

Architect Licensing Advisors Community Position Description

I. Eligibility

1. An individual committed to: (any combination of the items below)
 - i. assisting licensure candidates pursuing licensure as an architect
 - ii. helping supervisors assist licensure candidates through licensure
 - iii. advising architects on reciprocity and NCARB Certification

II. Role

1. Serve as an information resource on the required components of licensure (education, experience, & examination) for emerging professionals.
2. Provide information necessary for the transition from internship to licensure within the context of state regulatory requirements, reciprocity, and NCARB certification.
3. Advise and assist licensure candidates with the NCARB Record application process.

III. Responsibilities

The following is expected of advisors:

1. Regularly attend and/or participate in Architect Licensing Advisors Community training and development programs outlined in section IV, Support and Resources.
2. Communicate with NCARB to maintain a thorough understanding of the Architectural Experience Program™ (AXP™) requirements, objectives and resources.
3. Communicate with NCARB to maintain a thorough understanding of the Architect Registration Examination® (ARE®) requirements, objectives and resources.
4. Communicate with the state licensing board to maintain a thorough understanding of state registration requirements and procedures.
5. Communicate with NCARB to maintain a thorough understanding of NCARB certification requirements, objectives, and resources.
6. Communicate and collaborate with professional support networks (including NCARB, AIAS chapters, local and national AIA components, YAF and NAC groups, state registration boards, etc.) to strengthen awareness of the required components of licensure and its importance among emerging professionals.

IV. Support and Resources

Advisors are provided the following:

1. Architect Licensing Advisors Online Community: access to a forum aimed to facilitate communication, information sharing, and networking with other licensing advisors from different parts of the country.
2. Monthly webinars: presented by NCARB staff and other guest speakers on different topics related to licensure and the profession.
3. NCARB staff support: direct email to ask questions, set up webinars and other outreach events.
4. NCARB training materials and presentation templates.
5. Licensing Advisors Summit: platform to converse directly with NCARB and other advisors, and explore factors that impact the pursuit of licensure.

Anyone can be an Architect Licensing Advisor. To become part of the community contact us at advisors@ncarb.org.

Architect Licensing Advisors Appointed Positions

The following are positions that are appointed by specific organizations.

- I. **Architect Licensing Advisor appointed by University/School/College of Architecture**
 1. **Eligibility**

An architecture faculty member or a career counselor/internship coordinator in a college/school of architecture. (Architect license preferred)
 2. **Appointment**

Appointed by the Dean/Head/Chair of each School/College of Architecture.
 3. **Term**

Term is determined by the Dean/Head/Chair of each School/College of Architecture.
 4. **Support**

Potential funding by NCARB to attend the Licensing Advisors Summit for advisors that are appointed by colleges/schools of architecture with a NAAB-accredited degree program.

- II. **Architect Licensing Advisor appointed by AIAS Chapter**
 1. **Eligibility**

Currently enrolled as a student in an architecture program at the institution they are representing. (An NCARB record holder is preferred)
 2. **Appointment**

Shall be appointed by the AIAS Chapter President.
 3. **Term**

Each term is for one year only. Term may be renewed for more than one year.
 4. **Support**

Potential funding by NCARB to attend the Licensing Advisors Summit

- III. **Architect Licensing Advisor appointed by State AIA Component**
 1. **Eligibility**

An individual who has served as an architect licensing advisor for at least one year.
An architect or an emerging professional on the path to becoming an architect.
 2. **Appointment**

Shall be appointed by the state AIA Component.
 3. **Term**

A three-year term limit is recommended.
 4. **Support**

Potential for funding by AIA National to attend the Licensing Advisors Summit.

Appointment process

Appointing organizations should notify NCARB of all newly appointed Architect Licensing Advisors via an email to advisors@ncarb.org. The email must contain the appointed advisor's name and contact information and will be listed publicly on NCARB's website.