BECOMING A LICENSED ARCHITECT IN NEW YORK STATE

Prepared in February 2021 by:
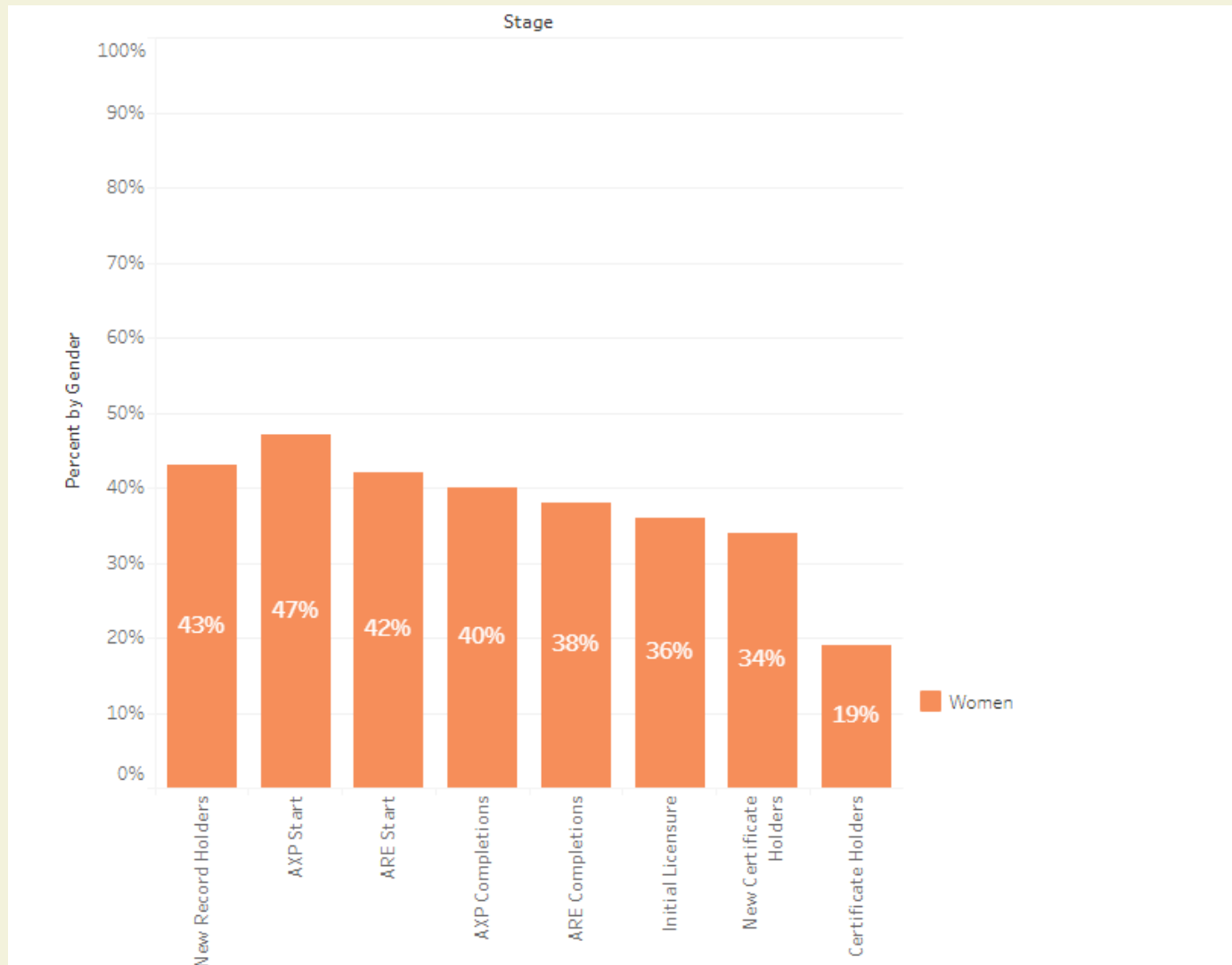*Prof. Barbara Smith Mishara AIA*
(Former) Director of Advisement Department of Architectural Technology & NCARB Licensing Advisor
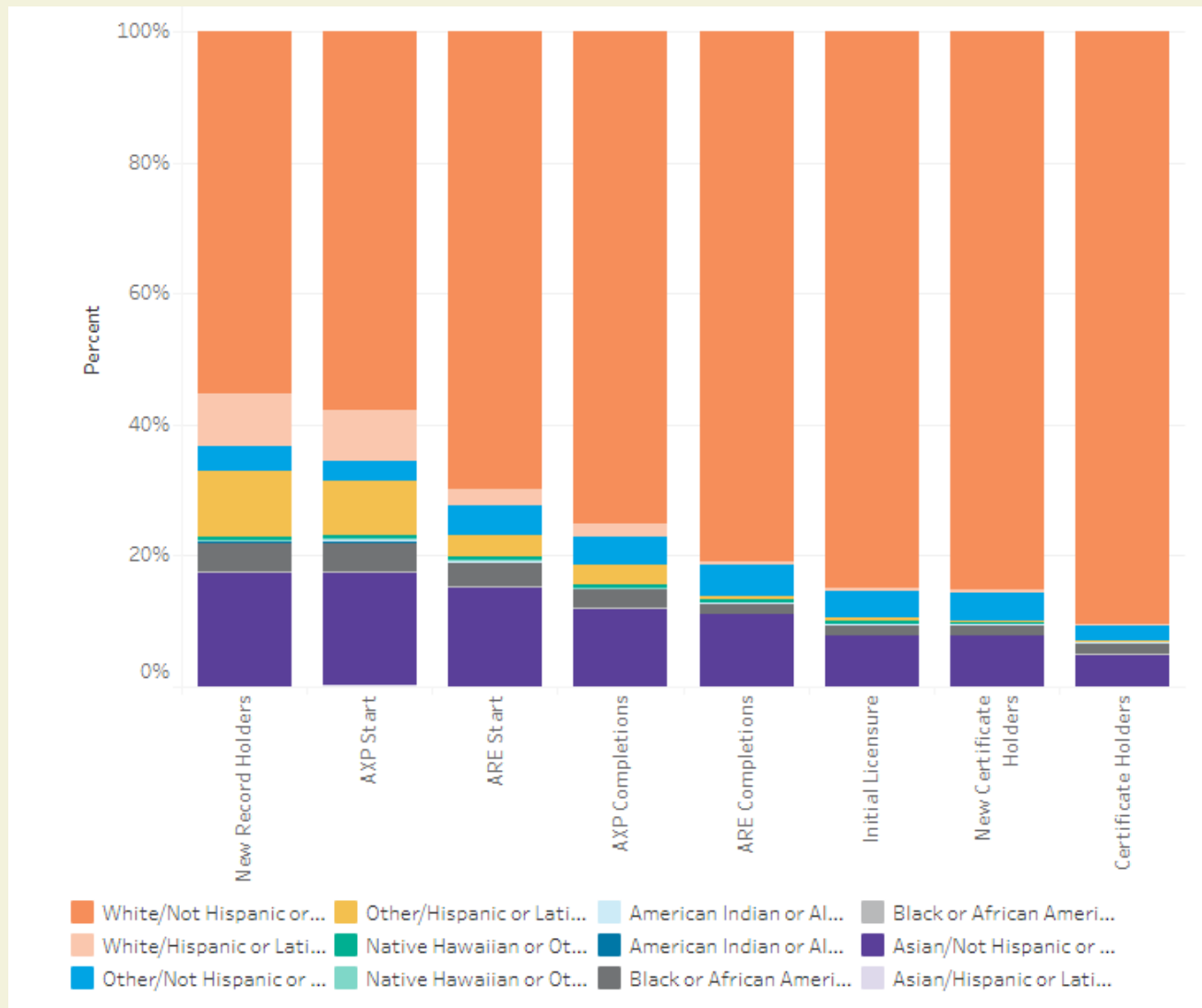*past president AIA Brooklyn and AIA New York State*

Prof. Ken Conzelmann AIA FARA
City Tech, NCARB Licensing Advisor, 2024

Demographics: Gender

Chart titled "Stage" showing Percent by Gender (Women) across stages:
- New Record Holders: 43%
- AXP Start: 47%
- ARE Start: 42%
- AXP Completions: 40%
- ARE Completions: 38%
- Initial Licensure: 36%
- New Certificate Holders: 34%
- Certificate Holders: 19%

Demographics: Race/Ethnicity

Licensure as an Architect

- Education
- Experience
    Architectural Experience Program + additional years experience
- Examination
    Architectural Licensing Examination (ARE)
- Good character

In the United States, architectural licenses are granted by the states. In New York State, you must comply with the regulations of both New York State and NCARB (National Council of Architectural Registration Boards.

N C A R B

New York State Department of Education Office of Professionals Board of Architecture

Robert Lopez, Secretary for Board of Architecture grants the license to practice architecture

http://www.op.nysed.gov/

The intent of any architectural licensing law is
to protect the life, safety and welfare of the public

National Council of Architectural Registration Boards

administers Architectural Experience Program (AXP) and Architectural Registration Examination (ARE)

AXP™

ARE® 5.0

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

NCARB serves to protect the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects. NCARB is responsible for establishing, interpreting, and enforcing national standards for architectural licensure.

Education

New York State accepts a variety of degrees to take the ARE and be licensed. The type of degree determines the number of years of work experience required.

- BTech (started before Fall 2018) 7 years
- BTech (started in or after Fall 2018) 5 years
- BArch   3 years

Do **NOT** accept being told by NCARB or the industry that the BTech is not a valid degree for licensure in NYS. It is valid here and in 17 other jurisdictions in the United States.

Experience

New York State requires completion of AXP + additional years to fulfill the required credits

New York State counts work experience in months. Experience can be applied from any time frame.

VS

NCARB counts work experience in weeks and according to 6 categories. Experience must be registered with AXP within 8 months of completion.

Generally work must be done under a legally practicing architect. Both programs permit some experience in other settings.

Experience to comply with NYS rules

New York State requires graduates to complete years of work experiences under the supervision of a lawfully practicing architect.

New York State has experience requirements that differ from NCARB. Document work experience for each separately.

A maximum of 5 years credit may be acquired in areas related to the practice of architecture, such as an engineer's office, government agency, etc. Supervision must be done by a registered architect.

Work Experience Required and Applying for the ARE

Work Experience Required and Applying for the Architectural Registration Examination (ARE) in New York State

	Programs and Degrees offered by City Tech		
	Bachelor of Technology (BTech) started before Fall 2018	**Bachelor of Technology (BTech) started on or after Fall 2018**	**Bachelor of Architecture (BArch)**
Total work experience required	**7** years[1] including completion of AXP (Architect Experience Program run by NCARB) https://www.ncarb.org/gain-axp-experience	**5** years[1] including completion of AXP (Architect Experience Program run by NCARB) https://www.ncarb.org/gain-axp-experience	**3** years[1] including completion of AXP (Architect Experience Program run by NCARB) https://www.ncarb.org/gain-axp-experience
When can experience count towards eligibility for ARE? https://www.ncarb.org/pass-the-are Architecture + other experiences	As of April 22, 2020 candidates can count experience concurrent with education. This means work done in the summer or breaks counts. There is a one month minimum. Work done prior to April 22, 2020 may be accepted by Board of Architecture. Contact the board. http://www.op.nysed.gov/prof/arch/ Work credit may be acquired in areas related to the practice of architecture, such as an engineer's office, government agency, etc. Supervision must be done by a registered architect.		
When can a candidate start taking the ARE?	After two years of work experience[2]	After graduation[2]	After completion of three years in program[2]
When is an architecture license granted by NYS Board of Architecture?	Completion of 7 years of work experience including completion of AXP + pass all sections of ARE	Completion of 5 years of work experience including completion of AXP + pass all sections of ARE	Completion of 3 years of work experience including completion of AXP + pass all sections of ARE

Architectural Experience Program

3,740 hours
or
3-5 years

Each experience area aligns with the 6 divisions of the ARE

Experience Area	Required Hours
Practice Management	160
Project Management	360
Programming & Analysis	260
Project Planning & Design	1,080
Project Development & Documentation	1,520
Construction & Evaluation	360
Total Hours	**3,740**

https://www.ncarb.org/sites/default/files/AXP-Guidelines.pdf

Establishing Your NCARB Record for AXP

Your NCARB Record is a detailed, verified account of your education, experience, and examination history. You'll need a Record to report AXP® experience, start the ARE®, earn your initial license, and apply for an NCARB Certificate.

To create your NCARB Record, you will also need a free My NCARB account. Follow these steps to set up both, or skip to step 4 if you already have a My NCARB account.

1. Click "Login to My NCARB" on the NCARB homepage.
2. Click "Establish Record."
3. Fill in the required fields to create an account and click "Submit."
4. On your My NCARB homepage, click "Add" next to the NCARB Record option.
5. Fill in the required information. This step may take a while, so feel free to save and return later if you need more time.
6. After completing the information, submit payment for your NCARB Record.

AXP™

Architectural Experience Program Guidelines

NCARB

JUNE 2016

https://www.ncarb.org/sites/default/files/AXP-Guidelines.pdf

Architectural Registration Examination

6 parts consisting of multiple choice questions + case studies

Practice Management

SECTION 1: Business Operations

SECTION 2: Finances, Risk, & Development of Practice

SECTION 3: Practice-Wide Delivery of Services

SECTION 4: Practice Methodologies

Practice Management References

Project Management

SECTION 1: Resource Management

SECTION 2: Project Work Planning

SECTION 3: Contracts

SECTION 4: Project Execution

SECTION 5: Project Quality Control

Project Management References

Programming & Analysis

SECTION 1: Environmental & Contextual Conditions

SECTION 2: Codes & Regulations

SECTION 3: Site Analysis & Programming

SECTION 4: Building Analysis & Programming

Programming & Analysis References

Project Planning & Design

SECTION 1: Environmental Conditions & Context

SECTION 2: Codes & Regulations

SECTION 3: Building Systems, Materials, & Assemblies

SECTION 4: Project Integration of Program & Systems

SECTION 5: Project Costs & Budgeting

Project Planning & Design References

Project Development & Documentation

SECTION 1: Integration of Building Materials & Systems

SECTION 2: Construction Documentation

SECTION 3: Project Manual & Specifications

SECTION 4: Codes & Regulations

SECTION 5: Construction Cost Estimates

Construction & Evaluation

SECTION 1: Preconstruction Activities

SECTION 2: Construction Observation

SECTION 3: Administrative Procedures & Protocols

SECTION 4: Project Closeout & Evaluation

https://www.ncarb.org/sites/
default/files/ARE5-
Handbook.pdf

Architectural Registration Examination ARE
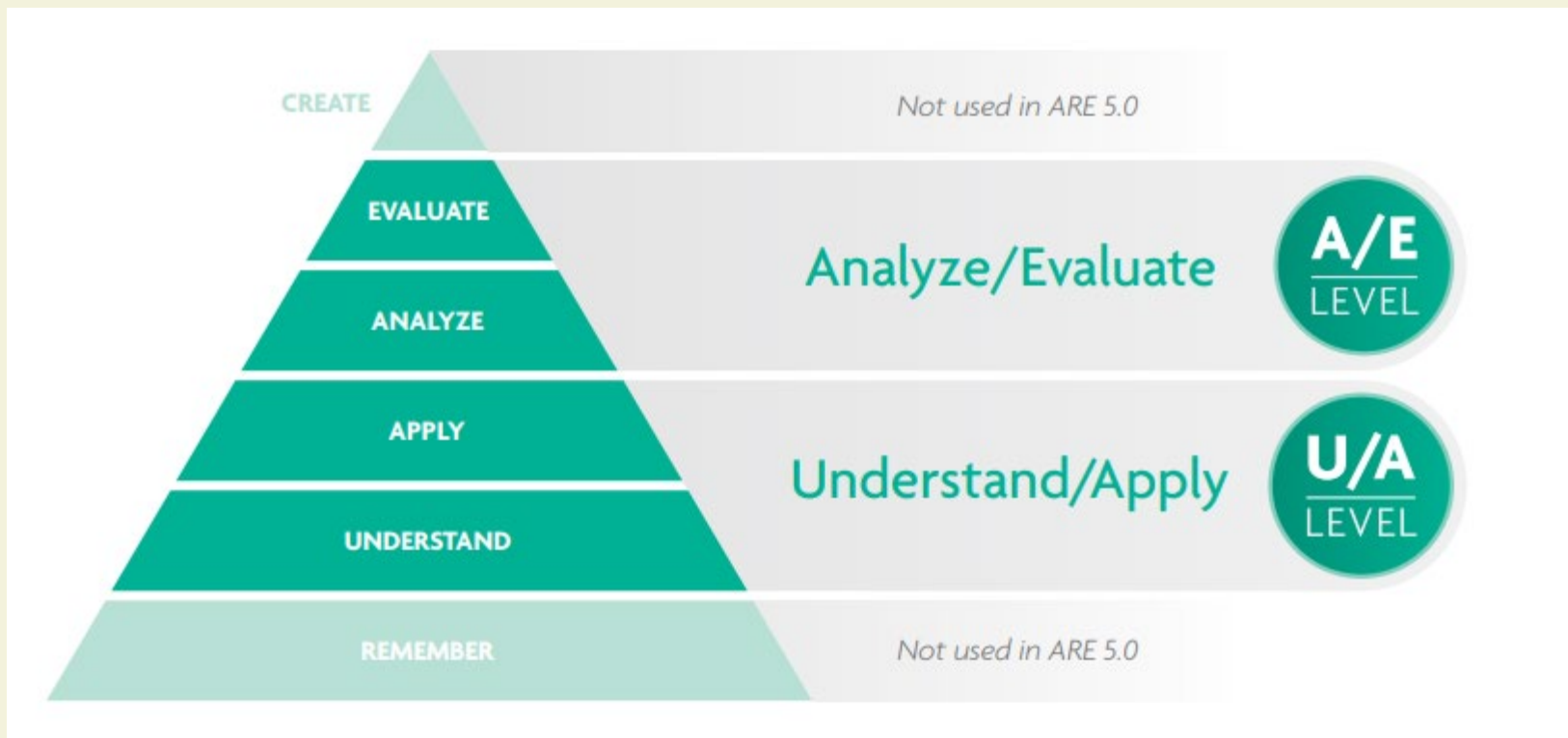
Preparing for ARE 5.0

- ARE Handbook

ARE 5.0 GUIDELINES
The *ARE 5.0 Guidelines* includes an introduction to the exam and an overview of exam policies and procedures you should know before you take the ARE.

ARE 5.0 COMMUNITY
Get expert help, form study groups, and take advantage of other resources as part of the ARE 5.0 Community.

ARE 5.0 DEMONSTRATION EXAM
Use the ARE 5.0 Demonstration Exam, which can be accessed through your NCARB Record, to explore the new interface and item types. You can practice navigating a division and using the various tools available to you in the test center.

ARE 5.0 DIVISION VIDEO SERIES
This video prep series offers exclusive insight into each ARE 5.0 division with information on content, sample questions, and suggested references. Watch each one to learn more about a division.

ARE 5.0 EXAM STRATEGIES VIDEO
Explore several tips and techniques to help you navigate and take a division of ARE 5.0, including pointers on item types and scoring, navigating to a case study during your exam, and approaching case study resources efficiently.

ARE 5.0 EXAM NAVIGATION VIDEO
Walk through the new exam's navigation tools and format with an NCARB expert. Watch to learn more about accepting the Candidate Agreement, using the tools available to you in the new exam, marking and reviewing items, and exiting the exam when you're finished.

https://www.ncarb.org/

So why do you want to be a licensed architect?

10 Great Reasons NOT TO Get Your Architecture License

YoungArchitect.com/DontDoIt

Further reading
http://youngarchitect.com/2014/11/15/10-great-reasons-not-to-get-your-architecture-license-become-an-architect/

http://youngarchitect.com/2016/04/11/dear-future-young-architects-please-quit-screwing-around-2/

http://www.archdaily.com/200761/reframing-the-stats-about-architecture

http://www.lifeofanarchitect.com/how-much-money-does-an-architect-make/

Questions and discussions welcomed

Email me:

kconzelmann@citytech.cuny.edu

Becoming a licensed architect 20210210

"I have made every effort to convey accurate information. Regulations change and situations differ. Verify all information."
Prof. Mishara 2021

Department of Architectural Technology New York City College of Technology
Architectural Licensing in New York State   http://www.op.nysed.gov/prof/arch/   **Barbara Mishara, NCARB Licensing Advisor**

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[1] NYS counts months and years of experience; NCARB & AXP count hours in six categories.
[2] To apply to take the ARE before completing experience requirements.
- Candidates start an NCARB Council Record, (even if they have no work experience)
- City Tech sends a transcript directly to NCARB indicating completion of at least the 3rd year of the B.Arch program or graduation from the BTech program.
- request to take the ARE as a NY candidate within their NCARB Record,
- submit a NYS Application (form 1) and fee of $377. http://www.op.nysed.gov/prof/arch/archforms.htm
- If you started at City Tech before Fall 2018, include form 4 to verify applicable work experience
- The State Board will then review the application to determine if the candidate meets NY's ARE eligibility requirements.

ARCH 4861
Costs associated with AXP, ARE and licensure

These figures are accurate as of February 2021. Check for current fees.

To start Architectural Experience Program (AXP) record with NCARB https://www.ncarb.org/

- **Application fee for licensure candidates: $100**
  Covers your initial application for an NCARB Record, maintains your active Record for one year, and includes one free Record transmittal to support your application for initial registration.
- **Annual renewal fee for licensure candidates**: **$85**
  Maintains your active Record for one year.
- **Lapsed Record—$85** annual renewal fee for each year or partial year lapsed, up to $185
  Reactivates an expired Record.
- **Transmittal: $385**
  Includes one transmittal of your NCARB Record to a U.S., Canadian, or other foreign architectural registration authority. Note: As a licensure candidate, your first transmittal is free.

Filing to take Architectural Registration Exam (ARE)

Candidates need to have approval from both NCARB and NYS Board of Architecture to take the ARE. have started an NCARB Council Record, (even if they have no work experience)
- **City Tech Transcript: ?**
  Send a transcript directly to NCARB indicating completion of at least the 3rd year of the B.Arch program or graduation from the BTech program.
- **Request** to take the ARE as a NY candidate within their NCARB Record
- **Submit a NYS Board of Architecture Application (form 1) and fee of $377.**
  This fee covers the first year of registration. http://www.op.nysed.gov/prof/arch/archforms.htm
- **Submit a NYS Board of Architecture form 4: free**
  If you started at City Tech before Fall 2018, include form 4 to verify applicable work experience. This is necessary for each employment. http://www.op.nysed.gov/prof/arch/archforms.htm

Cost of taking ARE

In addition to the cost of an NCARB Record, each administration of an ARE division has a separate fee.
- **Total cost** (six divisions): $1,410
- **Individual divisions**: $235
- **Retakes**: $235
- **Rescheduling fee**: $0-55
  You can reschedule an existing appointment up to four business days in advance, although a rescheduling fee may apply. Learn more about rescheduling fees in the *ARE 5.0 Guidelines*.