scheduling Procedures	21
Scoring	21
Results	22
Computer Information	23
ARE References and Study Materials	24
Reasonable Accommodations	24
CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE)	25
CSE References and Study Materials	27
<b>Miscellaneous/Resources</b>	28
Inactive Candidate	28
Retention of Application Files	28
Licensure in Another State	28
Name and Address Changes	29
Student Loan Deferments	29
Cost of Licensure	29
National Council of Architectural Registration Boards	30
<b>Appendix A – Degree Programs</b>	31
<b>Appendix B – Architecture-Related Organizations</b>	32

# The California Architects Board (CAB)

The California Architects Board (CAB) was created in 1901 to protect the public health, safety, and welfare by regulating the practice of architecture in California. It is one of numerous boards, bureaus, commissions, committees, and programs within the Department of Consumer Affairs responsible for consumer protection and regulation of licensed professions.

CAB is composed of 10 members; five members are architects and five are public members. The Governor appoints the five architect members and three of the public members. The Speaker of the Assembly and the Senate Rules Committee each appoint a public member to the Board.

CAB has been requiring a licensing examination since 1936. Currently, candidates are required to complete the seven-division national computerized examination, the Architect Registration Examination, and the California Supplemental Examination, which is currently administered in an oral format prior to licensure in California. Candidates are also now required to complete IDP and CIDP.

CAB establishes regulations for examination and licensing for the profession of architecture in California, which today numbers more than 21,000 active licensed architects and more than 10,000 candidates who are in the process of meeting examination and licensure requirements.

CAB expects its licensees and candidates to be familiar with and understand the provisions of the California Architects Practice Act, with special attention directed to its Rules of Professional Conduct. The Architects Practice Act is available online at [www.cab.ca.gov](http://www.cab.ca.gov).

Candidates and other unlicensed individuals should be aware that in California it is a misdemeanor punishable by fine and/or imprisonment to practice architecture, to offer architectural services, to represent oneself as an architect, or to use any term confusingly similar to the word architect or architecture unless one holds a current, valid license issued by the CAB to practice architecture.

# General Requirements and Starting the Process

California's examination and licensure requirements are more flexible than most other jurisdictions. To assess a candidate's knowledge, skills, and ability to perform the services required of a competent architect in California, CAB looks at three separate aspects of an individual's architectural development: education, experience, and examination. No single aspect can accurately determine whether an individual is qualified to be licensed to practice architecture in California.

To become licensed, candidates must:

- › Complete a total of eight years of education and/or work experience as evaluated by CAB, including at least one year of work experience under the direct supervision of an architect licensed in a U.S. jurisdiction, or two years of work experience under the direct supervision of an architect registered in a Canadian province.
- › Pass all divisions of the Architect Registration Examination (ARE).
- › Complete the Comprehensive Intern Development Program/Intern Development Program (CIDP/IDP).
- › Pass the California Supplemental Examination (CSE).

Candidates for examination and licensure must provide verification of the following education and/or work experience:

- › Five years of educational and/or work experience equivalency for the ARE (see page 5).
- › Three years of additional educational and/or work experience equivalency for the CSE for those not required to complete CIDP/IDP (see page 2).
- › Completion of CIDP/IDP for those candidates that applied on or after January 1, 2005 (see page 14).

Credit is granted for education and work experience pursuant to the Table of Equivalents. The Table is contained in CAB's regulations which can be found on CAB's website ([www.cab.ca.gov](http://www.cab.ca.gov)). The requirements cannot be waived.

A candidate begins the licensure process by applying to CAB to establish examination eligibility. Upon receipt of a completed Application for Eligibility Evaluation, the \$100 eligibility review fee, school transcripts, and Employment Verification Forms, CAB performs an evaluation of the documents. CAB reviews transcripts and Employment Verification Forms to determine which categories of the Table of Equivalents apply and the appropriate amount of credit to be granted.

## Step 1: Determine Your Candidate Type

- a) Accredited degree
- b) Non-accredited degree (additional work experience will be required – see Experience pg. 12)
- c) No degree (five years of work experience under a licensed architect required – see Experience pg. 12)

## Step 2: Internships

- a) Intern Development Program (IDP)
  - Register and pay online at [www.ncarb.org](http://www.ncarb.org) to start your NCARB Record and submit college transcript if applicable
  - NCARB fee for first three years – \$285
  - \$60 annual renewal fee thereafter
- b) CIDP
  - No fee, CAB candidate number issued when the Application for Eligibility Evaluation has been processed

## Step 3: Examination

- a) ARE 4.0
  - Seven divisions, self-scheduled in any sequence – \$210 per test
  - ARE examination may be done concurrently with CIDP and IDP
  - Submit all the required items of the Eligibility Application along with the \$100 eligibility review fee to CAB (allow four to six weeks for processing)
- b) California Supplemental Exam (CSE) a.k.a., “Oral Exam” (format and method of administration to change in 2011)
  - Offered approximately six times per year – \$100 (A California Supplemental Examination application is mailed to a candidate once all divisions of the ARE have been passed and all requirements of CIDP/IDP met)

## Step 4: Licensure

- a) Application for Licensure submitted to the CAB once the candidate has successfully completed the CSE
  - Fees range from \$100 – \$200 (depending upon when the application is received and how long until the next license renewal period cycle begins)

## Instead I entered my path to licensure

“I graduated from a university that offered a pre-professional, non-accredited four-year degree resulting in a Bachelor of Design. My plan was to then apply to a three-year accredited Professional Graduate Architecture Program. However, upon receiving my Bachelor’s Degree, I immediately took a job with an Architecture firm in California. After two years of working, I chose not to return to school; instead I decided to use a combination of education and experience to pursue my license. I registered with the CAB and was given a total of four years credit for my degree. Once I received credit for my two years of work experience, I may start the exam process.”



# Education

**CAB grants credit for degrees and units earned toward degrees in architecture, and to a limited extent, in other fields of study. Credit is granted for education according to the Table of Equivalents contained in regulation.**

California does not require an accredited degree in architecture for examination and licensure. California candidates may be granted credit for qualifying work experience to fulfill the education portion of the examination and licensure requirements. However, many other states and the National Council of Architectural Registration Boards (NCARB) require an accredited degree to become licensed and/or receive NCARB Certification. (See page 30 for general information on NCARB.)

## Accredited and Non-accredited Degree Programs

The National Architectural Accrediting Board (NAAB) is the only accrediting body for professional architectural degree programs in the U.S. NAAB accredits the professional degree programs within schools, not the schools themselves.

CAB grants educational credit toward eligibility for examination and licensure as follows:

- › Five years for an NAAB-accredited professional degree in architecture
- › A maximum of four years for a non-accredited professional degree in architecture
- › Various amounts for other degrees as well as for units earned toward degrees according to the Table of Equivalents

Many architectural schools offer both NAAB-accredited and non-accredited degree programs. The advantage of having a degree from an NAAB-accredited program is immediate eligibility for the ARE in addition to facilitating future reciprocal licensure with another state and/or NCARB certification, if desired (see page 30). Effective July 1, 2008, CAB candidates applying for eligibility to sit for the ARE must establish an NCARB Record prior to being permitted to take the exam. Contact NCARB directly and request they notify the Board when you have established your record. Otherwise, your eligibility may be delayed. The contact number for NCARB is (202) 783-6500.

Experience	Examinations	Miscellaneous/Resources	Appendix A	Appendix B
Where do you want to go?	Contents	California Architects Board (CAB)	General Requirements/ Starting the Process	Education

When a candidate is working toward a degree in architecture or in a field related to architecture, the maximum credit CAB grants for the units earned toward that degree is six months less than the maximum credit that would be granted if the degree had been obtained. CAB conducts a unit evaluation to grant credit in this instance. For the unit evaluation, 30 semester or 45 quarter units are considered one academic year. Therefore, CAB grants four years of educational credit to a candidate who has earned 120 semester units of the required units for an NAAB-accredited degree. Fractions greater than one-half of an academic year are counted as one-half of a year, and smaller fractions are not counted. Once the candidate obtains the degree and CAB receives an updated transcript from the school, CAB adjusts the evaluation to reflect the higher amount of educational credit. It is suggested that a candidate submit transcripts after the degree has been posted.

Generally, candidates may not receive credit for more than one degree. However, a candidate who possesses a professional degree in architecture and a post-professional degree (i.e., Master of Science, Ph.D.) in architecture may receive one additional year of credit for the post professional degree.

### Community Colleges and Technical Schools

A candidate who has degrees from both a community college and a university is only granted credit for the degree that gives the most credit. In most cases, CAB grants credit for a community college education only if a degree is obtained. Credit is granted for units earned at a community college without a degree only if those units are transferred to, and accepted by, a higher institution. CAB may allow credit for technical school degrees if they are in a field related to architecture. Credit is only granted for a technical school education if a certificate of completion is obtained.

## Foreign Education

Candidates may receive credit for education at foreign colleges and universities. An educational evaluation service approved by NAAB or the National Association of Credential Evaluation Services, Inc. must evaluate certified original transcripts and diplomas from the foreign school(s) to equate the degree toward a comparable U.S. degree. The service must submit the original recommendation along with transcripts directly to CAB. The candidate is responsible for any cost of evaluation. Candidates who have received a Canadian Architectural Certification Board (CACB) accredited degree from a Canadian school are not required to submit an evaluation.

A list of approved education evaluation services is available on the CAB web site at [www.cab.ca.gov](http://www.cab.ca.gov) under the Candidate's tab.

## Transcripts

To receive credit for post-secondary education, an original transcript must be submitted to CAB directly from the school. Transcripts submitted by candidates or marked "Issued to Student" will not be accepted. CAB grants credit only for degrees posted on the transcript at the time of evaluation and cannot grant credit based on an anticipated date of graduation. Work experience obtained as a required part of a degree program where educational credit is earned is not granted separate work experience credit.

“ I recently completed my architectural degree at BKPS College of Architecture in Pune, India. After coming to America I began working at an architectural design firm immediately, all the while hoping to begin testing for my architectural license. I called NCARB and they helped me navigate my way through the licensing process. I am now working on IDP and plan to open my own practice in just three years.”

# I wanted to be an architect since I was in high school



“...but when I graduated, I wasn’t ready to start on the traditional college education path. Instead, I spent several years at a local junior college where I took my first drafting class and fell in love with the technical aspects of design. When I was ready for some ‘real world’ experience, I got a job as a drafter at an architectural firm. Now, after working in the field for a total of five years, I’m ready to pursue my license. I’ve even sent all the applications to CAB and NCARB, including employment verification for the past five years. I still need three more years of work experience before getting my license, but I’m already starting on my exams and should be done in three years.”

# Experience

**CAB grants credit for work experience under the direct supervision of a licensed architect with a valid, current license to practice. Credit for work experience under the direct supervision of a U.S. registered civil or structural engineer, U.S. licensed landscape architect, California-licensed general building contractor, and California-certified building official, is not granted until after the candidate has documented at least five years of verified education and/or work experience under the direct supervision of a licensed architect. This applies only to candidates determined eligible prior to January 1, 2005, or those that have submitted five years of experience as documented in an NCARB Record. The maximum amount of credit granted for any combination of this work experience is two years.**

Credit is granted for work experience according to the Table of Equivalents. The Table is contained in CAB's regulations, and its requirements cannot be waived. The Table is available on CAB's website at [www.cab.ca.gov](http://www.cab.ca.gov) under "Candidates."

## Work Experience Credit

CAB evaluates work experience based on a calendar month of 40-hour work weeks. CAB grants credit for both part-time and full-time work experience. Candidates may obtain work experience prior to any college education, while in college, or after graduation.

To receive credit for the work experience required, the licensed professional who supervised the candidate's work must complete and sign an Employment Verification Form (forms can be downloaded on the CAB website under the Candidate's tab). Work experience credit is granted toward eligibility for examination and licensure.

- › 100% credit for work experience under direct supervision of U.S. licensed architects
- › 50% credit for work experience under direct supervision of architects licensed in qualifying foreign countries, up to a maximum of seven years of credit
- › 50% credit for work experience under direct supervision of U.S. registered civil or structural engineers, and/or U.S. licensed landscape architects, up to a maximum of two years of credit
- › 50% credit for work experience under direct supervision of California-licensed general building contractors or California-certified building officials up to a maximum of one year of credit

All candidates must earn at least one year of credit under the direct supervision of an architect licensed in a U.S. jurisdiction, or two years of experience under the direct supervision of an architect registered in a Canadian province before establishing eligibility for the CSE or licensure.

To a limited extent, candidates may obtain credit as a registered civil and/or structural engineer, licensed general building contractor, licensed landscape architect, or certified building official. In order to verify the experience, the candidate must submit an Employment Verification Form to CAB on their own behalf, a project list, along with proof of licensure, registration, or certification.

Candidates may be granted credit for work experience obtained while enrolled in a college or university. CAB grants a maximum of one year of credit for work experience obtained under the direct supervision of a licensed architect, U.S. registered civil or structural engineer, U.S. licensed landscape architect, California-licensed general building contractor, or a California-certified building official while enrolled in school. Work experience obtained as a required part of the degree program where educational credit is earned is not granted separate work experience credit.

## Employment Verification Forms

CAB requires candidates to submit verification for all work experience on Employment Verification Forms, or by having NCARB transmit an NCARB Record directly to CAB, which can be done at [www.ncarb.org](http://www.ncarb.org).

When CAB receives a new Employment Verification Form, an evaluation update is completed, and a notice is mailed to the candidate advising of the candidate's current file status. Candidates can submit verification forms at any time throughout the year.

It is important for candidates to keep current on the submission of Employment Verification Forms. CAB recommends that candidates complete one at least every six months.

Pursuant to CAB's Rules of Professional Conduct (section 160 of the California Code of Regulations), architects must represent a candidate's training and experience accurately when providing information in connection with the candidate's application for licensure. Therefore, architects are required to complete Employment Verification Forms on behalf of candidates whom they have supervised.

## Comprehensive Intern Development Program/Intern Development Program (CIDP/IDP)

As of January 1, 2005, CAB requires new candidates to complete, prior to eligibility for the CSE and licensure, an evidence-based structured internship program, CIDP, in conjunction with IDP administered by the NCARB. This requirement affects new candidates applying for exam eligibility on or after January 1, 2005, as well as candidates who were previously eligible but who have not taken an exam as a candidate of CAB for five or more years and who are re-applying for eligibility on or after January 1, 2005.

As of July 1, 2008, CAB requires new candidates to enroll in IDP prior to eligibility for the ARE. This requirement affects new candidates applying for exam eligibility on or after July 1, 2008, as well as candidates who were previously eligible but are no longer active in the examination process and are re-applying for eligibility on or after July 1, 2008.

Candidates who were eligible for the ARE on or before December 31, 2004, and who continue to remain active in the exam process, as defined in the California Code of Regulations section 109(a)(3), are exempt from the CIDP/IDP requirement.

Experience	Examinations	Miscellaneous/Resources	Appendix A	Appendix B
Where do you want to go?	Contents	California Architects Board (CAB)	General Requirements/ Starting the Process	Education

The NCARB IDP requirement:

- › Helps ensure that all interns gain breadth of skills and knowledge essential for competent practice.
- › Provides a more clearly defined and consistent pathway for intern licensure.
- › Provides interns with the tools to meet the challenges of the changing profession.
- › Helps interns effectively prepare for the licensure examinations
- › Strengthens interns' ability to obtain reciprocal licensure in other jurisdictions.

Students in accredited programs can enroll for IDP in their third year of a five-year program or following their first year of a graduate program. Refer to [www.ncarb.org](http://www.ncarb.org) for information regarding a Candidate's entry point to NCARB's IDP.

The primary goals of CIDP are to provide greater assurance of the value of intern experience in key activities of NCARB's IDP training areas and to improve intern and supervisor interaction through discussions about the evidence documentation. Since CIDP is aligned with the training areas of IDP, CIDP records are maintained by CAB while NCARB maintains a candidate's NCARB Record of IDP experience.

CAB grants a maximum of five years of education or work experience credit to individuals who have completed the program. To obtain credit for completion of IDP, a candidate must have the IDP Council Record transmitted by NCARB directly to CAB for evaluation.

Details about CIDP are contained in the *CIDP Handbook*, which is available on CAB's website under Candidates. Details about IDP are available on NCARB's website at [www.ncarb.org](http://www.ncarb.org).

Most jurisdictions require completion of the IDP requirements for initial state licensure, and NCARB requires IDP completion for NCARB Certification. Completion of the Canadian Intern Architect Program is considered equivalent to completion of IDP.

## IDP Six-month rule

The Six-Month Rule requires interns to submit their training units in reporting periods of no longer than six months, and within two months of completion of each reporting period. The rule went into effect on July 1, 2009 for interns who begin an NCARB Record on or after that date. It will go into effect July 1, 2010 for all interns regardless of application date. All training unit reports must be submitted electronically through the NCARB electronic Experience Verification Reporting system (e-EVR) online at [www.ncarb.org](http://www.ncarb.org).

### Information Supervisors and Interns Should Know:

- › Regular reporting will provide an opportunity for interns and supervisors to review progress made over reporting periods and develop a plan for acquiring training in the remaining areas. This benefit should help prevent interns from being surprised by falling short of required training units as they near the end of their internship. Supervisors will also be more familiar with the work documented and therefore be more likely to approve training reports.
- › Once interns have submitted their training units, (by entering them into their NCARB Record online), those units are protected while any loose ends are tied up. Interns will not be affected by any delay caused by their supervisor or NCARB. However, submitted training units can be lost if they are deemed invalid by their supervisor or are not earned in accordance with the rules of IDP.
- › Extensions for active military service, serious medical conditions, and birth or adoption of a child are available.

All of the provisions of the Six-Month Rule are designed to make every internship experience more constructive and valuable. The rule will greatly improve the accuracy of reporting, which will help reduce the amount of time it takes interns to complete the IDP.

# With my Prometric number, I began my exam testing

“Soon after graduating with my architecture degree from an accredited program, I registered with CAB. Attempting to navigate through the requirements is a bit daunting. But upon receiving documents from CAB, with my coveted Prometric number, I began my valuable testing. Since then, I’ve continued with my exams, taking necessary time off for life events...and now, only three more years until I’m finished! I regularly update my work experience with CAB so records are current for the CSE.

The only problem is if I ever want to become licensed in another state. Each state has their own requirements for granting licenses to professionals from other states, most require completion of IDP.”



# Examination

## ARCHITECT REGISTRATION EXAMINATION (ARE)

Candidates for the ARE may apply for eligibility evaluation at any time year-round when they feel they have met the eligibility requirements of the minimum five years of qualified education and/or work experience credit.

Once a candidate is deemed eligible to begin taking the ARE, CAB transmits the candidate's information and eligibility status to NCARB or its authorized representative. Approximately two to three weeks after NCARB has been notified of a candidate's eligibility, NCARB mails an Authorization to Test. This material is available on the NCARB or Prometric websites for downloading. The candidate's examination eligibility remains valid as long as the candidate is active in the examination process as defined in the California Code of Regulations section 109(a)(3).

Candidates may schedule appointments currently through Prometric directly for the desired division(s) of the ARE at any time once eligibility has been established.

### Examination Eligibility

Five years of post-secondary education and/or work experience under the direct supervision of a licensed architect as evaluated by CAB is required for eligibility for the ARE. Eligibility is based upon the evaluation of school transcripts and/or Employment Verification Forms.

### ARE Content & Organization

The ARE, developed by NCARB, is the national computerized architectural licensing examination that consists of seven separate divisions. The ARE examines candidates for their knowledge, skills, and ability to provide the various services required in the design and construction of buildings.

*ARE Guidelines* can be found at [www.cab.ca.gov](http://www.cab.ca.gov)

## ARE 4.0

All divisions of the ARE are administered exclusively on a computer with a computer grading system. A general description of each division's content is listed below.

### ***Schematic Design (6 hours)***

The application of knowledge and skills required for the schematic design of buildings and interior space planning.

- › Interior Layout Vignette
- › Building Layout Vignette

### ***Construction Documents and Services (4 hours)***

Application of project management and professional practice knowledge and skills, including the preparation of contract documents and contract administration.

### ***Structural Systems (5.5 hours)***

The identification and incorporation of general structural and lateral force principles in the design and construction of buildings.

- › 125 Multiple-choice questions
- › Structural Layout Vignette

### ***Building Design and Construction Systems (5.5 hours)***

The application of knowledge and skills of building design and construction, including environmental, social, and economic issues, along with project and practice management.

- › 85 Multiple-choice questions
- › Accessibility/Ramp Vignette
- › Roof Plan Vignette
- › Stair Design Vignette

### ***Building Systems (4 hours)***

The evaluation, selection, and integration of mechanical, electrical, and specialty systems in building design and construction.

- › 95 Multiple-choice Questions
- › Mechanical & Electrical Plan Vignette

### ***Programming, Planning & Practice (4 hours)***

The application of project development knowledge and skills relating to architectural programming; environmental, social, and economic issues; codes and regulations; and project and practice management.

- › 85 Multiple-choice Questions
- › Site Zoning Vignette

### ***Site Planning & Design (4.5 hours)***

The application of knowledge and skills of site planning and design including environmental, social, and economic issues, along with project and practice management.

- › 65 Multiple-choice Questions
- › Site Design Vignette
- › Site Grading Vignette

## Scheduling Procedures

The seven divisions of the ARE are administered year-round, six days a week — Monday through Saturday — at approximately 20 computer testing centers throughout California. Additionally, the ARE is administered throughout the U.S., the District of Columbia, Guam, Puerto Rico, the Virgin Islands, and Canada. Eligible candidates may take the ARE at a computer-testing center in any participating jurisdiction.

Scheduling information is included in the *ARE Guidelines*. There is no set schedule for the administration of the divisions; candidates may schedule appointments based on their personal preference and testing center availability. Eligible candidates may schedule an appointment to take any division of the ARE directly with the desired computer-testing center, by calling the centralized toll-free telephone number for all computer-testing centers, or scheduling online at [www.prometric.com](http://www.prometric.com).

Refer to the ARE Guidelines online at [www.ncarb.org](http://www.ncarb.org) for the instructions on payment methods and procedures.

Any changes to scheduled appointments will be subject to a rescheduling fee as explained in the *ARE Guidelines*.

## Scoring

All divisions of the ARE are computer graded. Scores from the individual divisions cannot be averaged. Each division of the examination must be passed independently. Candidates receive credit for divisions passed and must retake only those divisions failed.

## Results

Examination results for the ARE divisions are mailed approximately eight to ten weeks after a candidate has taken a division. Results are reported as PASS or FAIL only — no numerical scores are given. Exam results cannot be released at the test center or a division given over the telephone. Diagnostic information regarding the candidate's weaknesses is included with the examination score report for failed divisions. In addition, CAB does not allow candidates to review or appeal ARE divisions.

To maintain examination security and limit overexposure to the examination questions, candidates are not allowed to retake a failed division of the ARE within six months of the date the candidate last took the division.

## Rolling Clock

Effective January 1, 2006, NCARB implemented a “rolling clock” provision regarding the validity of ARE scores. Under the provisions of the rolling clock, candidates for the ARE must pass all seven divisions of the exam within a five-year period.

NCARB has established an exemption provision for candidates who were in the exam process prior to 2006 and have passed at least one ARE division.

Following are explanations of how the requirement applies to individuals at various stages of ARE completion:

- › Candidates who have passed all divisions of the ARE as of January 1, 2006, regardless of the time taken, will have passed the ARE and are not subject to the “rolling clock” provision.
- › Candidates who have passed one or more but not all divisions of the ARE by January 1, 2006, will have five years to pass all remaining divisions. A passing grade for any remaining division will be valid for five years, after which time the division must be retaken if the remaining ARE division(s) have not yet been passed. The five-year period commences after January 1, 2006, on the date when the first passed division is administered. Division(s) passed before January 1, 2006, do not have to be retaken.

>

- › Candidates who did pass any division(s) of the ARE by January 1, 2006, are subject to the five-year rolling clock provision. The five-year period commences on the date when the first passed division is administered and applies to all divisions taken by the candidate.

## Computer Information

No prior computer experience is necessary. Candidates use a mouse to record their answers. Prior to the start of each division, a tutorial provides candidates with the opportunity to become familiar with the computer and how to record answers. The tutorial familiarizes candidates with the keyboard, screens, icons, and other administration features.

In coordination with its test consultant, NCARB developed its own computer program for the graphic vignettes of the ARE. Therefore, the program is not identical to any commercially available program, such as AutoCAD. Practice program software is available to download free of charge at [www.ncarb.org](http://www.ncarb.org).



Experience	Examinations	Miscellaneous/Resources	Appendix A	Appendix B
Where do you want to go?	Contents	California Architects Board (CAB)	General Requirements/Starting the Process	Education

## ARE References and Study Materials

NCARB includes a list of specifications and references for each division in the *ARE Guidelines*. NCARB developed practice computer programs for each division of the ARE, which can be downloaded from NCARB’s website at [www.ncarb.org](http://www.ncarb.org). The program is available in a PC-compatible format only.

There are also study guides for each ARE division available for download from the NCARB website at [www.ncarb.org](http://www.ncarb.org) free of charge.

Some chapter offices of The American Institute of Architects (AIA), schools, and other organizations offer seminars or study groups. Visit [www.aiacc.org](http://www.aiacc.org) – “Emerging Professionals” – for a list of local AIA chapters offering exam preparation.

Kaplan AE Education offers comprehensive Learning Systems for all divisions of the ARE. Each Learning System is structured to resemble the exam for that division in content, format, and number of questions with a study guide, a question and answer handbook, practice vignettes, online supplements, and flashcards for quick review. Packaged at a savings, the Learning Systems have everything you need for a thorough, step-by-step review of each division of the exam. To place an order, please visit [www.kaplanarchitecture.com](http://www.kaplanarchitecture.com) or call 800-420-1429.

## Reasonable Accommodations

CAB has a procedure for granting reasonable testing accommodations to candidates with qualifying impairments as outlined under the Americans with Disabilities Act. Candidates who need accommodations during the examination may be granted additional testing time, additional rest periods, separate testing facilities, and, to a limited extent, special testing equipment.

Candidates with impairments who plan to seek reasonable testing accommodations should contact CAB at the time of initial application for eligibility evaluation in order to obtain current information on the application process as it relates to reasonable accommodations and qualifying impairments. The ARE Reasonable Accommodations Request Form is available on CAB’s website at [www.cab.ca.gov](http://www.cab.ca.gov) under Candidates.



## CALIFORNIA SUPPLEMENTAL EXAMINATION

### Examination Eligibility

Prior to taking the California Supplemental Examination (CSE), candidates must provide verification of the following:

- › Eight years of post-secondary education and/or work experience as evaluated by CAB with at least one year of work experience under the direct supervision of an architect licensed in a U.S. jurisdiction, or at least two years of experience under the direct supervision of an architect registered in a Canadian province
- › Completion of CIDP/IDP, if applicable
- › Successful completion of the ARE (candidates can take ARE divisions while concurrently completing CIDP/IDP)

## CSE Content & Organization

The CSE is based on a test plan that consists of four knowledge categories related to the task that California architects perform.

The four categories are:

- › Context and Pre-Design
- › Regulatory
  - a) California State Laws, Code, Regulations, and Standards
  - b) Other Laws, Codes, Regulations, Standards, Agencies, and Entitlements
- › Management and Design
- › Construction

Each form of the scenario-based CSE is based on a hypothetical project and includes graphic and written documents that candidates have the opportunity to review before and access during the examination. The project description and graphics provide a focus for the examination questions and establish a context for candidate responses.

The CSE is currently administered as a structured oral examination that lasts approximately 1.5 hours, during which the candidates are given the opportunity to demonstrate through oral responses, their overall understanding of architectural practice. Candidates are required to demonstrate at least entry-level competence in the areas outlined in the supplemental examination test plan. A competent entry-level architect is one who is able to discharge the responsibilities incumbent upon him or her in providing professional architectural services to the public. A competent entry-level architect must understand the integration of architectural practice and the architect's responsibilities as they relate to architectural practice in California.

Candidates should refer to the CAB website for the most current information related to the CSE as the format of administration is due to change in 2011 and 2012.

## CSE References and Study Materials

The list of reference materials for the CSE *Candidate Study Guide*, and the test plan are available on the CAB website at [www.cab.ca.gov](http://www.cab.ca.gov) under “Candidates.”

A list of AIA chapters that hold “mock” supplemental examinations can be found at [www.aiacc.org](http://www.aiacc.org) under “Emerging Professionals.”

## Reasonable Accommodations

CAB has a procedure for granting reasonable testing accommodations to CSE candidates with qualifying impairments.

Candidates with impairments who plan to seek reasonable testing accommodations should contact CAB at the time of initial application for the CSE in order to obtain current information on the process as it relates to reasonable accommodations and qualifying impairments.



# Miscellaneous/Resources

## Inactive Candidate

An inactive candidate is a candidate who has not taken an exam for five or more years. Files of inactive candidates are purged. However, the history of the candidate's exam scores taken on or before December 31, 2005, remain intact based on NCARB's rolling clock provision (see page 22).

## Retention of Application Files

For an indefinite period of time, CAB retains the application files of candidates who are active in the examination process. A candidate who has not taken an examination for five or more years is considered an inactive candidate (see California Code of Regulations section 109(a)(3) for more information). The application files of inactive candidates are purged; however, the examination scores not subject to the rolling clock provision remain valid (see page 22).

An inactive candidate whose file has been purged and who later wishes to resume the examination process must reapply to CAB by submitting the appropriate application, the current eligibility review fee, and the supporting documentation prior to being evaluated under the Table of Equivalents that is current at the time of reapplication.

Transcripts, foreign evaluations, and Employment Verification Forms submitted by individuals who have not also submitted an Application for Eligibility Evaluation are retained for two years and then purged.

## Licensure in Another State

Most states require candidates to complete the requirements of IDP for initial licensure. In addition, approximately 39 states currently require candidates to earn an NAAB-accredited degree in architecture to become licensed.

Since every state has its own unique requirements, CAB recommends candidates contact the specific state board directly prior to applying.

## Name and Address Changes

Once a candidate has established a file with CAB, all name and address changes must be submitted in writing. Name changes must be accompanied by appropriate legal documentation. It is the responsibility of the candidate or licensee to keep CAB informed at all times of the candidate's current address. The Name Change Affidavit and Change of Address forms, with instructions, are available on CAB's website under Candidates.

## Student Loan Deferments

Candidates for the architectural licensing examination who are applying for a deferment of their student loan through a program administered by the federal government must complete the appropriate application and submit the necessary documentation – transcripts, Employment Verification Forms, etc. – for an evaluation. In addition, loan deferment applicants must pay the \$100 eligibility review fee. CAB does not complete the loan deferment application forms provided by the lending institution; instead, CAB provides a letter that lending institutions may accept.

## Cost of Licensure

As of October 2009, the costs for all phases of the licensure process are as follows:

ARE Tests ( 7 divisions)	\$1470
NCARB Registration Fee	\$285
Application for Eligibility Evaluation (CAB)	\$100
CSE	\$100
Licensure Fees	\$100*
<b>Total</b>	<b>\$2055**</b>

\* Could be \$200, depending on when the candidate's birth date is and how long it will be until first renewal.

\*\* May be different depending on ARE fees and CA license fee.

## NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

NCARB was created in 1919 to facilitate uniformity in licensing and practice laws among all states and territories that regulate the practice of architecture. NCARB is comprised of 54 member boards, including the architectural registration boards from all 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

The objective of NCARB is to work together as member boards to safeguard the health, safety, and welfare of the public and to assist member boards in carrying out their duties. NCARB does this by developing and recommending standards for registration, guidelines and model laws for regulating the practice of architecture, and providing a process for certifying to member boards an applicant's qualifications for registration.

NCARB works to facilitate reciprocity among member boards for licensed architects by issuing its certificate to those architects who qualify. The NCARB certificate demonstrates that an individual has met the NCARB standards for education, training, examination, registration, and character. Briefly, those standards include an NAAB-accredited professional degree in architecture and completion of IDP. Some member boards require an NCARB certificate for registration by reciprocity. California does not require an NCARB certificate for reciprocal licensure. All states and jurisdictions however, recognize the NCARB certificate in support of an application for reciprocal registration to practice architecture in that jurisdiction. Some states, including California, require an additional examination to further demonstrate competency in state-specific areas, such as lateral forces (seismic, wind, etc.), regional construction, local state laws, and the integration of architectural practice.

For more detailed information on NCARB certification and other NCARB programs and services, contact NCARB at the website, address, or telephone number listed on page 32.

# Appendix A— Degree Programs

At the time of publication, the following California schools offer NAAB-accredited degree programs in architecture:

[Academy of Art University](#)

[www.academyart.edu](http://www.academyart.edu)

[California College of the Arts](#)

[www.cca.edu](http://www.cca.edu)

[California Polytechnic State University, San Luis Obispo](#)

[www.calpoly.edu](http://www.calpoly.edu)

[California State Polytechnic University, Pomona](#)

[www.csupomona.edu](http://www.csupomona.edu)

[NewSchool of Architecture & Design](#)

[www.newschoolarch.edu](http://www.newschoolarch.edu)

[Southern California Institute of Architecture](#)

[www.sciarc.edu](http://www.sciarc.edu)

[University of California, Berkeley](#)

[www.berkeley.edu](http://www.berkeley.edu)

[University of California, Los Angeles](#)

[www.aud.ucla.edu](http://www.aud.ucla.edu)

[University of Southern California](#)

[arch.usc.edu](http://arch.usc.edu)

[Woodbury University](#)

[www.woodbury.edu](http://www.woodbury.edu)

In addition, these and other schools may also offer non-accredited degree programs. Please refer to the school catalogs for specific information.

Degrees in the following programs are recognized by CAB as related to architecture:

Architectural Design

Architectural Engineering

Architectural Studies

Architectural Technology

Building Science

City and Regional Planning

Civil Engineering

Construction Engineering

Construction Management

Electrical Engineering

Environmental Design

Interior Architecture

Landscape Architecture

Mechanical Engineering

Structural Engineering

Urban and Regional Design

# Appendix B—Architecture-Related Organizations

## American Institute of Architects

1735 New York Avenue,  
NW, First Floor  
Washington, DC 20006  
(202) 626-7300  
[www.aia.org](http://www.aia.org)

## Canadian Architectural Certification Board

1508-1 Nicholas Street  
Ottawa Ontario  
K1N 7B7  
(613) 241-8399  
<http://cacb.ca>

## American Institute of Architects, California Council

1303 J Street,  
Suite 200  
Sacramento, CA 95814  
(916) 448-9082  
[www.aiacc.org](http://www.aiacc.org)

## National Architectural Accrediting Board

1735 New York Avenue, NW  
Washington, DC 20006  
(202) 783-2007  
[www.naab.org](http://www.naab.org)

## The American Institute of Architecture Students

1735 New York Avenue, NW  
Washington, DC 20006  
(202) 626-7472  
[www.aiasnatl.org](http://www.aiasnatl.org)

## National Association of Credentials Evaluation Services

P. O. Box 514070  
Milwaukee, WI 53203-3470  
(414) 289-3400  
[www.naces.org](http://www.naces.org)

## Association of Collegiate Schools of Architecture

1735 New York Avenue, NW  
Washington, DC 20006  
(202) 785-2324  
[www.acsa-arch.org](http://www.acsa-arch.org)

## National Council of Architectural Registration Boards

1801 K Street, NW,  
Suite 700-K  
Washington, DC 20006  
(202) 783-6500  
[www.ncarb.org](http://www.ncarb.org)

Visit [www.aiacc.org](http://www.aiacc.org) – “Emerging Professionals” – for a list of local AIA chapters throughout California offering ARE and CSE exam preparation resources.