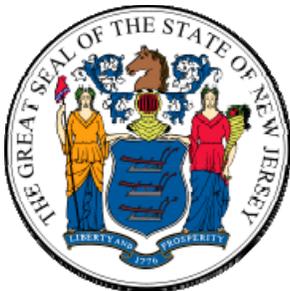


# New Jersey State Board of Architects

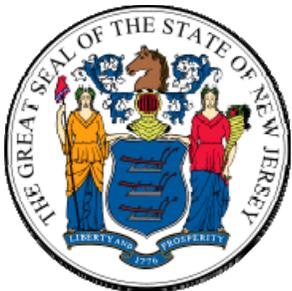
## **Application Process Overview** **Applying for Eligibility to take the** **Architect Registration Exam (A.R.E.)**

*Initial Licensure Only*



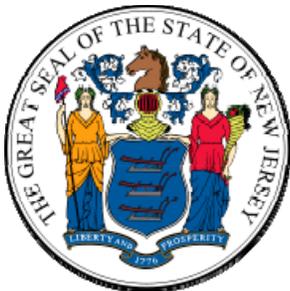
# New Jersey State Board of Architects

- License qualified individuals who meet the 3 E's - Education, Experience and Exam
- Regulates the Practice of Architecture
- Investigates Consumer Complaints and takes Disciplinary action when necessary



# License to Practice

- No one may practice as a Registered Architect without a current, active license
- You worked hard to complete your educational program, have at least three (3) calendar years of experience but you cannot practice until you have passed the A.R.E. and been approved by the Board for licensure. Once you have attained a License Number, Seal & Certificate you are a Registered Architect and may begin practicing
- Once you get your license, you need to keep it active and in good standing

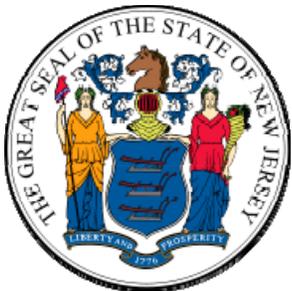


# License to Practice

How do you get a license?

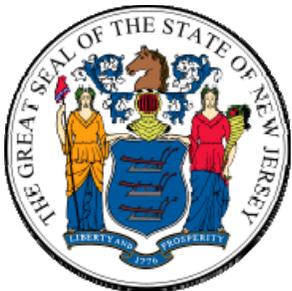
An individual applying for an initial license to become a Registered Architect must meet the following requirements:

1. **Education** - the applicant must hold a Bachelor' s or Master' s degree in Architecture from a school/university accredited by the National Architectural Accrediting Board (NAAB)
2. **Experience** – the applicant must present evidence of successful completion of at least three (3) years in the Architectural Experience Program (AXP) 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. Initial applicant' s request NCARB to transfer their AXP Record Summary to the Board
3. **Exam** – the applicant must complete all divisions of the Architect Registration Exam (A.R.E.)



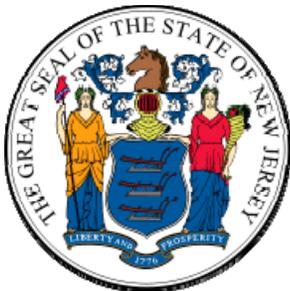
# What if I have a Foreign Architectural Degree? Or a Degree not accredited by NAAB?

- An applicant with a Foreign degree can have their degree evaluated by NAAB to see if it's the substantial equivalent of a bachelor or masters degree of architecture that would be accredited in the United States
- A “Detailed” evaluation by Education Credential Evaluators, Inc. or other evaluation services recognized by the Board certifying that the degree is the equivalent in level, scope and intent of a bachelor or a master degree of architecture that would be accredited in the United States



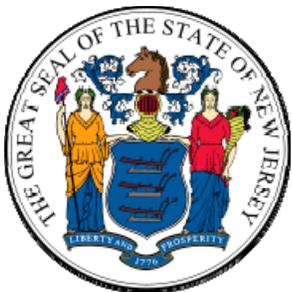
# How do I become an Architect if I am a licensed New Jersey Professional Engineer - PE?

- A Professional Engineer licensed in the State of New Jersey in good standing, holding an accredited degree in engineering, and without restriction, complaint or charge of illegal practice of architecture, shall be eligible for licensure as a registered architect upon the successful completion of all the divisions of the A.R.E.
- PE' s interested in applying to become a Registered Architect should submit the following:
  1. Completed Application for Architect Registration Exam and \$50.00 application fee.
  2. A verification/certification that he/she is a licensed New Jersey Professional Engineer in good standing. The certification must be submitted directly from the New Jersey State Board of Professional Engineers & Land Surveyors.
  3. A copy of college/university transcripts must be submitted directly to the Board
- Once all the documents have been received by the Board, the PE' s file will be reviewed for approval to take the Architect Registration Exam – A.R.E.



# When Should I Begin the Application Process?

- An applicant must complete his/her necessary Education and Experience requirements before completing and filing an application to be approved to take the Architects Registration Exam – A.R.E.
- Board approval is necessary to begin taking the Architect Registration Exam – A.R.E.
- The Board meets once per month for review and approval of applications



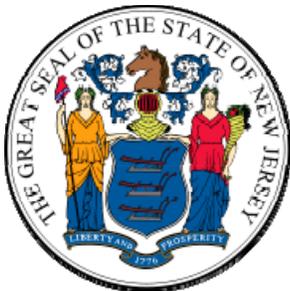
# How Do I Get an Application Form?

Applications can be downloaded from the Board's website at: [www.NJConsumerAffairs.gov/arch](http://www.NJConsumerAffairs.gov/arch)



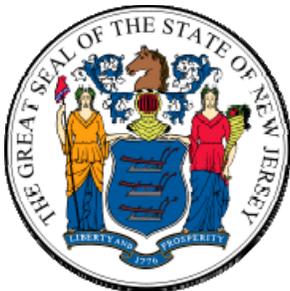
The screenshot displays the website for the New Jersey State Board of Architects. On the left is a navigation menu with the following items: Board Home, Members, Meetings, Disciplinary Actions, Applications and Forms (highlighted in a blue box), Top Tips for License Applicants, Laws and Regulations, License Verification, Frequently Asked Questions, Useful Links, and Request a List. The main content area is titled 'New Jersey State Board of Architects' and 'Applications and Forms'. It lists several application forms, each with a small icon of a document with a red stamp:

- Application for Reinstatement with Instructions
- Application for Registration as an Architect (Licensure by Credentials - Out of State)
- Reinstatement Application for a Certificate of Authorization
- [Eligibility for Taking the Architect Registration Examination](#)
- Home Inspector Licensure Application for Architects
- Certificate of Authorization Application
- Registered Architect Wall Certificate and Seal Press Form
- New Jersey Licensed Professional Engineers Application for Architect Registration Exam (ARE)



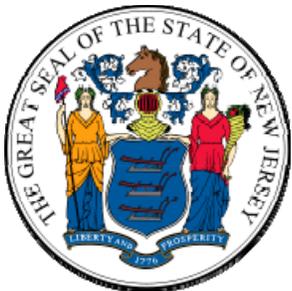
# Application Process

1. Submit an application (*\$50.00*)
2. Send supporting documents to the Board – Contact NCARB to have your AXP Record Summary transferred to the Board
3. Submit additional information (*as required*) – If you answered “Yes” to any of the questions #7 through #16 you would be required to provide a complete explanation of the circumstances leading to the action as well as legal documents such as the Criminal Complaint & Disposition, Indictment, Judgement of Conviction, Orders of Dismissal, completion of Probation, PTI and the Police report



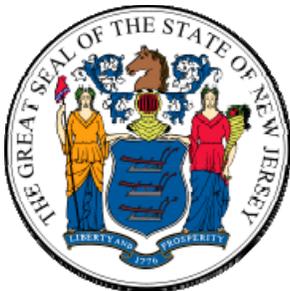
# Application Fees

- Application Fee:
  - \$50.00
  - Payable by check or money order
  - NO CASH



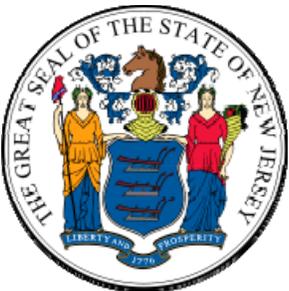
# Application Questions

- Child Support
- Citizenship/ Immigration Status
- Disciplinary Action taken against Professional License
- Education
- Moral Character – Arrests, Convictions, Crime, Litigation
- Photograph of Applicant
- Professional Organization and Community Service
- References
- Social Security Number
- Student Loans
- Work Experience



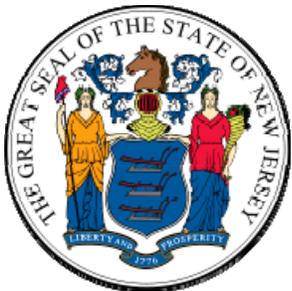
# Jurisprudence Orientation

- FREE
- Offered online – available 24/7
- Helps you understand that regulations exist, what they say, and where to find them
- Statutes and Regulations are available on the Board's website: [www.NJConsumerAffairs.gov/arch](http://www.NJConsumerAffairs.gov/arch)
- Remember to review the statutes, regulations and uniform regulations



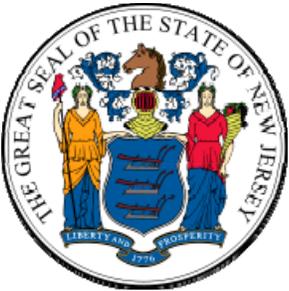
# Initial Registration Fee

- Once your application has been approved by the Board you will receive a “Licensure Approval Letter and Initial Registration Wall Certificate & Seal Press Form ”
- You must complete the Form with the required information and return with the appropriate fee *(\$160.00 / \$80.00)*



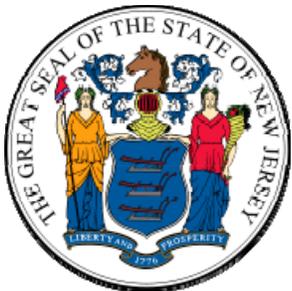
# Keeping Your License Current

- Licenses are valid for two (2) years
- Every Registered Architect license expires July 31<sup>st</sup> of odd-numbered years
- You must keep your address current with the Board to receive renewal notices and other important information. Address changes must be made within thirty-days (30)
- Renewals are done online and require a renewal fee (*currently \$160.00*)



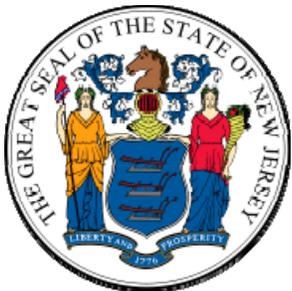
# Continuing Education

- You must complete your continuing education prior to renewal (July 31st of every odd-numbered year)
- Registered Architects must complete 24 hours during each two-year period
  - 16 hours must be in Health, Safety and Welfare
  - 8 hours in the Practice of Architecture
  - 6 hours may be done as “self-study”
- Registered Architects may obtain CE hours in courses, programs, and seminars approved or offered “only” by the following recognized providers:
  1. The American Institute of Architects (*AIA*)
  2. The National Council of Architectural Registration Board (*NCARB*)
  3. The School of Architecture at the New Jersey Institute of Technology (*NJIT*)
  4. The National Architectural Accrediting Board (*NAAB*)
  5. New Jersey Department of Community Affairs



# Communication

- If you get a letter from the Board – read it
- If the Board asks for you to respond to it – do it in a timely fashion (Duty to Cooperate)
- If you move, change your name, start working in a new location – contact the Board and update your information



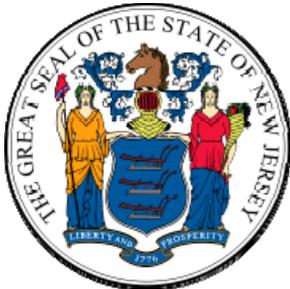
# Where Do I Send Mail for the New Jersey State Board of Architects?

## **Mailing Address**

New Jersey State Board of Architects  
P.O. Box 45001  
Newark, N.J. 07101

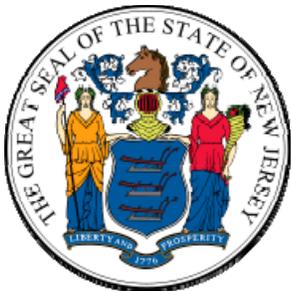
## **Physical Address**

New Jersey State Board of Architects  
124 Halsey Street – 3<sup>rd</sup> Floor  
Newark, NJ 07102



# Tips for the Application Process

- Mail the application with the required supporting documents
- Be clear about what name(s) appear on your application and supporting documents
- You may either use the Street Address or P.O. Box to mail items to the Board
- Submit as much information as possible, if you answer “Yes” to any of the questions



# Useful Links

Board of Architects

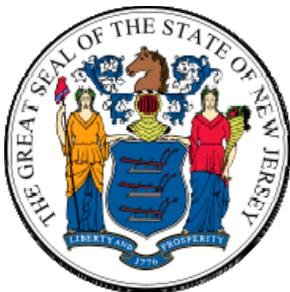
[www.NJConsumerAffairs.gov/arch](http://www.NJConsumerAffairs.gov/arch)

Application Status

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

License Verifications

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)



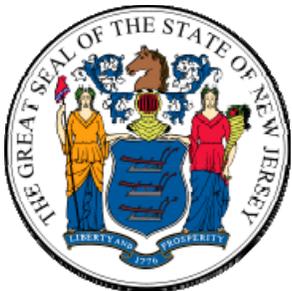
# Professional Organizations Contact Information

National Council of Architectural Registration Boards (NCARB)  
Customer Services Department  
1-202-879-0520  
[customerservice@ncarb.org](mailto:customerservice@ncarb.org)

National Architectural Accrediting Board (NAAB)  
1-202-638-3372  
[info@naab.org](mailto:info@naab.org)

American Institute of Architects (AIA) – New Jersey Chapter  
1-609-393-5690  
[info@aia-nj.org](mailto:info@aia-nj.org)

American Institute of Architects (AIA) – National Chapter in D.C.  
1-800-AIA –3837  
[infocentral@aia.org](mailto:infocentral@aia.org)



# Design Professionals

## New Jersey State Boards Contact Information

### New Jersey Division of Consumer Affairs

- Architects / (973) 504-6385
- Certified Interior Design Committee / (973) 504-6385
- Home Inspection Advisory Committee / (973) 504-6233
- Landscape Architects / (973) 504-6385
- Professional Engineers & Land Surveyors / (973) 504-6460
- Professional Planners / (973) 504-6465

### Office of Consumer Protection

- Home Improvement Contractors / (973) 504-6200

