



**EMERGING PROFESSIONALS COMMUNITY
GUIDEBOOK**

1



WHO WE ARE

We are architecture school graduates, AIA Associate members, and AIA members licensed for 10 years or less. Our mission is to promote the professional growth of emerging architects and support local communities through advocacy, education, and service. Through the consistent communication and coordination between the state committee and local sections throughout New Jersey, EPiC provides programming, events and service opportunities for our members to have fun, while building relationships, developing leadership skills, and increasing emerging professionals involvement in the profession.



AIA New Jersey

Emerging Professionals Community



EPiC ROADMAP

The path for those within the architecture profession starts long before licensure. Beginning with AIAS, future architects can get involved with the AIA and continue their involvement throughout their career. Numerous organizations, from the nationwide level down to your local AIA chapter, are available for education, inspiration, and socialization.

ROADMAP TO AIA

EPiC Roadmap to the AIA

Join AIA New Jersey's Emerging Professionals and build your future, shape your path, and get involved! It is YOUR AIA.

ASSOCIATE

Recent architectural school graduates, AIA members working towards licensure and non-licensed members of the architectural profession.
www.aia.org/nac
associates@aia-nj.org

The EPiC Mission:

Promote the professional growth of emerging architects and support local communities through advocacy, education, and service.

FAIA

The AIA College of Fellows is comprised of members in good standing for at least 10 years and whom the Jury of Fellows has determined to have contributed notably to the advancement of the architecture profession.
network.aia.org/cof/home

ARCHITECT LICENSE

AIAS

The American Institute of Architecture Students [AIAS] is an independent, student-run organization dedicated to providing programs, information, and resources on issues critical to architecture and the experience of education.
www.aias.org

AIA

Registered Architects

Licensed Less Than Ten [10] years:

The Young Architects Forum [YAF] addresses issues of particular importance to recently licensed architects through mentorship, leadership, and fellowship.
www.aia.org/yaf
yaf@aia-nj.org

Licensed More Than ten (10) years:

Although no longer officially EPiC, your contributions to the community do not stop here. Be a mentor and share your experience! Contact your local EPiC Section Director for details on staying involved.



JOINING THE AIA

No matter where you live, where you practice, or where you are in your career, AIA membership connects you to top-quality education, critical business and career resources, and a community deeply engaged in promoting the value of architecture.

You'll find like minds and provocative new perspectives among our 85,000+ members and nearly 300 chapters. Our members come from many diverse backgrounds and follow many paths: Architecture, design, academia, technology, science, art, and media. They're architects, new graduates, designers, design enthusiasts, professors, solo practitioners, employees of large and boutique firms, and those on traditional, alternate, and hybrid career paths.

ELIGIBILITY

Associate membership is open to individuals who meet one of the following criteria: professional degree in architecture; currently work under the supervision of an architect; currently enrolled in the Architectural Experience Program (formerly IDP) and working toward licensure; or faculty member in a university program in architecture.

REGISTRATION

Visit <http://www.aia.org/join/> to join as an Associate or AIA member. The first year of registration is free for new college graduates.

BENEFITS

- Access a range of expertise and employment opportunities through a peer network of nearly 88,000 colleagues.
- Attend events, activities, and network through your state and local AIA components—demonstrate leadership skills and raise the visibility of the profession in your community.
- Architectural Experience Program (AXP), including help finding AXP coordinators and mentors
- Architect Registration Examination (ARE) study resources and instruction to support you on the path to licensure.
- AIA Transcript to track AIA continuing education provider courses. Associate members and interns can earn AXP Supplemental Experience hours by completing approved AIA continuing education courses. One AIA Learning Unit is equal to one AXP supplemental experience hour.
- Subscriptions to AIArchitect, e-newsletter covering news, practice, and key trends; ARCHITECT, the official magazine of the AIA; plus digital editions of residential architect, EcoHome, and ECO-STRUCTURE.
- AIA Career Center assistance to find internship and professional opportunities.

LOCAL SECTIONS

AIA New Jersey consists of six sections:

Architect's League of Northern New Jersey

Sussex

Passaic

Bergen

Hudson

Newark and Suburban

Warren

Morris

Essex

Union

Central

Hunterdon

Somerset

Middlesex

Mercer

Jersey Shore

Monmouth

Ocean

West Jersey Society of Architects

Salem

Gloucester

Camden

Burlington

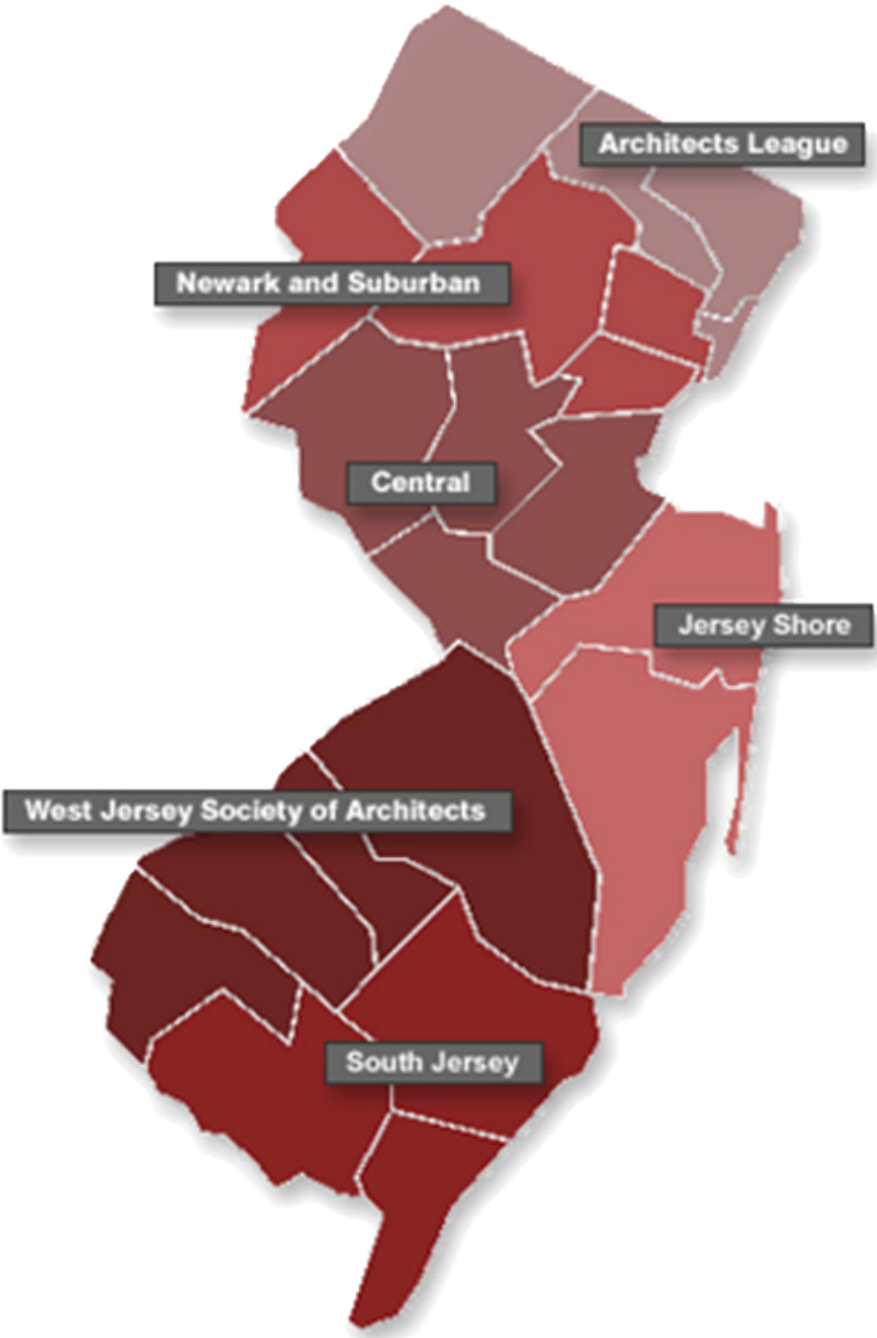
South Jersey

Cumberland

Atlantic

Cape May

AIA NJ LOCAL SECTION MAP





NCARB & AXP

The National Council of Architectural Registration Boards' (NCARB) membership is made up of the architectural registration boards of all 50 states as well as those of the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands. NCARB assists its member registration boards in carrying out their duties and provides a certification program for individual architects.

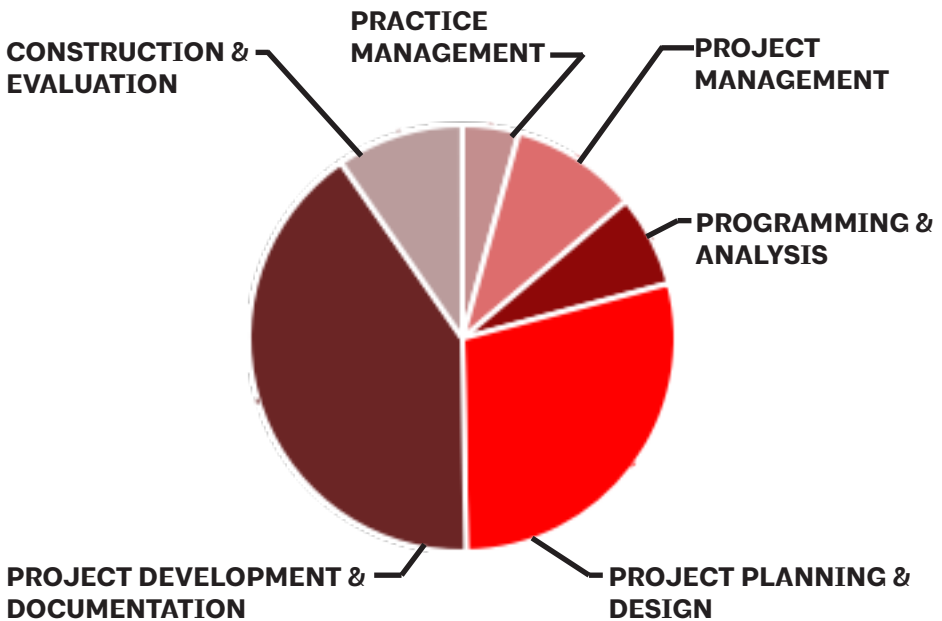
The Architectural Experience Program (AXP) an essential step in the path to becoming an architect. Through documented hours You will learn about the daily realities of architectural practice, acquire comprehensive experience in basic practice areas, explore specialized areas of practice, develop professional judgment, and refine your career goals. These hours are necessary to sit for the Architectural Registration Exams.

EXPERIENCE AREAS

REQ'D 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



HOW TO SET UP AN NCARB RECORD

Your NCARB Record is a detailed, verified record of your education and experience, and is used to establish your qualifications for examination, registration, and certification. You must have an NCARB Record to complete the Architectural Experience Program (AXP), the Architect Registration Examination (ARE), or apply for the NCARB Certificate.

- On the home page, click the blue “Log in” button on the right side of the screen.
- Click “Establish Record” on the right.
- Create a new account.
- Add the “NCARB Record” service.
- Download and save the Certification Guidelines and the AXP Guidelines (if you are enrolling in the AXP) and agree to the statement.
- Follow the step-by-step instructions to fill out all of the required information.
- Review your information for accuracy—errors will delay your processing time.
- Select and enter your payment method.
- Click submit and check your e-mail. You will receive two e-mails: one confirming your payment and one with instructions for your next steps and your Record number. Note: You haven’t established a Record unless you have submitted payment and received a Record number.
- Log in to “My NCARB” and select “NCARB Record.” Download, fill out, and send the remaining forms to your school or reference. Experience may be submitted through the online reporting system. Note: If you are an intern, you must comply with the reporting requirements.

You can access your Record at any time to check your renewal date, renew your Record, request transmittals to registration boards, review your Record summary, review your AXP progress, and/or change your contact information.

Please note that you should keep your NCARB Record active even when you are not working or while testing. If you let the record lapse, it is a substantial fee to reactivate it and without the NCARB Record, it is much more difficult to receive NCARB Certification and reciprocity in other states.

As of June 2016, the Record Application Fee is \$100 for one year of service and the Annual Renewal Fee is \$85. For Record holders who paid the full \$350 application fee prior to the implementation of the new fees, the new renewal fee will not be applied until expiration of the initial three years of service. If only the first installment of \$100 available to recent graduates was paid, the remaining \$250 balance will be waived and the renewal fee will be applied on a yearly basis.

ARE 5.0

Architectural Registration Exam (ARE) is administered by The National Council of Architectural Registration Board and the State of NJ requires the following to sit for any division of the ARE:

- An accredited degree (NAAB, CACB)
- Completion of AXP
- 3 years of internship experience

To schedule an exam at a Prometric Testing Center, the candidate will need a candidate number. This will be provided to you after 'Requesting eligibility to the ARE' via your online NCARB Record. This will be processed through the state's Registration Board. The candidate will find his or her eligibility information in 'My Examination' in the NCARB Record.

ABOUT THE EXAM

ARE 5.0 consists of six sections, as compared to the seven sections of ARE 4.0, with multiple choice questions as well as case studies. The test sections are:

- Practice Management
- Project Management
- Programming & Analysis
- Project Planning & Design
- Project Development & Documentation
- Construction & Evaluation

An ARE 4.0 to 5.0 transition plan can be found at <http://www.ncarb.org/ARE/ARE5/ARE5-TransitionPlan.aspx>

PREPARATION/STUDY TOOLS

A multitude of study materials, lectures and seminars exist for the ARE's both physically and digitally. Some of the most recommended tools include:

Literary Resources

- ARE Prep by Kaplan Architecture Education
- ARE Review Manual
by David Kent Ballast & Steven E. O'Hara PE

Online Resources

- Blackspectacles.com
- Archiflash
- Google+ ARE 5.0/4.0 Community
- ARECoach.com/coachforum

Seminars

- Center for Architecture NYC Seminars by Michael Archer
- ARE Structural Systems by David Thaddeus
- ARE Building Systems Prep by Michael Ermann

TESTING ACCOMMODATIONS

All divisions of the ARE are administered exclusively on computers at Prometric test centers, year-round throughout the United States. Tests can be taken in any order, time and testing location. Exams are on a Pass/Fail basis

Exams in ARE 4.0 cost \$210 per exam and are non-refundable. Exam in ARE 5.0 are \$210 until June 30, 2018.

RETAKE

Candidates can retake a failed division of the ARE as soon as 60 days after the previous attempt of that division. A candidate may only take the same division of the ARE three (3) times within a running year.

ROLLING CLOCK

A passing grade for an division of the ARE shall be valid for five years, after which time the division must be retaken unless all divisions have been passed.

Extensions are granted for circumstances such as birth/adoption of a child, serious medical conditions, active duty in military service or other like causes. An applicant may request such an extension by submitting a timely written application and supporting documentation as prescribed by NCARB.



NJ TESTING REQUIREMENTS

To be eligible for ARE testing in the state of New Jersey, the following is required:

Completion of IDP/AXP

Minimum of (3) years experience

Please note that other states allow you to finish IDP/AXP while also testing for the ARE's. Pennsylvania and New York do not require residency to take the exams but to receive reciprocity in New Jersey, three years of experience and IDP/AXP completion are still necessary. Please visit <http://www.njconsumeraffairs.gov/arch/Pages/applications.aspx> for the "Eligibility for Taking the Architect Registration Examination" form which is to be completed and submitted to the NJ DCA before sitting for the ARE's.

 New Jersey Office of the Attorney General Division of Consumer Affairs New Jersey State Board of Architects 124 Halsey Street, 3rd Floor, P.O. Box 45001 Newark, New Jersey 07101 (973) 504-6385	
Eligibility for Taking the Architect Registration Examination (A.R.E.)	
Dear Applicant:	
Please be advised that the prerequisites to take the Architect Registration Examination (A.R.E.) in the State of New Jersey are as follows:	
1. Education Requirements	
The applicant must hold a Bachelor's or Master's degree in Architecture from a school accredited by the National Architectural Accrediting Board (NAAB).	
2. Experience Requirements	
The applicant has to present evidence of successful completion of at least three years in the Intern Development Program (IDP) administered by the National Council of Architectural Registration Boards (NCARB). The three (3) years of experience cannot be attained in less than thirty-six (36) calendar months.	
National Council of Architectural Registration Boards 1801 K Street, NW Suite 700 K Washington, DC 20007-2775 Telephone: 202-783-6500 Fax: 202-783-6290 www.ncarb.org	
All foreign architectural degree and non NAAB accredited degree holders, prior to filing their examination application form, are advised to contact the EES/NAAB program section at 202-638-3372 or visit the website at www.eesnaab.org .	
The National Architectural Accrediting Board, Inc. 1733 New York Avenue, NW Washington, DC 20006 Telephone: 202-648-3372 Fax: 202-783-2822 E-mail: info@naab.org www.naab.org	
This evaluation must attest that the foreign degree is at least the equivalent of a Bachelor of Architecture degree in the United States, to be considered acceptable by the Board. The evaluation must be mailed directly from the NAAB to the National Council of Architectural Boards, 1801 K Street, Suite 700K, Washington, DC 20007-2775, at the request of the applicant. This evaluation could take up to six (6) months to process.	
The applicant must contact the NCARB-IDP Program Coordinator at 202-879-0520 after the completion of three (3) years towards his/her professional degree to start an IDP file. When the applicant has completed the IDP requirements (three (3) calendar years of IDP experience), NCARB will transmit to the Board a bound "Green Cover" Counsel Record booklet which is a compilation of his/her records.	
If you meet our education and training requirements, please complete the enclosed application and return it along with a check in the amount of \$50.00 made payable to the New Jersey State Board of Architects.	

Different states have different testing requirements including testing without completion of AXP. Please visit <http://www.ncarb.org/Getting-an-Initial-License/Registration-Board-Requirements.aspx> for more information.

INITIAL LICENSURE



Congratulations on completing the AXP and ARE!

After completing all of the exams, NCARB will send a congratulatory email and notify you that they will review your NCARB record. Please note that this email may come a few days after passing your final exam. As the state of NJ requires that AXP be completed before testing, this review only takes a few days and then your “Electronic Green Cover” will be sent to the New Jersey State Board of Architects. NCARB will send another email once it has been electronically sent.



NEW JERSEY DIVISION OF
CONSUMER AFFAIRS

Once the New Jersey Division of Consumer Affairs has received your Green Cover, it will be reviewed at their monthly meeting along with others seeking Licensure by Examination. Once approved, you will be mailed an Issuance Certificate of License along with the next steps. As New Jersey has a biannual renewal period, you will receive a pro-rated fee for licensure. Also, continuing education hours will not be required until the first full renewal period. After submitting the fee and the licensing form, you will receive your certificate and seal in due time.

RECIPROCITY

To receive NCARB Certification, NCARB will email you Form-155 to be mailed to the NJ DCA as well as a \$30 check made out to the New Jersey State Board of Architects. After the DCA completes the form and mails it back to NCARB, NCARB will provide the NCARB Certification.

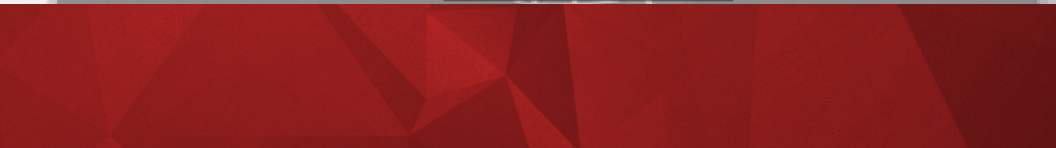
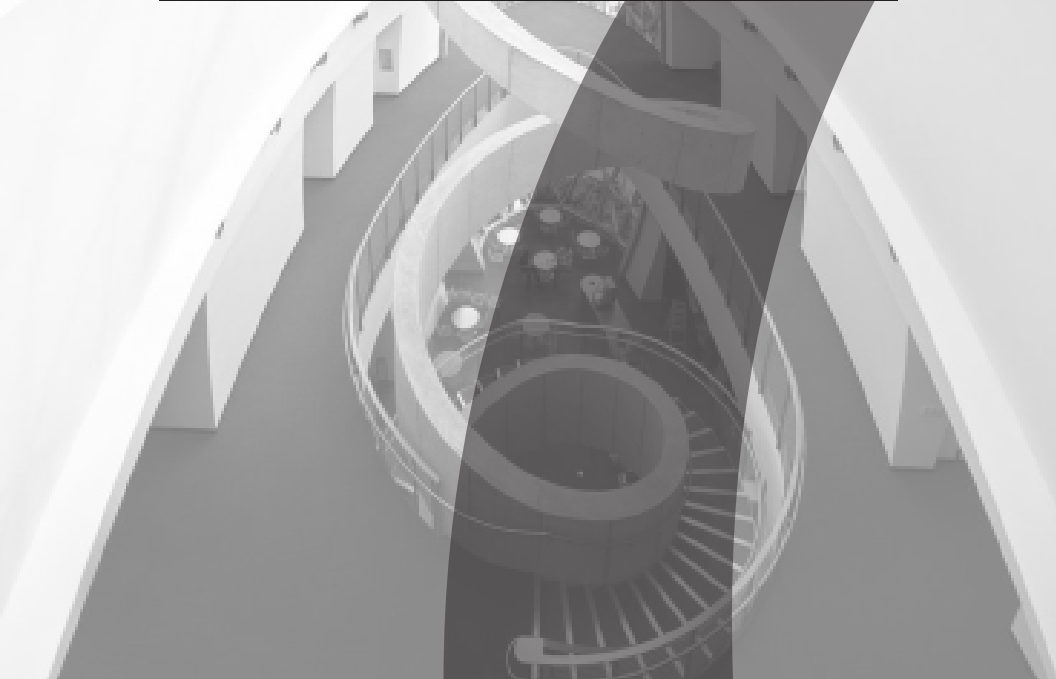
After NCARB has received and processed the form, a new link will appear on the right side of the NCARB Record page. Click “Transmittal Instructions and Forms” to begin the process. Note that each state does require a licensing fee and NCARB requires a transmittal fee. In this process, NCARB will send all of your records directly to the state of choice rather than asking your college, employers and yourself for additional forms and information. If your NCARB Record is still active, the only fees will be the transmittal fees.

If you do not receive any emails, forms, or if you have questions about the status of your license. Please contact NCARB at (202)879-0520 or the NJ DCA State Board of Architects at (973)504-6385



ORGANIZATIONS

There are a multitude of organizations within the architectural community that provide a variety of services and support. For additional resources or to get involved, be sure to check out what else the branches of AIA are all about.



AIA

www.aia.org

Based in Washington, D.C., the American Institute of Architects has been the leading professional membership association for licensed architects, emerging professionals, and allied partners since 1857. With nearly 300 state and local chapters, the AIA serves as the voice of the architecture profession and the resource for our members in service to society.

AIAS

www.aias.org

The American Institute of Architecture Students (AIAS) is an independent, nonprofit, student-run organization dedicated to providing unmatched progressive programs, information, and resources on issues critical to architecture and the experience of education.

NAC

www.aia.org/nac

The National Associates Committee [NAC] is dedicated to serving Associate members of the AIA in the advancement of their career. The NAC aspires to be the catalyst for progress within the Institute and the profession.

YAF

www.aia.org/yaf

The Young Architects Forum [YAF] was organized to address issues of particular importance to recently licensed architects (licensed 10 years or less). Check out the bi-monthly Connection Publication.

CONTACT

Any questions or comments please contact us
EPiC@aia-nj.org

www.epic-aia-nj.weebly.com



AIA New Jersey

Emerging Professionals Community