



## BOARD OF ARCHITECTURE

### INSTRUCTION TO APPLICANTS FOR LICENSURE AS AN ARCHITECT

- A. LICENSE BY NCARB CERTIFICATE (if you are licensed in another state but don't have an NCARB certificate, you may apply by Reciprocity or Endorsement) – Applicant must submit the following:**
1. Complete Vermont Application
  2. Application Fee of \$80.00 (Non-Refundable Processing Fee)
  3. NCARB Certificate officially transmitted by NCARB electronically
- B. LICENSE BY RECIPROCITY OR ENDORSEMENT – Applicant must submit the following:**
1. Complete Vermont Application
  2. Application Fee of \$80.00 (Non-Refundable Processing Fee)
  3. Verification of Licensure. Please provide verification of your original state of licensure as well as the license from your most recent state of employment.
  4. Official School Transcript
  5. Work History- Employer (See page 3 of the application)
  6. Proof of 24 Hours Continuing Education (HSW) within the last two years
  7. Official complete IDP record
- C1. APPLYING TO TAKE THE ARCHITECT REGISTRATION EXAM (A.R.E) – Applicant must submit the following:**
1. Complete Vermont Application
  2. Application Fee of \$80.00 (Non-Refundable Processing Fee)
  3. Official school transcripts
  4. Experience - "Report of Supervised Practical Experience Form"
  5. Education: Official transcript of award of NAAB accredited professional degree
  8. Official complete IDP record
- C2. ADMITTANCE TO TAKE THE A.R.E. EXAM WITHOUT AN ACCREDITED DEGREE (Must total 9 years of education and experience acceptable to the Board (See 2.2.1.2.2 below) - Applicants must submit the following:**
1. Complete Vermont Application.
  2. Application Fee of \$80.00 (Non-Refundable Processing Fee)
  3. Official school transcripts
  9. Official complete IDP record
  4. Experience - "Report of Supervised Practical Experience Form"

Applicant may be allowed to begin taking the ARE with the completion of at least 8 years of experience of the total 9 years required.

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.

### Education Credits/Training Credits

| 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                |

#### D. REINSTATEMENT OF LICENSURE (Inactive status for more than three (3) years) 26 V.S.A. § 205a, Board Rule 3.1

1. Complete Vermont Application.
2. Application Fee.
3. Proof of 24 Hours Continuing Education (HSW) within the last two years
4. Verification of Licensure. Please provide verification from a state in which you are currently active and in good standing OR Successful completion of the A.R.E examination

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