



Architectural Licensing Advisor Description

An [Architect Licensing Advisor \(ALA\)](#) is a volunteer who helps aspiring architects navigate the path to licensure. These advisors, who can be professionals, educators, or students, provide guidance on the [Architectural Experience Program \(AXP\)](#), the [Architect Registration Examination \(ARE\)](#), and other licensure requirements specific to their jurisdiction. They offer resources and support to help candidates complete the necessary steps to become a licensed architect.

The Architect Licensing Advisors Community is a group of individuals committed to assisting licensure candidates and architects as they navigate the path to licensure and reciprocity. Architect licensing advisors provide guidance throughout the licensure process by facilitating the flow of information to architecture students, licensure candidates, and architects. The program is led by NCARB and jointly supported by the American Institute of Architects. Appointees serve a two-year term.

As an architect licensing advisor, you'll gain access to resources and support to ensure you're equipped to help candidates, including access to NCARB's online advisors community, exclusive webinars and training resources, and more. Plus, you'll have direct NCARB staff support for questions and guidance.

[More Information on the Position from NCARB](#)

Key responsibilities and services

- **Provide guidance:** Advise candidates on all aspects of the licensure process, including navigating requirements and choosing the best path for their goals.
- **Support the AXP:** Offer insight and assistance with completing the Architectural Experience Program requirements.
- **Assist with the ARE:** Help candidates prepare for and pass the Architect Registration Examination.
- **Navigate jurisdictional requirements:** Explain the specific licensure and [reciprocity agreements](#) in their local area.
- **Share resources:** Provide information and access to study materials and other helpful resources for licensure candidates.
- **Offer support:** Act as a point of contact for questions and provide a supportive environment for students and emerging professionals.

Who can become an advisor

- Licensed architects, educators, or students.
- Volunteers who have a passion for mentoring and supporting the next generation of architects.
- Individuals who have gone through the licensure process themselves and can share their experience.

Activities of a State Licensing Advisor

Every month this position will require 2 to 6 hours of your time. A licensing advisor is expected to engage with candidates in your community on a regular basis and stay active in the community by:

- Maintaining a thorough understanding of the AXP, ARE, and NCARB certification requirements, objectives, and resources
- Connecting with state candidates—both by request and proactively—to provide licensure information and guidance
- Participating in Architect Licensing Advisors Community training and development events
- Communicating with your local licensing board to maintain a thorough understanding of licensure requirements and procedures

- Attending EPiC Committee monthly virtual meetings.
- Participate in EPiC College Visits and present to architectural students about AIA and Licensure.
- Making sure that your contact info in My NCARB is up-to-date so local candidates can reach you
- Every other year, NCARB hosts the Licensing Advisors Summit, an exciting and engaging conference where you can meet NCARB staff, engage with other advisors, hear updates on NCARB programs, and explore factors that impact the pursuit of licensure. NCARB waives summit registration fees for all licensing advisors and provides travel funding for many advisors. The next summit will be held in 2027 (date and location TBD).

Application Requirements

- **AIA Membership** – Applicant must be an AIA member in good standing within AIA Pennsylvania and must be licensed not more than 10 years at the time of submission.
- **Letter of Interest** – From Applicant. Indicate understanding of the position, qualifications/experience, and reasons for seeking this position. Limit one page.
- **Resume** – Indicate education, employment history, organizations, activities, honors, and awards. Limit two pages (It is NOT in the applicant's best interest to simply submit a firm resume with project experience).
- Prospective candidates should send their application materials to
The EPiC Committee Chair | Thomas Dimick tdimick@phillipsdonovanarchitects.com. The committee will review candidates and recommend an appointment to the AIA Pennsylvania board of directors during its next scheduled meeting in December.