**Secretary of State
Office of Professional Regulation**

**ARCHITECT
Application Instructions**

NCARB CERTIFICATE – Completed all sections of the ARE and licensed in another state of jurisdiction

1. Complete online application and pay non-refundable application fee.

2. National Council of Architectural Registration Boards Certificate officially transmitted by NCARB electronically.

FAST TRACK ENDORSEMENT:

   To qualify to be licensed, an applicant must be actively licensed or certified in good standing in another jurisdiction for <u>three or more years</u> preceding this application.

1. Complete online application and pay non-refundable application fee.

2. Verification of Licensure form. Provide verification of your most current state of licensure. Verification must show proof of continuous licensure in good standing for 3 years preceding the date of this application; and

3. If applicable, complete and upload the specific VT State Jurisprudence exam answer sheet.

ENDORSEMENT: Applicants currently active and licensed in another state

For endorsement or reciprocity: To qualify, an applicant must be licensed or certified in good standing in another state or jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's. **IPAL** is accepted with this path to licensure as long as all other VT licensure qualifications have been met.

1. Complete online application and pay non-refundable application fee.

2. Enter all states where you have been or are currently licensed.

3. Verification of your licensure submitted from your original state of licensure and from your most recent state of licensure, if different.

4. Official school transcript verifying your education must be submitted directly by your institution.

5. Scanned copy of Employer Reference Form signed by your supervisor(s). This is required in addition to the AXP record.

6. Official complete AXP record submitted by NCARB.

EXAMINATION: Applicants applying to take the ARE's.

1. Complete online application and pay non-refundable application fee.

2. Scanned copy of Employer Reference Form signed by your supervisor(s). This is required in addition to the AXP record.

3. Official complete AXP record submitted by NCARB.

4. Official school transcript verifying your education must be submitted directly by your institution.

- Option 1 – hold a NAAB accredited professional degree and have documented at least 2/3 of the required AXP requirement with NCARB.

- Option 2 - For admittance to take the A.R.E. exam without an NAAB accredited professional degree, your years of education and experience acceptable to the Board must total 9 years (See 2.2.1.2.2 below).
- Applicants may be allowed to begin taking the ARE exam with the completion of at least 8 years of experience of the total 9 years required and with at least 2/3 of the AXP requirement documented with NCARB.

EDUCATION CREDITS / TRAINING CREDITS

Section 2.2.1.2.2. Training credits will be subject to the following conditions: No credit used as an education credit may be used as a training credit. An organization will be considered to be "an office of a practicing architect" if: The architectural practice of the organization in which the applicant works is in the charge of a person practicing architecture as a principal and the applicant works under the direct supervision of a licensed architect. A "licensed architect" for training purposes is a person registered to practice architecture in the jurisdiction in which (s)he practices. In deciding if training represents "diversified practical experience", the Board will compare the training with the training requirements set forth in Rule 2.2.1.1 and Rule 2.2.1.2 Table A (A-7). To earn full credit under A-7, an applicant must work at least 35 hours each week for a minimum period of ten consecutive weeks. An applicant may earn one-half the credit specified under A-7 for work of at least 20 hours per week in periods of six (6) or more consecutive months. In evaluating credits, the Board will, and prior to acceptance for the examination, require substantiation of the quality and character of the applicant's experience, notwithstanding the fact that the applicant has complied with the technical education and training requirements set forth. A person seeking licensure under the nine-year rule may qualify through a combination of education and training totaling nine years, at least 3 years of which must be in an I.D.P. or equivalent documented, verified training program.

Experience Description	First 2 Years	Succeeding Years	Max. Credit Allowed
A-1 Credit toward the first professional degree in architecture where the degree program has been accredited by the National Architectural Accrediting Board (NAAB) not more than 2 years after termination of enrollment.	75%	100%	4 years
A-2 First professional degree in architecture, or credit toward that degree, where the degree program has not been accredited by NAAB.	75%	75%	3.5 years
A-3 Bachelor degree, or credit toward that degree, in architectural engineering, in architectural technology, or in civil, mechanical, or electrical engineering, accredited by Engineering Council for Professional Development (ECPD) or Accreditation Board for Engineering and Technology (ABET) or in interior architecture accredited by the Foundation for Interior Design Education Research.	50%	75%	3.0 years
A-4 Any other bachelor degree.	---	---	2.0 years
A-5 Associate degree, or credit toward that degree, in architectural technology accredited by ABET.	100%	---	2.0 years
A-6 Degree or credits in courses (university, college, junior college, technical school) other than those courses of study listed in A-1 and A-3.	50%	50%	1.5 years
A-7 Diversified experience in architecture in the office of a licensed architect. "Diversified Experience" requires a range of work in a variety of projects covering: Architectural Programming, Design, Structural Systems, Environmental Systems, Life Safety Systems, Barrier Free Design, Project Finance, Construction Laws and Regulations.	100%	100%	None

NOTE: Any change of address or other contract information, by an applicant or licensee, <u>must</u> be forwarded to this office no later than thirty (30) days after change occurs.