



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



Licensure by Credentials Application Requirements and Instructions

Dear Applicant:

Please be advised that the following are the requirements for Licensure by Credentials in the State of New Jersey.

Education Requirements -

Pursuant to N.J.S.A. 45:3-5 and N.J.A.C. 13:27-4.5 applicants shall be regarded as having fulfilled the education requirement if he/she has a baccalaureate or master's degree in architecture from a university, college, or technical school which has an architectural program accredited by the National Architecture Accrediting Board or if the applicant has completed education which the Board deems to be equivalent to an accredited full course in architecture. Any applicant, who on or before July 1, 1987, fulfills the education requirement or the experience or experience and partial schooling equivalent requirements in effect immediately prior to the effective date of this 1987 amendatory act, shall also be regarded as having fulfilled the education requirement.

Experience Requirements -

Pursuant to N.J.A.C. 13:27-4.5 all applicants 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 applicant shall be regarded as having fulfilled the experience requirement if he/she demonstrates three years or more of experience related to architecture. The three years of experience cannot be attained in less than thirty-six (36) calendar months.

Examination Requirements -

Pursuant to N.J.A.C. 13:27-4.5 all applicants must document passing the Architectural Registration Examination (A.R.E.), or a combination of exams, equivalent to the ARE. Licensure based on an oral interview or a foreign registration is unacceptable.

Please note: In cases where the applicant has been granted a registration or a license in another United States jurisdiction on the basis of education, training and examination requirements that are not substantially equal to those required in this State, the applicant may be granted a license if the applicant can demonstrate that he or she possesses the education, training and examination requirements as set forth in N.J.A.C. 13:27-4.1, or their substantial equivalents.

Direct applicants – Licensure by Credentials

Applicants applying for License by Credentials directly from their base state: In addition to filing the required application, applicants must furnish the Board with the following:

- Application fee of \$75.00, payable by check or money order.
- Attach a 2x2 clear photograph taken within the last six months.
- Send additional/supporting documents if you answered 'Yes' to any of the questions #6 through #15 of the application.
- At the request of the applicant - Letter of Certification sent directly from your base state to this office; stating how your license was obtained, by what examination and the grades received.
- At the request of the applicant - College transcripts sent directly from the college(s) to this office. **If transcript is under maiden name, it is the applicant's responsibility to contact the State Board of Architects and notify the staff in order to properly match your records.**
- Applicant must present evidence of successful completion of at least three (3) years in the Architectural Experience Program (AXP).
- Work references from three (3) architects who are personally acquainted with your professional abilities. The person seeking to practice architecture must provide a list of the names and addresses on the application and the Board will forward the work reference form to the individuals to be completed and returned to the Board.

NCARB applicants - Licensure by Credentials

Applicants applying for License by Credentials through NCARB: In addition to filing the required application, applicants must furnish the Board with the following:

- Applicants must be certified by the National Council of Architectural Registration Boards (NCARB). Please contact NCARB and have your file (Blue cover record) forwarded directly to this office, if you have not already done so.
- Application fee of \$75.00, payable by check or money order.
- Attach a 2x2 clear photograph taken within the last six months.
- Send additional/supporting documents if you answered “Yes” to any of the questions #6 through #15 of the application.
- Applicants must complete the Architectural Experience Program (AXP), formerly known as the Intern Development Program (IDP) training criteria and value units as administered by National Council of Architectural Registration Boards (NCARB). Applicants for registration shall present evidence of successful completion of AXP as administered by NCARB.

National Council of Architectural Registration Boards

1401 H Street NW Suite 500
Washington, DC 20005
Telephone: 202-783-6500
Customer Relations: 202-879-0520
Fax: 202-783-0290
E-mail: customerservice@ncarb.org
www.ncarb.org

All foreign architectural degree holders and non-NAAB-accredited degree holders, prior to filing their application, must have their degree evaluated and are advised to contact ESSA-NAAB program section at 202-783-2007 or visit the website at <https://www.naab.org/eesa/> and forward their college transcripts for evaluation to:

National Architectural Accrediting Board

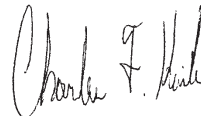
1735 New York Ave, NW
Washington, DC 20006
Telephone: 202-783-2007
Fax: 202-783-2822
E-mail: info@naab.org
www.naab.org

Pursuant to N.J.A.C. 13:27-4.2 this evaluation must attest that the foreign and non-NAAB accredited degree is at least the substantial 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 National Accrediting Architectural Board to the National Council of Architectural Boards at the request of the applicant.

Should you meet the above requirements, please complete and return the attached application with your check or money order in the amount of \$75.00, payable to the State of New Jersey. Please note that your application will not be accepted without the required \$75.00 application fee.

Please be advised that false information, if proven at any time, may subject applicant to revocation of license. If there are any questions, please contact the Board at 973-504-6385.

Very truly yours,
New Jersey State Board of Architects



Charles F. Kirk
Acting Executive Director



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



Licensure by Credentials Application Checklist

Dear Applicant:

Please reference the following checklist items to ensure the Board receives all required documents. The Board's statutes and regulations may be viewed at: <https://www.njconsumeraffairs.gov/arch/Pages/regulations.aspx>.

Application-completed and notarized.

- Application fee of \$75.00, payable by check or money order.
- Attach a 2x2 clear color passport-style photograph taken within the last six months (no selfies or scanned photos).
- Send additional/supporting documents if you answered "Yes" to any of the questions #6 through #15 of the application.
- Applicants applying DIRECT- At the request of the applicant college transcripts must be sent directly from the college(s) to this office. If transcript is under maiden name, it is the applicant's responsibility to contact the State Board of Architects and notify the staff in order to properly match your records.
- Applicants applying DIRECT- At the request of the applicant a letter of certification sent directly from your base state to this office; stating how your license was obtained, by what examination and the grades received.
- Applicants applying DIRECT- Work references from three (3) architects who are personally acquainted with your professional abilities. The person seeking to practice architecture must provide a list of the names and addresses on the application and the Board will forward the work reference form to the individuals to be completed and returned to the Board.
- Applicants applying through NCARB- Please contact NCARB and have your file (Blue cover record) forwarded directly to this office, if you have not already done so.

Please contact the Board's Call Center at 973-504-6385 with any questions. You may follow the progress of your application by visiting the Division of Consumer Affairs' website at: www.njconsumeraffairs.gov/ and clicking on "Checking Application Status" under "License & Registration." Please follow the directions to create an account, including a user name and password.

Very truly yours,
New Jersey State Board of Architects

Charles F. Kirk
Acting Executive Director