



A GUIDE TO
ARCHITECTURAL
LICENSING IN
CALIFORNIA

Candidate's **HANDBOOK**

CALIFORNIA ARCHITECTS BOARD
Public Protection Through Examination,
Licensure, and Regulation

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CALIFORNIA ARCHITECTS BOARD

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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 a licensed profession.

CAB is composed of 10 members; five 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 establishes regulations for the licensing of individuals who want to practice architecture in California and has required a licensing examination since 1936. Today, California has more than 22,000 active licensed architects and more than 11,000 candidates in the process of meeting examination and licensure requirements.

Licensees are expected 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 on the CAB Web site at www.cab.ca.gov.



LICENSING REQUIREMENTS: OVERVIEW

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” unless one holds a current, valid license issued by CAB to practice architecture.

CAB's automated telephone system, (916) 574-7220, operates on a 24-hour basis so that the public can access recorded information about CAB functions or request application materials anytime. Normal office hours are 8 a.m. to 5 p.m., Monday through Friday, except state holidays.

Information, downloadable forms, and other documents are also available on CAB's Web site at www.cab.ca.gov or by email at cab@dca.ca.gov.

California's examination and licensure requirements are more flexible than most other jurisdictions. In reviewing the requirements for licensure, it is important to realize that the process cannot be described by a single set of sequential steps. Instead, obtaining a license in California involves requirements that a candidate can meet in multiple ways. Additionally, each requirement may have several possible entry points at which a candidate may start fulfilling it. Although each candidate's path to licensure may differ, all candidates will complete the process with the necessary knowledge, skills, and ability to be a licensed architect who practices in a way that protects the health, safety, and welfare of Californians.

As outlined in this *Handbook*, once a candidate has fulfilled all the necessary requirements, he or she is eligible to receive a license to practice architecture in California. To summarize, those requirements are as follows:

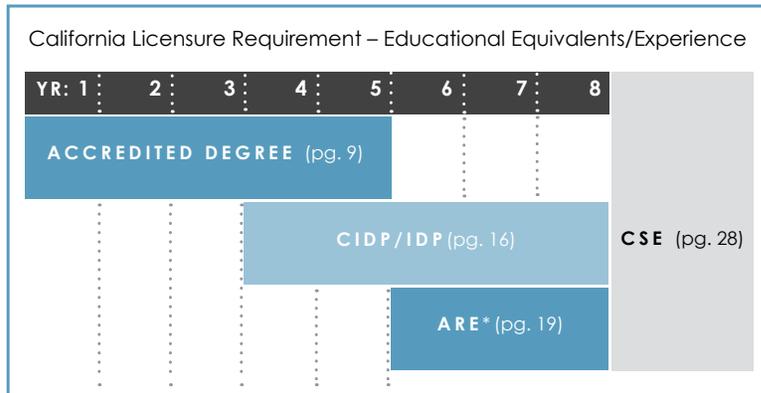
- Eight years of post-secondary education and/or work experience as evaluated by CAB; including at least one year of work experience under the direct supervision of an architect licensed in a U.S. jurisdiction or two years of work experience under the direct supervision of an architect registered in a Canadian province;
- Completion of the Comprehensive Intern Development Program/Intern Development Program (CIDP/IDP);
- Successful completion of the Architect Registration Examination (ARE); and,
- Successful completion of the California Supplemental Examination (CSE).

All possible backgrounds that candidates might have are not described in this *Handbook*. Individuals whose experience and/or education are not discussed here should contact CAB to learn how licensure requirements apply to their situation.

Common Paths to Licensure

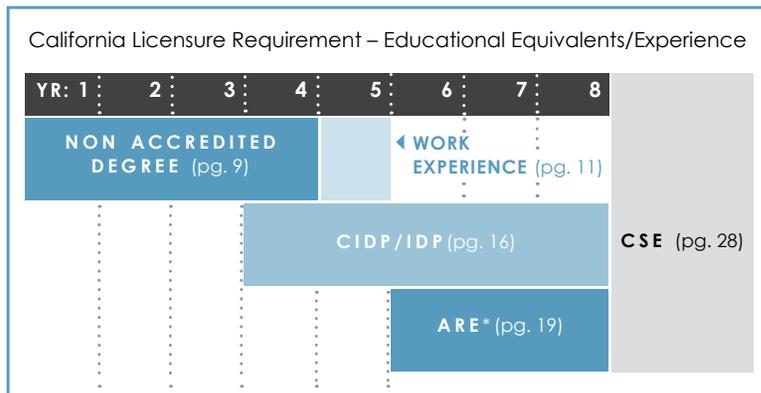
The following diagrams illustrate the time frame in which candidates can begin completing the various licensure requirements. Diagrams are provided for the three more common paths to licensure.

NATIONAL ARCHITECTURAL ACCREDITING BOARD DEGREE

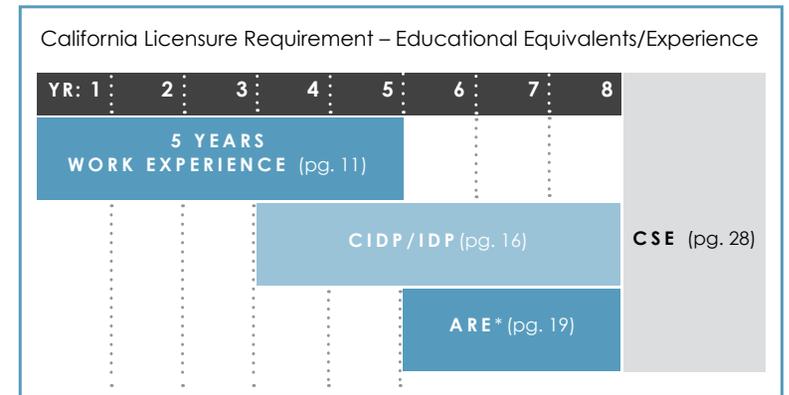


* California candidates can concurrently take the ARE and complete CIDP/IDP

PROFESSIONAL NON-ACCREDITED DEGREE



EXPERIENCE ONLY



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 measure whether an individual is qualified to be licensed to practice architecture in California.

Following is an overview of the requirements in each category. More detailed descriptions about the requirements are described throughout this *Handbook*.

EDUCATION: A total of five years of educational and/or work experience credit are required. The requirement can be met in any of the following ways: 1) By obtaining a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB); 2) By a combination of a non-accredited degree in architecture or another discipline plus work experience under the direct supervision of a licensed architect; or, 3) Solely by work experience under the direct supervision of a licensed architect. (See page 7 for further details on the licensure process.)



HOW TO BEGIN THE LICENSURE PROCESS

EXPERIENCE: For most candidates, this requirement must be met by completing the National Council of Architectural Registration Boards' (NCARB) Intern Development Program (IDP) and CAB's Comprehensive Intern Development Program (CIDP). (See page 16 for further details.) This requirement is not applicable to individuals who were architectural candidates through CAB prior to December 31, 2004 and who remain active in the examination process. (See page 17 for further details.)

Candidates must complete a total of eight years of education and/or work experience for licensure. They must verify 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. Credit is granted for education and experience pursuant to the Table of Equivalents. The Table is contained in CAB's regulations, and its requirements cannot be waived. The Table of Equivalents is available on CAB's Web site at www.cab.ca.gov, and candidates receive a copy of the Table when they request an *Application for Eligibility Evaluation* for the Architect Registration Examination (ARE).

EXAMINATION: Candidates must successfully complete the nine-division computerized ARE developed by NCARB as well as the California Supplemental Examination (CSE), an oral examination developed by CAB. (See page 19 for information about the ARE and page 28 for information about the CSE.)

To become a candidate for licensure, individuals must first submit to CAB an *Application for Eligibility Evaluation* to establish eligibility to take the ARE. Candidates are eligible to begin taking the ARE following completion of five years of educational and/or work experience equivalents. (See page 8 for further details.) Candidates can request an application by calling CAB at (916) 574-7220, by email at cab@dca.ca.gov or from CAB's Web site at www.cab.ca.gov.

Candidates apply to CAB for ARE eligibility by submitting the following:

- Completed *Application for Eligibility Evaluation*
- \$100 eligibility review fee
- *Employment Verification Form(s)* and/or school transcripts submitted directly from the school.

The *Employment Verification Form* and school transcripts may be received by CAB either prior to or after the *Application for Eligibility Evaluation*.

Please Note: 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 for which educational credit is earned is not granted separate work experience credit.

Following receipt of the items indicated above, CAB performs an eligibility evaluation. CAB reviews transcripts and each *Employment Verification Form* to determine the appropriate amount of credit to be granted pursuant to the Table of Equivalents.



EDUCATION

To be eligible to begin the examination and licensure process, a candidate must provide verification of at least five years of education and/or architectural work experience. Candidates can satisfy the five-year requirement in a variety of ways:

- 1) Provide verification of a three-year, five-year, or six-year professional degree in architecture through a program that is accredited by NAAB or CACB; or
- 2) Provide verification of at least five years of educational equivalents. Candidates are granted educational equivalents in various amounts pursuant to CAB's Table of Equivalents:
 - A maximum of four years for a non-accredited professional degree in architecture;
 - Various amounts for other degrees and for units earned toward degrees, including: an undergraduate degree in architecture; a degree in a field related to architecture or in another field of study; and, (to a limited extent) units earned toward some degrees; and/or,
 - Work experience under the direct supervision of a licensed architect.

Under some circumstances, a candidate may apply for eligibility to take the ARE prior to completing his or her degree, using work experience credit to meet the educational requirement. In such a situation, 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. Fractions greater than one-half of an academic year are counted as one-half of a year, and smaller fractions are not counted.

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.

Important Note: As described above, California does not require an accredited degree in architecture for examination and licensure. California candidates may also receive credit for qualifying work experience to fulfill the education portion of the examination and licensure eligibility requirements. However, many other states require an accredited degree for licensure.

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 the schools, not the schools themselves.

Many architectural schools offer both NAAB-accredited and non-accredited degree programs. A degree from a NAAB-accredited program provides a candidate immediate eligibility for the ARE. Additionally, such a degree will facilitate future reciprocal licensure with another state and/or NCARB certification, if desired. (See page 35 for information about NCARB certification and page 37 for a list of California programs that were accredited at the time this *Handbook* was published.) Visit NAAB's Web site at www.naab.org for a list of the most current accredited degree programs.

Architectural degrees from programs accredited by the Canadian Architectural Certification Board (CACB) are considered equivalent to NAAB-accredited degrees and granted five years of credit.



EXPERIENCE

Community Colleges and Technical Schools

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. A candidate who has a degree from both a community college and a university is only granted credit for the degree that gives the most credit.

CAB may allow credit for a technical school degree if it is in a field related to architecture. Credit is granted for a technical school education only if a candidate obtains a certificate of completion.

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 to 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 should request that an original "short" or "general" report be submitted directly to the CAB office along with a copy of the original transcripts. A list of approved education evaluation services and instructions are available on the CAB Web site at www.cab.ca.gov under Candidate Information or by telephone at (916) 574-7220.

Architectural degrees from programs accredited by the Canadian Architectural Certification Board (CACB) are considered equivalent to NAAB-accredited degrees and granted five years of credit.

"Work Experience" may refer to experience that candidates use to meet the educational requirement or the additional three years of experience required prior to a candidate being eligible to take the CSE. For most candidates, the additional three years of experience is obtained while fulfilling the CIDP/IDP requirement, which is described on page 16.

Guidelines for Work Experience Used to Obtain Educational Credit

The following guidelines apply to work experience used to meet the educational requirement:

- Candidates may satisfy the entire five-year educational requirement through work experience under the direct supervision of a licensed architect with a valid, current license to practice in the jurisdiction where the work experience was obtained or where the project was located.
- Candidates may *not* receive *educational credit* for work experience obtained under the direct supervision of a U.S. registered civil or structural engineer, U.S. licensed landscape architect, California licensed general building contractor, or California certified building official. (If such experience is obtained prior to meeting the educational requirement, the candidate may receive credit for it after he or she has met the five-year educational requirement. See page 14 for more details.)
- Work experience obtained as a required part of a degree program for which educational credit is earned is not granted separate work experience credit.
- Independent, non-licensed practice or experience regardless of claimed coordination or liaison with licensed professionals is not considered.

See page 12 for an explanation of how to use CAB's *Employment Verification Form* to document work experience.

Additional Experience for CSE Eligibility

Following fulfillment of the five-year educational requirement, candidates must complete an additional three years of education and/or work experience equivalents and successfully complete the ARE in order to be eligible to take the California Supplemental Examination (CSE). This requirement will apply to most candidates in one of two ways:

- *Candidates who are required to complete CIDP/IDP:* Candidates will be granted a maximum of five years of experience upon completion of CIDP/IDP. Verification of completion of IDP must be provided by NCARB directly to CAB. For more information about documentation requirements for CIDP see CAB's *CIDP Handbook*, which is available on CAB's Web site or can be requested by email at cab@dca.ca.gov or by telephone at (916) 574-7220. For more information about the documentation requirements for IDP see NCARB's *IDP Guidelines* on NCARB's Web site at www.ncarb.org.
- *Candidates who are not required to complete CIDP/IDP:* These candidates must still obtain three additional years of education and/or work experience credit (following fulfillment of the educational requirement) prior to being eligible to take the CSE, 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. Such candidates should use the *Employment Verification Form* to provide evidence of work experience.

Using Employment Verification Form to Document Work Experience

The following guidelines apply to this form:

- Each submitted form must contain: the dates of employment; hours worked per week; name and address of the company; and the supervising professional's name, license number, license issue date/expiration date, original signature, and date.

- Each form must not contain any alterations or corrections. CAB will not accept or evaluate a form that contains corrections.
- Candidates may photocopy blank forms; however, the signature must be original. CAB will not accept or evaluate forms without original signatures.

Candidates should keep current on their submissions of the *Employment Verification Form*. CAB recommends that candidates keep a supply of forms on hand and submit one at least every six months.

Pursuant to CAB's Rules of Professional Conduct (section 160 of the California Code of Regulations), California licensed architects must represent a candidate's training and experience accurately when completing an *Employment Verification Form* or providing other information in connection with the candidate's application for licensure.

When CAB receives a new *Employment Verification Form*, an evaluation update is completed and a notice is mailed to the candidate advising of his or her current file status. Candidates may request an update of their status at any time throughout the year. The *Employment Verification Form* can be obtained on CAB's Web site at www.cab.ca.gov, by email at cab@dca.ca.gov, or by telephone at (916) 574-7220.

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. Overtime may be considered. Work experience credit is granted toward meeting the educational requirement and/or the additional three years of experience requirement as follows:

- 100% credit for work experience under the direct supervision of U.S. licensed architects.

- 50% credit for work experience under the direct supervision of architects licensed in qualifying foreign countries up to a maximum of seven years of credit. (Candidates should contact CAB for information about which countries qualify.)

Credit may also be granted for work experience obtained under the authority of or on the property of the U.S. federal government when the experience is under the direct supervision of a U.S. licensed architect or engineer.

Candidates may receive credit for work experience obtained under the direct supervision of professionals other than licensed architects only *after they meet the educational requirement*. If such experience is obtained prior to meeting the educational requirement, the credit is deferred until fulfillment of the educational requirement. Credit for work experience obtained under other licensed professionals applies as follows:

- 50% credit for work experience under the 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 the direct supervision of California licensed general building contractors or California certified building officials up to a maximum of one year of credit.

Candidates who are required to complete IDP should review NCARB's *IDP Guidelines* to determine whether such experience is accepted for IDP.

Important Note: Prior to being eligible to take the CSE and be licensed, all candidates must earn and verify 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.

Reciprocity for Architects Licensed in Other U.S. Jurisdictions

A licensed architect seeking reciprocity in California should request the *California Reciprocity Application* by calling CAB at (916) 574-7220, by email at cab@dca.ca.gov, or from CAB's Web site at www.cab.ca.gov.

To be eligible for reciprocal licensure in California, an architect must hold a current, valid license in a qualifying jurisdiction, provide verification of eight years of education and/or work experience, meet the licensing requirements in effect at the time of application, and successfully complete the CSE. Candidates verifying their experience by submitting an *Employment Verification Form* must provide a project list, the names and addresses of the clients, construction costs, date(s) each project was started and completed, and all services provided along with proof of licensure, registration, or certification.

CAB requires that prior to eligibility for the CSE and licensure, new candidates complete CIDP in conjunction with IDP. In order to be eligible for reciprocity and not be subject to the CIDP requirement, reciprocity applicants must have either completed IDP or had three years of architectural practice as a licensed architect in another U.S. jurisdiction. Reciprocity applicants must submit either an IDP Council Record documenting completion of IDP or an *Employment Verification Form* documenting the three years of architectural practice, in addition to any applicable documentation listed above. Reciprocity applicants with NCARB Certification are exempt from the CIDP/IDP requirement upon CAB's receipt of the NCARB Certificate Council Record (blue cover) transmitted by NCARB.



INTERN PROGRAMS (CIDP/IDP)

Many aspects of architectural practice are best learned through hands-on experience. For this reason, NCARB developed the Intern Development Program (IDP), which is designed to provide candidates exposure to the broad range of practices involved in architecture. CAB designed the Comprehensive Intern Development Program (CIDP), an evidence-based overlay to IDP, and began requiring completion of CIDP/IDP as a condition for licensure on January 1, 2005.

IDP: Overview

IDP is the nationally recognized training program for architectural interns that requires the compilation and maintenance of a record of internship activity reflecting structured exposure to 16 key areas of architectural practice. IDP is administered and maintained by NCARB.

NCARB's IDP requirement has the following objectives:

- To define areas of architectural practice in which interns should acquire basic knowledge and skills;
- To encourage additional training in the broad aspects of architectural practice;
- To provide the highest quality information and advice about educational, internship, and professional issues and opportunities;
- To provide a uniform system for documentation and periodic assessment of internship activity; and,
- To provide greater access to educational opportunities designed to enrich training.

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

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

CIDP: Overview

CAB requires candidates to complete the evidence-based overlay, CIDP, in conjunction with IDP. CIDP is a California-specific requirement comprised of evidence-supported documentation of training and enhanced intern and supervisor interaction. Interns seeking licensure in California must complete CIDP while completing IDP and *prior to eligibility for the CSE and licensure*. However, candidates may be eligible to take the national ARE after they have met the educational requirement described previously.

The primary goals of CIDP are: 1) to provide greater assurance of the value of intern experience in key activities of NCARB's IDP training areas; and, 2) to improve intern and supervisor interaction through discussions about the evidence documentation. Since CIDP is aligned with the training areas of IDP, candidates maintain their CIDP records simultaneously with their NCARB Council Record of training units for IDP. To obtain credit for CIDP, a candidate must submit the *Comprehensive Intern Development Program Evidence Verification Form* reflecting completion of all training areas.

Are All CAB Candidates Required to Complete CIDP/IDP?

The CIDP/IDP 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 CAB candidate for five or more years and who are re-applying for eligibility on or after January 1, 2005. Candidates who were eligible for the ARE on or before December 31, 2004 and who continue to remain active in the exam process are exempt from the CIDP/IDP requirement.



ARCHITECT REGISTRATION EXAMINATION (ARE)

When Can Candidates Begin CIDP/IDP?

NCARB specifies that interns may begin earning IDP training units after satisfactory completion of any of the following:

- Three years in a NAAB- or CACB-accredited professional degree program;
- The third year of a four-year pre-professional degree program in architecture accepted for direct entry to a NAAB- or CACB-accredited professional degree program;
- One year in a NAAB- or CACB-accredited Master of Architecture degree program for interns with undergraduate degrees in another discipline; or
- 96 semester credit hours as evaluated by NAAB in accordance with NCARB's Education Requirement, of which no more than 60 hours can be in the general education subject area. (For the purpose of calculating years of education, 32 semester or 48 quarter hours shall equal one year in an academic program.)

California interns who do not have an accredited degree can begin earning credit toward NCARB's IDP after completion of three years of education equivalents based on CAB's Table of Equivalents, as evaluated by CAB.

Details about CIDP are contained in the *CIDP Handbook*, and information about IDP is available in the *IDP Guidelines*. Candidates can download both booklets from CAB's Web site or request them by email at cab@dca.ca.gov or by telephone at (916) 574-7220. The *IDP Guidelines* are also available on NCARB's Web site at www.ncarb.org.

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

Candidates for the ARE may apply for eligibility evaluation at any time they believe they have met the requirements. As described previously, to be eligible to take the ARE, a candidate must obtain five years of post-secondary education and/or work experience under the direct supervision of a licensed architect. Eligibility is determined by CAB's evaluation of school transcripts and/or each *Employment Verification Form* based on the Table of Equivalents.

Once CAB determines that a candidate is eligible to begin taking the ARE, CAB transmits the candidate's information and eligibility status to NCARB or its authorized representative. Approximately two weeks after NCARB has been notified of a candidate's eligibility, NCARB mails the candidate an Authorization to Test, a list of computer testing center locations, and the *ARE Guidelines*. The *ARE Guidelines* contain information regarding test procedures, examination fees, and other exam-related information. The Authorization to Test includes a Candidate Identification Number, which is different from the identification number assigned by CAB. Each candidate should use the identification number on the Authorization to Test to schedule ARE divisions.

A candidate's examination eligibility remains valid as long as the candidate is active in the examination process (see page 33 for information regarding inactive candidates). Eligibility may only be maintained in one state, jurisdiction, or province at a time. NCARB does not allow multiple eligibilities.

Important Note: For admittance into an exam, the name on the candidate's official photo identification must match the name on the Authorization to Test, which comes directly from the candidate's *Application for Eligibility Evaluation*.

Scheduling Procedures

The nine divisions of the ARE are administered year-round, Monday through Saturday, at approximately 20 computer testing centers throughout California. Additionally, the ARE is administered across the U.S., the District of Columbia, Guam, Puerto Rico, the Virgin Islands, and Canada. NCARB sends candidates a current list of centers along with their Authorization to Test. Eligible candidates may take the ARE at a testing center in any participating jurisdiction. Exam scores for California candidates are reported to CAB regardless of where a candidate takes a division.

Scheduling information is included in the *ARE Guidelines*. There is no set schedule for the administration of the divisions. Candidates may schedule appointments for the desired division(s) at any time once eligibility has been established by calling the centralized toll-free telephone number for all computer testing centers or by visiting the Web site: **www.2test.com**.

ARE Fees

Candidates must pay all fees for the ARE directly to NCARB or its authorized representative. Payment may be made by credit card, check, or money order to purchase a voucher as described in the *ARE Guidelines*. Once a candidate has scheduled an appointment, the test fee cannot be refunded. In accordance with provisions explained in the *ARE Guidelines*, if a candidate cancels an appointment, the fee remains valid for one year from the date the payment is processed. If the candidate does not reschedule and take the division within one year, he or she forfeits the entire fee. Candidates may reschedule a test appointment with appropriate notice and by paying a rescheduling fee.

Candidates who have been notified of a dishonored payment of fees must make reimbursement prior to release of exam scores or further scheduling of exam divisions. Pursuant to NCARB's policy, all scores (including passing) obtained with a dishonored payment will be forfeited if reimbursement for that payment is not received within six months after the test date.

References and Study Materials

NCARB's *ARE Guidelines* include a list of specifications and references for each division. NCARB developed a practice computer program for the graphic divisions of the ARE, which can be downloaded from NCARB's Web site at **www.ncarb.org**. The program is only available in a PC-compatible format.

NCARB also has two study guides for the ARE available for purchase; one for the multiple-choice divisions and one for the graphic divisions. Candidates can purchase the guides either by contacting NCARB at (202) 783-6500 or by paying for and downloading them from NCARB's Web site at **http://www.ncarb.org/publications/arestudyguides.html**.

In addition, some chapter offices of The American Institute of Architects (AIA), some schools, and other organizations offer seminars or study groups. Please be aware that CAB does not contribute to or endorse any examination seminar or study group.

Computer Information

Candidates do not need any prior computer experience to take the ARE. Candidates use a mouse to record their answers for the multiple-choice divisions and to create solutions for the graphic divisions. Prior to the start of each division, a tutorial provides candidates the opportunity to become familiar with the computer and how to record answers. It also teaches candidates about the keyboard, screens, icons, and other administration features.

In coordination with its test consultant, NCARB developed its own computer program for the graphic divisions of the ARE. Therefore, the program is not identical to any commercially available program, such as AutoCAD®.

Calculators

Candidates must bring their own scientific calculators to the test center. Only non-programmable, non-communicating, non-printing calculators will be allowed. The test center administrator reserves the right to refuse the use of any other calculator and will not provide a replacement if a calculator is deemed inappropriate and not allowed or if a candidate forgets to bring one.

Prohibited Material

Candidates are prohibited from bringing any items into the testing area at the test center. This includes personal belongings, as well as study materials and dictionaries. Lockers may be available at the test center for storing small personal items. Scratch paper will be provided by the test center and collected at the end of the testing time.

Reasonable Accommodations

CAB has a procedure for granting reasonable testing accommodations to candidates with qualifying disabilities as outlined under the Americans with Disabilities Act. Candidates who may need extra testing time or other 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 must submit requests in writing with documentation of the disability from a qualified, licensed professional. In order for passing scores obtained under reasonable testing accommodations to be recognized by other states for possible future licensure or by NCARB for possible future NCARB certification, the

request for reasonable accommodations must be reviewed and approved by both CAB and NCARB. Requests that are denied by NCARB may be approved by CAB. In that instance, any passing scores obtained under the reasonable testing accommodation may be recognized only in California.

Candidates with disabilities who plan to seek reasonable testing accommodations should inquire with CAB at the time they initially apply for eligibility evaluation to obtain current information about reasonable accommodations and qualifying disabilities. The *ARE Special Testing Accommodations Request Form* is available on CAB's Web site at www.cab.ca.gov under Forms and Publications or can be requested by telephone at (916) 574-7220.

ARE's Nine Divisions

All divisions of the ARE, including the graphic Site Planning, Building Planning, and Building Technology divisions, are administered exclusively on computer with computer grading. A general description of each division's content is provided below. The testing times indicated in parentheses are current as of April 2006 from the *ARE Guidelines Version 3.1* and do not include time for the tutorial at the beginning of the division, any mandatory breaks for the graphic divisions, or the brief evaluation questionnaire at the end of the division.

Building Planning (5 hours)

The resolution of programmatic and contextual requirements into a responsive and cohesive solution through the process of schematic design. The Building Planning division consists of the following vignettes:

- Interior Layout
- Schematic Design

Building Technology (5.25 hours)

The integration of building systems into a cohesive solution that responds to technical and life-safety considerations. The Building Technology division consists of the following vignettes:

- Building Section
- Structural Layout
- Accessibility/Ramp
- Mechanical and Electrical Plan
- Stair Design
- Roof Plan

Construction Documents and Services (3 hours)

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

General Structures (2.5 hours)

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

Lateral Forces (2 hours)

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

Building Design/Materials and Methods (2 hours)

The application of knowledge and skills relating to evaluation and selection of building systems and related environmental issues; application of codes and regulations; use of materials and related technologies; and project and practice management during the schematic design and design development phases.

Mechanical and Electrical Systems (2 hours)

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

Pre-Design (2.5 hours)

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

Site Planning (3 hours)

The integration of programmatic and site requirements into a responsive and cohesive solution taking into consideration factors such as topography, vegetation, climate, geography, and regulatory aspects of site development. The Site Planning division consists of the following vignettes:

- Site Design
- Site Zoning
- Site Grading

In July 2008, ARE Version 3.1 will be reformatted from nine to seven divisions and will be introduced as Version 4.0. Version 4.0 will be more integrative and will contain six divisions containing both graphic vignettes and multiple-choice questions and one division with only graphic vignettes. Candidates who have taken and passed at least one division of ARE 3.1 by May 2008 will be allowed to continue to take ARE 3.1 through June 2009. Candidates are encouraged to visit NCARB's Web site at www.ncarb.org for further information and the latest updates on ARE Version 4.0 and the transition plan proposed for candidates currently taking ARE Version 3.1.

Results

Both multiple-choice and graphic divisions are graded by computer. Scores from the individual divisions cannot be averaged. Candidates must pass each division independently. They receive credit for the divisions they pass and must retake only those divisions not passed in compliance with the rolling clock provision. (See below for information regarding the rolling clock provision.)

Examination results for the ARE divisions are mailed approximately two to four weeks after a candidate has taken a multiple-choice division and approximately four to six weeks after a candidate has taken a graphic division. Results are reported as PASS or FAIL only — no numerical scores are given. Exam results cannot be released at the test center, given over the telephone, faxed, or emailed. Diagnostic information regarding a candidate's weaknesses is included with the examination result letter for failed divisions. The only diagnostic information available to candidates is provided on the score report. This feedback is designed to identify general areas of weakness to assist the candidate in obtaining additional experience or knowledge during the six-month waiting period. CAB does not have any provision for a candidate to review or appeal ARE scores.

To maintain examination security and limit overexposure to the examination questions, candidates are not allowed to retake a failed division within six months after the date on which the candidate last took the failed 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 must pass all nine divisions of the ARE 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 one or more ARE division(s).

Following are explanations of how this 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 will not be subject to the new 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 score for any remaining division will be valid for five years, after which time the division must be retaken if the remaining ARE divisions have not yet been passed. The five-year period will commence after January 1, 2006 on the date when the first passed division is administered. Divisions passed before January 1, 2006 will not have to be retaken.
- Candidates who have not passed any divisions of the ARE by January 1, 2006 will be subject to the five-year rolling clock provision. The five-year period will commence on the date when the first passed division is administered and will apply to all divisions.

Transferring Exam Scores

A candidate who has completed some or all of the ARE in another jurisdiction or Canada and wants to complete the examination process and/or become licensed in California should contact that jurisdiction to have a certified record of exam scores sent to CAB. Copies of exam scores will not be accepted from the candidate.

CAB will send a certified record of exam scores to another jurisdiction or Canada upon written request from the candidate.



CALIFORNIA SUPPLEMENTAL EXAMINATION

California administers an oral supplemental examination to ensure that candidates have the necessary architectural knowledge and skills to respond to the unique conditions present in California.

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; including 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; and,
- Successful completion of the ARE (CAB permits candidates to take ARE divisions while concurrently completing CIDP/IDP).

The CSE is based on a test plan that is divided into two primary areas of architectural practice — Organization of Architectural Practice and Delivery of Architectural Services. The tasks are organized into four categories as follows:

- *Professional Organization*
- *Professional Responsibilities and Conduct*
- *Research, Programming, and Analysis*
- *Project Scope and Implementation*

Organization of Architectural Practice reflects the application of knowledge necessary to manage and provide professional services in a competent, ethical, legal, cost-effective, and timely manner. Delivery of Architectural Services reflects the application and integration of architectural principles and knowledge to create or modify built environments consistent with the protection of the public's health, safety, and welfare.

The CSE is a structured oral examination that lasts approximately 1.5 hours. 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 able to discharge the responsibilities incumbent upon him or her in providing professional architectural services to the public. Additionally, 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.

The CSE is based on a hypothetical project and includes graphic and written documents that candidates have the opportunity to review prior to — and have access to during — the supplemental examination. The project description and graphics provide a focus for the examination questions and establish a context for candidate responses.

References and Study Materials

Upon determination of their eligibility for the CSE, candidates receive a list of CSE reference materials. They also receive the test plan for the examination, which is included in the *California Supplemental Examination Candidate Brochure*. Study materials are available on CAB's Web site at www.cab.ca.gov under "Candidate Information" or by telephone at (916) 574-7220.

In addition, some chapters of the AIA hold "mock" administrations for candidates. Please be aware that CAB does not contribute to or endorse any supplemental examination study guide or training seminar. Providers of such study material are not given any information beyond what is available in the *Candidate Brochure* or otherwise provided to candidates.

Reasonable Accommodations

CAB has a procedure for granting reasonable testing accommodations to CSE candidates with qualifying disabilities. Candidates with disabilities who plan to seek reasonable testing accommodations should inquire with CAB at the time they initially apply for the CSE to obtain current information about reasonable accommodations and qualifying disabilities. Candidates must submit requests in writing with documentation of the disability from a qualified licensed professional.

FINAL STEPS IN SECURING A LICENSE

As outlined in this *Handbook*, once a candidate has fulfilled all the necessary requirements, he or she is eligible for licensure to practice architecture in California. To summarize, those requirements are as follows:

- Eight years of post-secondary 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;
- Completion of CIDP/IDP, if applicable;
- Successful completion of the ARE; and,
- Successful completion of the CSE.

When CAB informs a candidate that he or she passed the CSE, CAB also sends the candidate an *Application for Licensure*. Candidates should return the completed application to CAB along with the appropriate licensing fee. Approved licenses are typically issued approximately three weeks after CAB receives an application.

MISCELLANEOUS INFORMATION

Social Security Number

Collection of a candidate's Social Security Number is mandatory and is authorized by Business and Professions Code section 30 and Public Law 94-455 [42 U.S.C.A. 405(c)(2)(C)]. The Social Security Number is used exclusively for tax enforcement purposes; to comply with any judgment or order for family support in accordance with Family Code section 17520; or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state.

While a Social Security Number may not be required in order to legally work in California, it is required to obtain and maintain a professional license. Section 30 prohibits CAB from processing any application for an original license unless the applicant provides his or her Social Security Number where required on the application.

Notice on Collection of Personal Information

CAB collects the personal information requested on the application form as authorized by Business and Professions Code sections 30, 5526, 5550, 5551, and 5552 and California Code of Regulations section 104. CAB uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation. Submission of the requested information is mandatory. CAB cannot consider an application for examination, licensure, or renewal unless all requested information is provided.

Possible Disclosure of Personal Information

CAB makes every effort to protect the personal information candidates provide. The information provided may be disclosed in the following circumstances:

- In response to a Public Records Act Request (Government Code section 6250 and following), as allowed by the Information Practices Act (Civil Code section 1798 and following);
- To another government agency as required by state or federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

Inactive Candidates and Retention of Application Files

CAB retains the application files of candidates who are active in the examination process for an indefinite period of time. A candidate who has not taken an examination for five or more years is considered an inactive candidate. Files of inactive candidates are purged. However, the history of scores for exams taken on or before December 31, 2005 remains intact based on NCARB's rolling clock provision (see page 26).

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

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. The candidate will be evaluated according to the Table of Equivalents that is current at the time of reapplication.

Student Loan Deferments

Candidates for the ARE 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 and *Employment Verification Form(s)*] for an evaluation. 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 substitute loan certification letter that lending institutions may accept.

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. Candidates and licensees are responsible for keeping CAB informed at all times of their current address. The *Name Change Affidavit* and *Change of Address* forms and instructions are available on CAB's Web site at www.cab.ca.gov.

Public Notices and Information

Public notices regarding various changes to the regulations and upcoming meetings are provided to individuals on CAB's mailing list and are referenced on CAB's Web site at www.cab.ca.gov. To be included on the mailing list, an individual should submit a request to CAB via either the Web site or U.S. mail.

CAB maintains a current list of licensed architects on its Web site, which is updated every 24 to 48 hours.

National Council of Architectural Registration Boards

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 composed of 54 member boards, including the architectural registration boards of all 50 states, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands.

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

NCARB works to facilitate reciprocity among member boards by issuing its certificate to qualifying architects. The NCARB certificate demonstrates that an individual has met the NCARB standards for education, training, examination, registration, and character. Briefly, those standards include a NAAB-accredited professional degree in architecture and completion of IDP.

An NCARB certificate will facilitate a candidate's application for reciprocal registration. While some member boards require an NCARB certificate for registration by reciprocity, California does not. 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 about NCARB certification and other NCARB programs and services, contact NCARB at the Web site, address, or telephone number listed on page 39.

Licensure in Another State

Candidates seeking licensure outside of California may request that CAB send a certification of examination scores and/or a copy of their file to another state board. Requests for either of these must be submitted in writing. Approximately 34 states currently require candidates to earn a NAAB-accredited degree in architecture to become licensed. Most states require candidates to complete IDP for initial licensure. Since every state has its own requirements, CAB recommends candidates contact the specific state board directly and/or NCARB prior to applying.

APPENDIX A

DEGREE PROGRAMS

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

Academy of Art University
www.academyart.edu

California College of the Arts
www.cca.edu

California Polytechnic State University, San Luis Obispo
www.calpoly.edu

California State Polytechnic University, Pomona
www.csupomona.edu

NewSchool of Architecture & Design
www.newschoolarch.edu

Southern California Institute of Architecture
www.sciarc.edu

University of California, Berkeley
www.berkeley.edu

University of California, Los Angeles
www.aud.ucla.edu

University of Southern California
arch.usc.edu

Woodbury University
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

American Institute of Architects, California Council

1303 J Street
Suite 200
Sacramento, CA 95814
(916) 448-9082
www.aiacc.org

American Institute of Architecture Students

1735 New York Avenue, NW
Washington, DC 20006
(202) 626-7472
www.aiasnatl.org

Association of Collegiate Schools of Architecture

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

Canadian Architectural Certification Board

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

National Architectural Accrediting Board

1735 New York Avenue, NW
Washington, DC 20006
(202) 783-2007
www.naab.org

National Association of Credentials Evaluation Services

P. O. Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400
www.naces.org

National Council of Architectural Registration Boards

1801 K Street, NW
Suite 1100-K
Washington, DC 20006
(202) 783-6500
www.ncarb.org

GLOSSARY

Application for Eligibility Evaluation: Candidates must complete this CAB application to establish their eligibility to take the ARE.

Architect Registration Examination (ARE): This national computerized architectural licensing examination was developed by NCARB to examine candidates' knowledge, skills, and ability to provide the various services required in the design and construction of buildings. The ARE is required for licensure in all 50 states as well as in the District of Columbia, Guam, Puerto Rico, and the Virgin Islands. Canadian provincial architectural associations also require the ARE.

Architects Practice Act: This Act is part of the state's Business and Professions Code and provides the legal parameters for the practice of architecture. The Act is revised as needed by the Legislature.

California Supplemental Examination (CSE): California administers an oral supplemental examination to ensure that candidates have the necessary architectural knowledge and skills to respond to the unique conditions present in California (i.e., large size, diverse population, varied landscape and climate, high seismicity, distinctive legal framework, and massive economy).

Canadian Architectural Certification Board (CACB): The Canadian equivalent of the United States NAAB, CACB assesses and certifies the academic qualifications of individuals holding a professional degree/diploma in architecture who intended to apply for registration. CAB accepts candidates with degrees from CACB-accredited degree programs.

Comprehensive Intern Development Program (CIDP): The Comprehensive Intern Development Program is an evidence-based overlay that interns complete while they are acquiring the necessary training units for NCARB's IDP.

Employment Verification Form: This CAB form should be used by candidates to document work experience being used to meet the educational requirement and non-CIDP/IDP work experience being used to meet the requirement for three additional years of experience prior to taking the CSE.

Intern Development Program (IDP): IDP is the nationally recognized training program for architectural interns that requires the compilation and maintenance of a record of internship activity reflecting structured exposure to 16 key areas of architectural practice. IDP is administered and maintained by NCARB.

National Architectural Accrediting Board (NAAB): The only accrediting body for professional architectural degree programs in the U.S.

National Council of Architectural Registration Boards (NCARB): A national organization composed of the architectural registration boards of the 50 states as well as the District of Columbia, Guam, Puerto Rico, and the Virgin Islands. NCARB develops and recommends standards for the licensing and practice of architecture and provides member boards a process for certifying an applicant's qualifications for registration.

Reciprocity: Reciprocity enables an architect who is registered/licensed in one jurisdiction to apply for registration/licensure in another jurisdiction by providing documentation demonstrating that he or she meets that jurisdiction's requirements.



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*Public Protection Through Examination,
Licensure, and Regulation*

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