

Wisconsin Department of Safety and Professional Services

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

ARCHITECT SECTION

INSTRUCTION PACKET TO REGISTER FOR ARCHITECT EXAMINATION

I. FILING ELIGIBILITY APPLICATION WITH DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES:

All NEW (first time applying in Wisconsin) applicants applying for the architect examination must submit the following to the Department of Safety and Professional Services to determine eligibility to sit for the architect exam:

- a) Request To Apply for Architect Examination (Form #1948).
- b) Official transcripts showing courses taken and degrees received (**unofficial copies of transcripts are not acceptable**).
- c) Experience Record (Form #463).
- d) Equivalent Intern Development Program Record of Experience (Form #1947) or NCARB IDP Periodic Assessment Report.
- e) \$90 (\$75 initial credential fee and \$15 contract administration fee). Please include a check or money order made payable to: Department of Safety and Professional Services.

NOTE: If you are submitting a complete NCARB record do not submit transcripts or the experience record (Form #436).

Completed eligibility application materials must be mailed to the Department at the address listed above. Eligibility applications hand delivered or mailed by special courier must be delivered to the Department's street address: 1400 East Washington Avenue, Room 173, Madison, WI 53703.

Retake applicants who have previously taken the examinations in Wisconsin are not required to resubmit this information to the Department of Safety and Professional Services prior to examination registration.

EFFECTIVE January 1, 2006: NCARB has created a "rolling clock" standard for the Architect Registration Examination (ARE). Under the terms of the rolling clock, candidates must pass the exam within 5 years. Transitional rules and guidelines for the "rolling clock" are available at the NCARB website: <http://www.ncarb.org/newsclips/aug04rollingclock.html>

For applicants who have passed one or more but not all divisions of the ARE by January 1, 2006, such applicants will have 5 years to pass all remaining divisions. A passing grade for any remaining division shall be valid for five years, after which the division must be retaken if the remaining divisions have not been passed. The five-year period shall commence after January 1, 2006 on the date when the first passed division is administered.

II. REQUIREMENTS:

Experience - Effective July 1, 2010, to be eligible to take a scheduled examination, an applicant shall:

- a) have 6 years of qualifying architectural experience including education, OR
- b) Graduated from a national architectural accredited board (NAAB) accredited degree program and obtained a NCARB intern development program training record.

An Experience Record (Form #463) must be completed to verify that you have received at least 6 years of qualifying architectural experience and/or education. Please refer to sec. A-E 3.03(1), Wis. Admin. Code.

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Official transcripts showing courses taken and degrees received are required. Transcripts must be sent by the college or university to you. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). **Unofficial copies of transcripts are not acceptable.** Please refer to sec. A-E 3.03(1), Wis. Admin. Code. You must send the transcript in the sealed envelope to the Architect Section with this application. The transcript is not required if submitting an NCARB record.

Education as an experience equivalent for registration as an architect is defined in sec. A-E 3.04(3), Wis. Admin. Code. No more than the maximum experience equivalent will be given for education received.

Credit for Experience - Not more than one year of credit for satisfactory experience in architectural work may be granted for any calendar year as stated in sec. A-E 3.03(4), Wis. Admin. Code. **Credit will not be given for education and work experience received during the same time period.**

NCARB Record Number - Effective May 15, 2008, new applicants wishing to sit for the examination will require an active NCARB Record prior to examination. Current IDP Record holders can access their online account at <http://ncarb.org>. and select "Request a Transmittal." Indicate your Record Number on the Request to Apply for Architect Examination (Form #1948). NCARB will forward your IDP Record directly to the Architect Section.

If you are applying for the examination by completing Wisconsin's Equivalent Intern Development Program Record of Experience, you must also establish an NCARB record before you will be granted permission to sit for the examination. You will need to start a record at <http://ncarb.org>. You will be assigned a Record Number which you must indicate on the Request to Apply for Architect Examination (Form #1948).

Intern Development Program - All applicants applying for the examination must complete the Intern Development Program using the Architect Section's Equivalent Intern Development Program Record of Experience (Form #1947) or NCARB's IDP Periodic Assessment Report. **Applicants completing the Architect Section's Equivalent Intern Development Program Record of Experience (Form #1947) must complete a separate report for each place of employment.** Each report must be signed by the intern, and the intern's supervisor. All forms should be retained by the applicant until you are ready to apply to take the examination. Please refer to sec. A-E 3.03(1), Wis. Admin. Code. A minimum of 1 year of qualifying architectural work experience **AND** 1,860 hours of the required 3,720 hours of training experience must be documented at the time the application is submitted for the examination. The minimum 1 year of qualifying experience does not apply if you have an approved NAAB architectural degree.

NCARB's consultant, The Chauncey Group International will send qualified applicants information regarding testing, fees, practice software and exam locations after the Architect Section has determined your eligibility to sit for the exam. Computer testing will be available on a first-come, first-serve basis.

III. CHANGE OF NAME OR ADDRESS:

Any applicant scheduled for the examination who changes his or her name or address should notify the Department of Safety and Professional Services within 30 days of the name change.

IV. WISCONSIN STATUTES AND ADMINISTRATIVE CODE:

A copy of the Wisconsin Statutes and Administrative Code relating to the practice of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors is available on the web at <http://dsps.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.