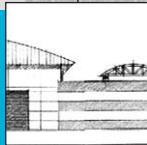
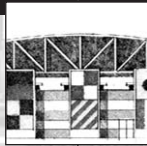
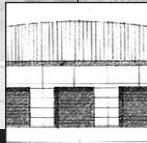
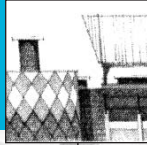


N C A R B



ARE GUIDELINES VERSION 3.1

NCARB is a nonprofit corporation that includes as its members all legally constituted Boards of Architecture in the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. As members of NCARB, these Boards collectively formulate recommended standards for all members to follow, including education, internship, examination, and continuing education requirements.

NCARB
1801 K Street, NW
Suite 1100-K
Washington, DC
20006
202/783-6500
202/783-0290 FAX
www.ncarb.org

*This document, **effective August 2006**, supersedes all previous editions of the ARE Guidelines and provides a general overview of the exam and the application, administration, and score reporting procedures.*

Please check NCARB's website, www.ncarb.org, regularly for updates to this publication and for the most current information regarding the ARE. © October 2005

ARE QUICK REFERENCE SHEET

This sheet is only to be used as a reference guide. Refer to the ARE Guidelines for complete details and additional information regarding the ARE.

GRAPHIC DIVISIONS

FEE	DIVISION	MAXIMUM SECTION TIME	VIGNETTE	RECOMMENDED TIME	SCHEDULED APPOINTMENT TIME
\$153	SITE PLANNING <i>SECTION 1</i>	1.5 HOURS	SITE DESIGN	1 HOUR 30 MINUTES	3.75 HOURS
	<i>SECTION 2</i>	1.5 HOURS	SITE ZONING SITE GRADING	1 HOUR 30 MINUTES	
\$153	BUILDING PLANNING <i>SECTION 1</i>	1 HOUR	INTERIOR LAYOUT	1 HOUR	5.75 HOURS
	<i>SECTION 2</i>	4 HOURS	SCHEMATIC DESIGN	4 HOURS	
\$153	BUILDING TECHNOLOGY				6 HOURS
	<i>SECTION 1</i>	2.5 HOURS	BUILDING SECTION STRUCTURAL LAYOUT ACCESSIBILITY/RAMP	1 HOUR 45 MINUTES 45 MINUTES	
	<i>SECTION 2</i>	2.75 HOURS	MECH & ELEC PLAN STAIR DESIGN ROOF PLAN	1 HOUR 1 HOUR 45 MINUTES	

TO RESCHEDULE AN APPOINTMENT

FOR A TEST SCHEDULED ON

CALL BEFORE NOON ET ON PRECEDING

MONDAY	→	THURSDAY
TUESDAY	→	FRIDAY
WEDNESDAY	→	SATURDAY
THURSDAY	→	MONDAY
FRIDAY	→	TUESDAY
SATURDAY	→	WEDNESDAY

**THE PRACTICE PROGRAM
FOR THE GRAPHIC DIVISIONS
CAN BE DOWNLOADED
FROM THE COUNCIL'S
WEB SITE AT
WWW.NCARB.ORG**

SCORE REPORTS ARE PROCESSED



GRAPHIC DIVISIONS



4-6 WEEKS

Frequently check the Council's web site to keep current on ARE information and updates.

AUGUST 2006



ARE QUICK REFERENCE SHEET

This sheet is only to be used as a reference guide. Refer to the ARE Guidelines for complete details and additional information regarding the ARE.

NCARB

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CCAC

6 WHEELER STREET
NEPEAN, ONTARIO K2J 3C1
CANADA
613/825-2660
ccac_ottawa@bellnet.ca

ARE OPERATIONS

P.O. BOX 6542
PRINCETON, NJ 08540
800/896-2272
800/692-5395 TTY
609/895-5022 FAX

THOMSON PROMETRIC CANDIDATE SERVICES CONTACT CENTER

800/479-6215
800/529-3590 TTY
800/967-1139 SPECIAL CONDITIONS

HOURS OF OPERATION:

MONDAY—FRIDAY
8:00 A.M. TO
8:00 P.M. ET

WWW.PROMETRIC.COM/NCARB
FOR CENTERS NEAR YOU
AND TO SCHEDULE ONLINE

TO REPORT A TEST CONCERN

ARE OPERATIONS
P.O. BOX 6542
PRINCETON, NJ 08540
609/895-5022 FAX

*ANY CONCERNS MUST BE DIRECTED
IN WRITING WITHIN 10 DAYS
FOLLOWING YOUR TEST DATE.*

MULTIPLE-CHOICE DIVISIONS

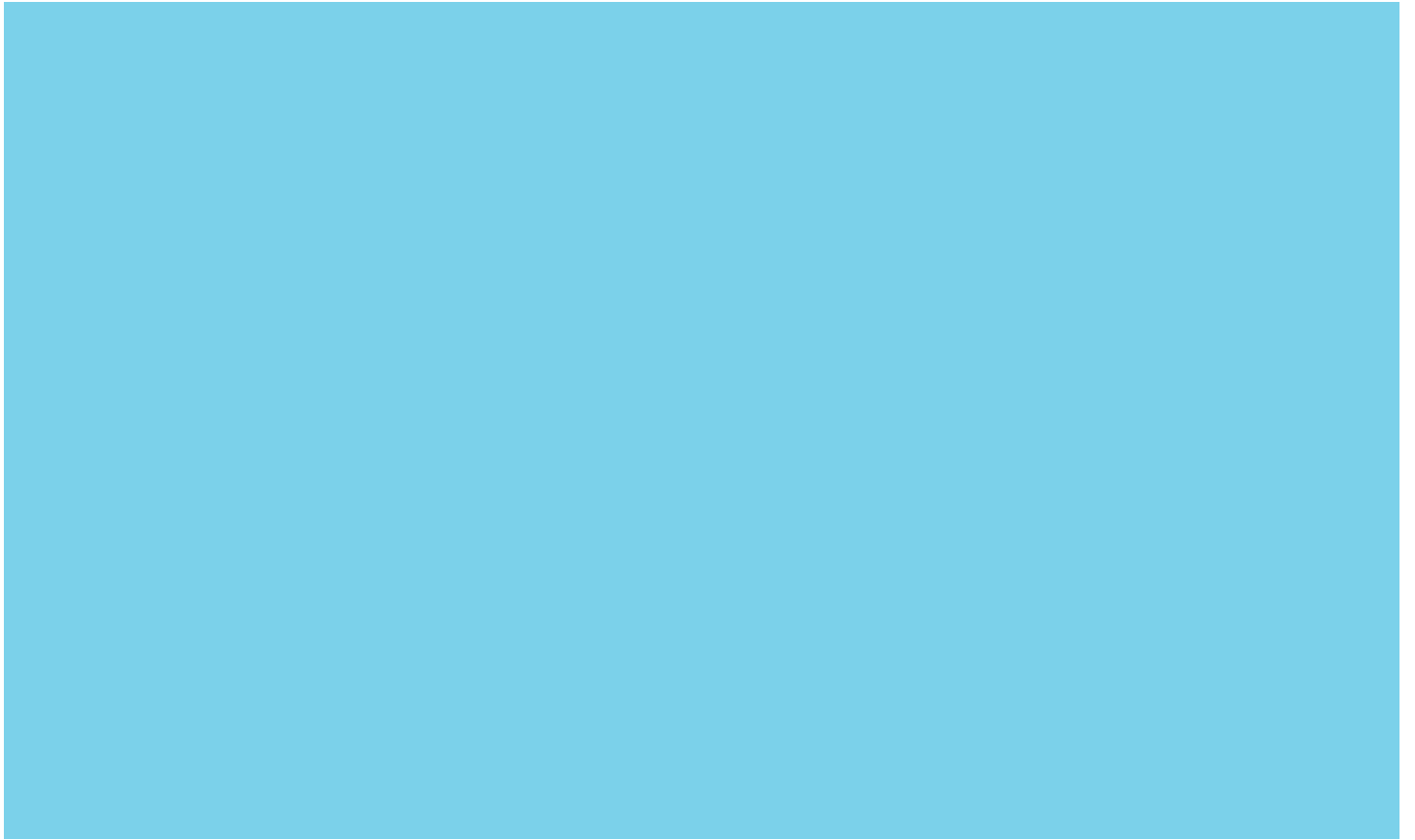
FEE	DIVISION	NUMBER OF QUESTIONS	TESTING TIME	SCHEDULED APPOINTMENT TIME
\$102 →	PRE-DESIGN →	105 →	2.5 HOURS →	3 HOURS
\$102 →	GENERAL STRUCTURES →	85 →	2.5 HOURS →	3 HOURS
\$102 →	LATERAL FORCES →	75 →	2 HOURS →	2.5 HOURS
\$102 →	MECHANICAL & ELECTRICAL SYSTEMS →	105 →	2 HOURS →	2.5 HOURS
\$102 →	BUILDING DESIGN / MATERIALS & METHODS →	105 →	2 HOURS →	2.5 HOURS
\$102 →	CONSTRUCTION DOCUMENTS & SERVICES →	115 →	3 HOURS →	3.5 HOURS
SCORE REPORTS ARE PROCESSED → MULTIPLE-CHOICE DIVISIONS → 2-4 WEEKS				

Frequently check the Council's web site to keep current on ARE information and updates.

AUGUST 2006

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THE ARCHITECT REGISTRATION EXAMINATION

The registration of architects is one of the means by which United States registration boards and Canadian provincial and territorial associations fulfill their mission to safeguard public health, safety, and welfare. Any individual may apply to one of the U.S. state or territorial boards or one of the Canadian provincial or territorial associations (together referred to as Boards of Architecture, or Boards, in this publication) for registration as an architect. However, to become registered, a person must demonstrate that he or she is qualified to render architectural services by meeting education, training, and examination standards established by each Board.

The Architect Registration Examination (ARE) is developed by the National Council of Architectural Registration Boards (NCARB). The ARE has been adopted for use by all U.S. state and territorial registration boards and by the Canadian provincial and territorial architectural associations as the registration examination for all candidates for architectural registration.

The ARE assesses a candidate's knowledge, skills, and abilities to provide the various services required in the practice of architecture. No single examination can test for competency in all aspects of architectural practice; the ARE is not intended for that purpose. The ARE concentrates on the professional services that affect the public health, safety, and welfare. The intent of the examination is to evaluate a candidate's competence to protect the public by providing the architectural services of pre-design, site design, building design, building systems, and construction documents and services as they relate to social, cultural, natural and physical forces, and to other related external constraints.

In addition to testing for competence in specific subject areas, NCARB is aware of the responsibilities an architect may have for coordinating the activities of others involved in the design/construction process. The ARE attempts to determine a candidate's qualifications not only in performing measurable tasks, but also in exercising the skills and judgment of a generalist working with numerous specialists. In short, the objective is to reflect the practice of architecture as an integrated whole.

The ARE is administered exclusively on computers at a network of test centers across the U.S., its territories, and Canada. Scores for each division will be sent to the Board of Architecture that qualified the candidate for the examination. That Board of Architecture has the ultimate authority to determine a candidate's qualifications to practice architecture within its jurisdiction.

WHAT IS THE ARE?

The Architect Registration Examination (ARE) is developed by the National Council of Architectural Registration Boards (NCARB). The ARE has been adopted for use by all U.S. state and territorial registration boards and the Canadian provincial and territorial architectural associations as the registration examination for all candidates for architectural registration.

Each Board of Architecture has the ultimate authority to decide who will or will not be granted a license, also known as registration, to practice architecture within its jurisdiction.

■
The ARE concentrates on the professional services that affect the public health, safety, and welfare.

The ARE consists of the following nine divisions.

MULTIPLE-CHOICE DIVISIONS

PRE-DESIGN
GENERAL STRUCTURES
LATERAL FORCES
MECHANICAL & ELECTRICAL SYSTEMS
BUILDING DESIGN / MATERIALS & METHODS
CONSTRUCTION DOCUMENTS & SERVICES

GRAPHIC DIVISIONS

SITE PLANNING
BUILDING PLANNING
BUILDING TECHNOLOGY

To help candidates prepare for the examination, the test specifications and references for each division are included in this document.

Multiple-Choice Divisions

Multiple-Choice questions are administered for the following six divisions of the ARE:

- **PRE-DESIGN**
- **GENERAL STRUCTURES**
- **LATERAL FORCES**
- **MECHANICAL & ELECTRICAL SYSTEMS**
- **BUILDING DESIGN / MATERIALS & METHODS**
- **CONSTRUCTION DOCUMENTS & SERVICES**

Each multiple-choice division consists of a fixed number of questions delivered within a maximum time limit.

Within each division, some questions are being pretested and will not affect your actual test score. These pretest questions will be evaluated and may be included in future editions of the test.

The following table presents the time limit for each multiple-choice division. Your scheduled appointment includes time for general instructions, demographic questions, and an exit evaluation survey.

Guessing

You should answer every question presented. If you are not sure of the correct answer, make your best guess and/or mark the question for later review. All unanswered questions are considered as incorrect responses.

MULTIPLE-CHOICE DIVISIONS			
	NUMBER OF QUESTIONS	TESTING TIME	SCHEDULED APPOINTMENT TIME
PRE-DESIGN	→ 105	→ 2.5 HOURS	→ 3 HOURS
GENERAL STRUCTURES	→ 85	→ 2.5 HOURS	→ 3 HOURS
LATERAL FORCES	→ 75	→ 2 HOURS	→ 2.5 HOURS
MECHANICAL & ELECTRICAL SYSTEMS	→ 105	→ 2 HOURS	→ 2.5 HOURS
BUILDING DESIGN / MATERIALS & METHODS	→ 105	→ 2 HOURS	→ 2.5 HOURS
CONSTRUCTION DOCUMENTS & SERVICES	→ 115	→ 3 HOURS	→ 3.5 HOURS

Reviewing Answers

You will be able to review and change answers during the examination. However, once you have exited the questions OR the time limit has expired, you will NOT be able to return to any questions.

Reference Material

The General Structures division and the Mechanical & Electrical Systems division include reference material that is accessed through a reference button on the computer screen. These screens include formulae and other reference material that may be helpful when answering questions in these two divisions.

Calculator

You **MUST** bring your own scientific calculator to the test center. **ONLY** non-programmable, non-communicating, non-printing calculators are allowed. It must **NOT** have pre-loaded formulas or have the capability to store formulas. The test center administrator reserves the right to refuse the use of any other calculators and is not responsible for providing a replacement calculator.

Test Specifications & References

Test specifications and a list of references for each multiple-choice division are included elsewhere in this document.

Graphic Divisions

The three graphic divisions of the ARE consist of a set of problems called vignettes used to assess your knowledge, skills, and abilities in the different facets of architectural practice.

You are required to create a solution for each of the 11 vignettes listed below based on the program and code requirements presented with each vignette.

■ SITE PLANNING DIVISION

- Site Design
- Site Zoning
- Site Grading

■ BUILDING PLANNING DIVISION

- Interior Layout
- Schematic Design

■ BUILDING TECHNOLOGY DIVISION

- Building Section
- Structural Layout
- Accessibility/Ramp
- Mechanical & Electrical Plan
- Stair Design
- Roof Plan

Your scheduled appointment includes time for general instructions, demographic questions, and an exit evaluation survey.

The graphic divisions are administered in sections to allow for brief breaks during the testing process. A section is the group of vignettes you are able to see and work on at a given time. Within each section, you will respond to a specific series of vignettes. You may work on the vignettes within a section in any order you choose, and you may take as much time as you need on each vignette up to the maximum time allotted for that section. Vignettes within a section may be reviewed; however, **when the section time limit is up, or if you have exited the section, you will not be able to return to any vignette in that section.**

For example, in the Building Technology division, the first section is 2 hours 30 minutes long and includes three vignettes: the Building Section vignette, the Structural Layout vignette, and the Accessibility/Ramp vignette. Within this 2-hour-30-minute period you can work on these three vignettes ONLY. When time has expired OR you exit the section, you will NOT be able to return to these three vignettes. **Do not exit a section unless you are finished with the current set of vignettes.**

GRAPHIC DIVISIONS				
DIVISION	MAXIMUM SECTION TIME	VIGNETTE	RECOMMENDED TIME	SCHEDULED APPOINTMENT TIME
SITE PLANNING				3.75 HOURS
<i>SECTION 1</i>	1.5 HOURS	SITE DESIGN	1 HOUR 30 MINUTES	
<i>SECTION 2</i>	1.5 HOURS	SITE ZONING SITE GRADING	1 HOUR 30 MINUTES	
BUILDING PLANNING				5.75 HOURS
<i>SECTION 1</i>	1 HOUR	INTERIOR LAYOUT	1 HOUR	
<i>SECTION 2</i>	4 HOURS	SCHEMATIC DESIGN	4 HOURS	
BUILDING TECHNOLOGY				6 HOURS
<i>SECTION 1</i>	2.5 HOURS	BUILDING SECTION STRUCTURAL LAYOUT ACCESSIBILITY/RAMP	1 HOUR 45 MINUTES 45 MINUTES	
<i>SECTION 2</i>	2.75 HOURS	MECH & ELEC PLAN STAIR DESIGN ROOF PLAN	1 HOUR 1 HOUR 45 MINUTES	

THE PRACTICE PROGRAM FOR THE GRAPHIC DIVISIONS CAN BE DOWNLOADED FROM THE COUNCIL'S WEB SITE AT
WWW.NCARB.ORG

Reviewing Solutions

You will be able to review and modify your solutions to each vignette within a section while working on that section. However, **once you exit a particular section OR the time limit for that section has expired, you will NOT be able to return to the vignettes in that section.**

Accuracy & Tolerances

It is your responsibility to be as accurate as possible when creating your solutions. More accurate information will result in more accurate scoring. Using the zoom tool and the full screen cursor may make it easier to produce more accurate solutions. A check tool is provided in several vignettes to help you identify problem areas such as overlapping elements.

Tolerances are built into each scoring program that allow for slight inaccuracies. These tolerances vary from vignette to vignette based on the importance of the feature being evaluated.

Calculator

You **MUST** bring your own scientific calculator to the test center. **ONLY** non-programmable, non-communicating, non-printing calculators are allowed. It must **NOT** have pre-loaded formulas or have the capability to store formulas. The test center administrator reserves the right to refuse the use of any other calculators and is not responsible for providing a replacement calculator.

Test Specifications & References

The description of each vignette and a list of references for each graphic division are included elsewhere in this document.

Practice Program

The computer practice program for the graphic divisions allows you the opportunity to become familiar with the software interface before you schedule a testing appointment. You can download the practice program from NCARB's web site at www.ncarb.org, free of charge, or purchase time at a Prometric test center to use the practice program. Candidates are encouraged to frequently check NCARB's web site in order to download the latest version of the practice program.

The practice program for the three graphic divisions consists of tutorials, directions, and one practice vignette for each of the 11 vignettes. The tutorials have been developed to help you learn how to use the features of the computer software to create solutions for the graphic vignettes. **You should spend as much time as necessary practicing with the software before taking your examination, even if you feel comfortable using other computer and/or graphic drawing programs.**

Prior knowledge of CAD or other graphic drawing programs is not necessary, as there will be differences between the drawing tools you use in the examination and the software you are familiar with.

Units of Measurement

The ARE includes both inch-pound and SI (Système International) units commonly referred to as metric units. References to applicable Canadian documents, standards, and terms are also included.

For most questions in the six multiple-choice divisions, SI units and Canadian standards and terms appear in brackets immediately following the inch-pound units and U.S. standards and terms. Conversions to SI units are approximate and have been rounded for simplicity and clarity. You must complete your work in either inch-pound (imperial) units or metric (SI) units, where appropriate. Converting from one system to another may result in wrong answers.

For the three graphic divisions, you will be given the opportunity to choose to work in either inch-pound units or metric units at the beginning of each division. Once you have made a choice and confirmed your selection, your decision will be irrevocable and cannot be changed during your examination. All of the dimensions and references to standards on the drawings and in the written material will be displayed in the measurement system selected.

Transitional Requirements

Throughout the years, the examination has evolved through many changes in structure and format. Candidates caught in this transitional phase must successfully complete all current ARE requirements.

If you did not pass **both** parts of the paper-and-pencil Division B: Site Design, you must successfully complete the Site Planning division.

If you did not pass Division C: Building Design in the paper-and-pencil examination, you must successfully complete **both** the Building Planning division and the Building Technology division.

**PLEASE KEEP THIS COPY OF THE ARE GUIDELINES UNTIL YOU FINISH ALL DIVISIONS OF THE EXAM.
CHECK WWW.NCARB.ORG FOR UPDATES.**

Rolling Clock

During NCARB's 2004 Annual Meeting, the Council passed a resolution officially creating a "rolling clock" requirement for the ARE. Under the terms of the Rolling Clock, which will be officially implemented on **January 1, 2006**, candidates for the ARE must pass all divisions within five years. Three transitional rules, which are noted below, will guide the process.

Rules

Three basic rules will guide the implementation of the Rolling Clock:

- For applicants who have passed all divisions of the ARE by January 1, 2006, regardless of the time taken, such applicants will have passed the ARE.
- For applicants who have passed one or more but not all divisions of the ARE by January 1, 2006, such applicants will have five years from the date of the first (non-exempt) passed division to pass all remaining divisions. [Exams passed prior to January 1, 2006, are exempt and will NOT have to be retaken.] If a candidate fails to pass all remaining divisions within the initial five-year period, the candidate is given a new five-year period from the date of the second oldest passed division. The five-year period shall commence after January 1, 2006, on the date when the first passed division is administered.
- For applicants who have passed no divisions of the ARE by January 1, 2006, such applicants shall be governed by the above five-year requirement. The five-year period shall commence on the date when the first passed division is administered.

Adherence to these rules is required for NCARB Certification.

Maintaining Exam Eligibility

You are responsible for maintaining your exam eligibility with your registration board. Consequently, you should be aware of the specific rules your board has for maintaining eligibility. Some boards require you to pay an annual maintenance fee so they do not cancel scores for divisions you passed, should your eligibility expire.

Because the rules vary from board to board and are subject to frequent change, NCARB cannot be responsible if you take a division of the ARE at a time when your board has canceled your eligibility. Your scores may be canceled for the divisions taken when your eligibility has expired, and you will not be eligible for a refund of test fees. Therefore, it is important for you to stay informed of your individual registration board's policies and procedures. This includes notifying them of any address changes so they can contact you about eligibility renewals or any other important licensure information and so that NCARB can contact you regarding any updates about the exam.

CONFIDENTIALITY AND DISCLOSURE

NCARB Board of Directors Policy Regarding Cheating and Disclosure

NCARB staff and Legal Counsel are authorized to investigate alleged cheating and attempts to disclose the substance of ARE questions and to take appropriate action. Such action may include holding scores and suspension of future ARE testing privileges pending resolution of the matter and, with the approval of the president, commencing legal action against any person threatening the integrity of the ARE.

Further action may include referral of the matter to the Council's Committee on Professional Conduct for its recommendation to the Board of Directors. Such recommendations may include the cancellation of ARE scores and the suspension of future ARE testing for up to 3 years from NCARB's discovery of the incident, or such longer period as may be warranted in exceptional circumstances; and in appropriate circumstances seeking recovery of costs and civil damages in a court of law.

The Member Board making the individual eligible for the ARE shall be informed of NCARB's action and that such action shall be retained in records maintained by NCARB.

Confidentiality Agreement

I understand that the content of this examination is confidential and subject to U.S. copyright laws. I agree that I will not divulge any questions on this examination to any individual or entity. I understand that the unauthorized possession, reproduction, or disclosure of any examination materials, including the nature or content of examination questions, before, during, or after the examination is in violation of law and this Confidentiality Agreement. A violation of this agreement can result in civil liability and/or disciplinary action by my Board of Architecture and the National Council of Architectural Registration Boards ("NCARB"). I agree that, in the event that I violate this Confidentiality Agreement, NCARB may suspend my test taking privileges, cancel test scores, and in addition take other disciplinary actions and seek recovery in a court of law of costs and civil damages which could be substantial.

Confidentiality Reminder

Congratulations on completing this division of the ARE. Your score report will be forwarded to your licensing board in the coming weeks. After you leave the testing center, remember that you have agreed not to divulge any questions or content of this examination to any individual or entity, and you have agreed that a violation of the Confidentiality Agreement can result in NCARB seeking recovery of costs and civil damages in a court of law which could be substantial as well as other actions by NCARB and your licensing board. Ensuring the confidentiality of the ARE is important to the Council's core mission of protecting the public health, safety and welfare. Thank you for your cooperation.

Each candidate must accept the Confidentiality Agreement before beginning each exam.

Candidates are reminded of the confidential nature of exam content at the completion of each exam.

NCARB

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202/783-0290 FAX
WWW.NCARB.ORG

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ARE OPERATIONS

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PRINCETON, NJ
08540

800/896-2272
800/692-5395 TTY
609/895-5022 FAX

**KEY
ADDRESSES****Key Organizations****NCARB**

The National Council of Architectural Registration Boards (NCARB) is a nonprofit corporation that includes as its members all legally constituted Boards of Architecture in the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

Each Board of Architecture has the ultimate authority to decide who will or will not be granted a license, also known as registration, to practice architecture within its jurisdiction.

As members of NCARB, these Boards of Architecture collectively formulate recommended standards for all members to follow, including education, internship, examination, and continuing education requirements. Individual Boards may or may not adopt the standards that are adopted nationally, but a majority of the Boards have adopted similar requirements for registration. This substantial consistency of standards makes it possible to facilitate reciprocal registration within the United States and Canada.

NCARB's Member Boards are governmental entities. The work of the Council is carried out by the individuals appointed to serve on the various Boards of Architecture. In most cases, the governor in each state appoints Board members. In some cases, one Board may regulate architects as well as engineers, landscape architects, and other professions.

Members of the U.S. Boards of Architecture meet at NCARB's Annual Meeting to develop major policies and elect a 12-member Board of Directors. This Board of Directors governs the Council between Annual Meetings. An Executive Vice President oversees the staff at NCARB's offices in Washington, D.C. The staff of NCARB does not set policy—that is the responsibility of the Board of Directors and the Member Boards.

CCAC

The Committee of Canadian Architectural Councils (CCAC) acts as a forum of the provincial architectural associations to facilitate communication, cooperation, and coordination among its members, and other organizations, regarding issues relating to national standards for admission to the profession and for the performance of architectural services in Canada. Members of the CCAC are autonomous associations. The CCAC comprises a representative from each of the provincial and territorial associations of architecture.

The provincial associations of architecture are self-governing and self-regulating organizations that regulate the admission of individuals in exchange for safeguarding the public. A Reciprocity Agreement is in place among the provincial and territorial associations that establishes "Common Admission Standards" for entry into the profession. The provincial and territorial Councils, composed mostly of elected architects, set policy.

THE PRACTICE PROGRAM FOR THE GRAPHIC DIVISIONS CAN BE DOWNLOADED FREE OF CHARGE FROM THE COUNCIL'S WEB SITE AT
WWW.NCARB.ORG

Thomson Prometric

Thomson Prometric® provides technology-based assessment services for academic assessment, professional licensing and certification, and information technology. Thomson Prometric operates and maintains test centers that administer various computer-based examination programs.

Thomson Prometric serves as NCARB's test development and operations consultant. In addition to operating and maintaining test centers, their responsibilities include processing the eligibility information sent from various Boards of Architecture and distributing the test information package that includes the *ARE Guidelines*, a list of test centers, and your *Authorization to Test* letter. Thomson Prometric also issues your test results directly to your Board of Architecture.

There are approximately 300 Thomson Prometric test centers with 4,000 ARE workstations in the U.S., its territories, and Canada available to ARE candidates.

THOMSON PROMETRIC CANDIDATE SERVICES CONTACT CENTER

800/479-6215
800/529-3590 TTY

800/967-1139
SPECIAL
CONDITIONS

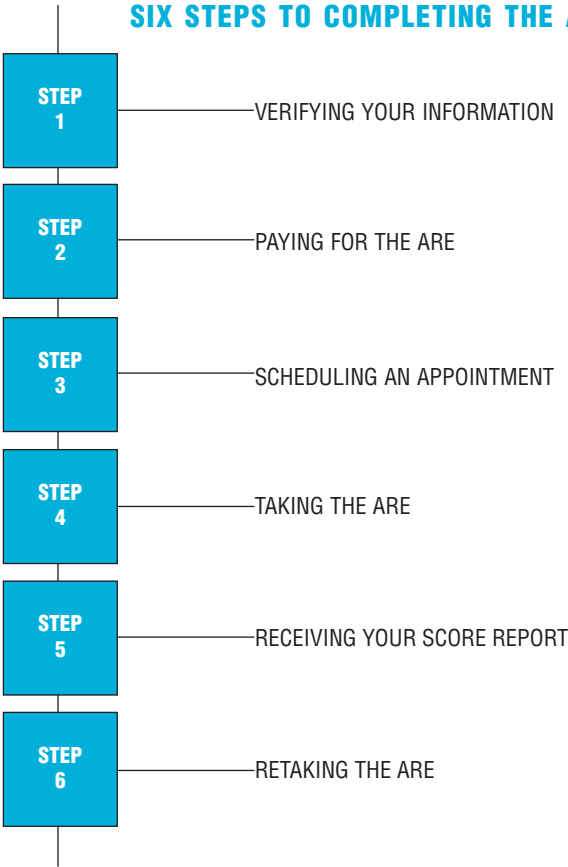
**HOURS OF
OPERATION**
MONDAY—FRIDAY
8:00 A.M. TO
8:00 P.M. ET

WWW.PROMETRIC. COM

FOR TEST CENTERS NEAR
YOU AND TO SCHEDULE
ONLINE



SIX STEPS TO COMPLETING THE ARE



STEP 1

VERIFYING YOUR INFORMATION

In order to take the ARE, you must meet the requirements of the Board of Architecture in the jurisdiction where you want to be licensed to practice architecture. After you have met your Board of Architecture's eligibility requirements for the ARE, they will send your eligibility information to Thomson Prometric.

After processing your eligibility, Thomson Prometric will send you a test information package, which includes:

- the *ARE Guidelines*
- a list of test centers with their telephone numbers
- your *Authorization to Test* letter

Your *Authorization to Test* includes your name, address, candidate identification number, your Board of Architecture, and all divisions you are eligible to take. Each ARE division is listed with beginning and ending eligibility dates. When scheduling your appointment(s) you may use this form to record your confirmation numbers and appointment information.

Verify that the name printed on your *Authorization to Test* is accurate and matches the name printed on your primary form of identification. If your name is incorrect, immediately contact your Board of Architecture. **Do not schedule an appointment to test until you receive a corrected *Authorization to Test*.**

If you need to change the name shown on your *Authorization to Test*, you must send a written request and official documentation to your Board of Architecture. **Name discrepancies must be**

resolved directly with your Board of Architecture before you schedule an appointment.

Address changes can either be made at the test center or by calling Thomson Prometric at 800/896-2272 (800/692-5395 TTY). **You must also notify your Board of Architecture and NCARB of any address changes so you can be contacted regarding any updates to the ARE.**

NCARB and Thomson Prometric are NOT responsible for lost, misdirected, or delayed mail.

Direct Registration

The Direct Registration program is a service provided to Member Boards. For those Boards participating in the program, NCARB temporarily serves as an intermediary and manages all candidate eligibility and score reporting processes. Please refer to the inside back cover of this publication to determine if your jurisdiction participates in the program.

Special Testing Accommodations

All test centers in the Thomson Prometric network are designed to accommodate people with disabilities. Special testing accommodations will only be made with the authorization of your Board of Architecture.

To receive special accommodations you must make a request directly to your Board of Architecture. Your request must comply with requirements established by your Board and NCARB for people requesting special testing accommodations. Typically, these requirements include documentation of past accommodations, if

any, and a specific diagnosis by an appropriate licensed professional that includes a description of the accommodations that are appropriate for your condition. The diagnosis should indicate how the condition substantially limits major life activity and its anticipated duration. The Americans with Disabilities Act (ADA) will be used by NCARB as a guide when evaluating special accommodation requests. This ensures fairness and consistency for all ARE candidates.

Once you have been approved for special accommodations, you will receive an *Authorization to Test* letter. To schedule your appointment, you must call the Special Conditions Department at the Prometric Candidate Services Contact Center at 800/967-1139 (800/529-3590 TTY). You cannot call the local test center or Thomson Prometric's main contact center phone number to schedule an appointment if you require special testing accommodations.

If you arrive at the test site and do not have an approved Request for Special Testing Accommodations on file, you will not be admitted as a special accommodations candidate, but will be instructed to call your Board of Architecture to initiate the special testing accommodations process.

Please note that if your jurisdiction participates in NCARB's Direct Registration program, your request for special accommodations must be submitted directly to NCARB. Please refer to the inside back cover of this publication to determine if your jurisdiction participates in Direct Registration.

French-Language Examinations

If you are seeking initial registration with one of the Canadian provincial or territorial architectural associations, you have the option of writing the ARE in either French or English.

If you want to write the ARE in French, you must notify your provincial or territorial association. If, in the future, you wish to change your language preference, you must notify your provincial or territorial association.

French-language examinations are ONLY available at test centers in Canada. The French versions of the graphic divisions use metric units only. Candidates seeking initial registration with a U.S. Board of Architecture must complete the ARE in English.

You may request a French-language copy of these *ARE Guidelines* and the practice program for the three graphic divisions by contacting your provincial or territorial association.

Vous pouvez obtenir la version française des *ARE Guidelines* (Lignes directrices pour l'examen d'admission ARE) ainsi que le programme d'exercice pour les trois vignettes graphiques en vous adressant à votre association provinciale.

**STEP
2**

**PAYING FOR THE ARE
Test Fees**

PRE-DESIGN	\$102
GENERAL STRUCTURES	\$102
LATERAL FORCES	\$102
MECHANICAL & ELECTRICAL SYSTEMS	\$102
BUILDING DESIGN / MATERIALS & METHODS	\$102
CONSTRUCTION DOCUMENTS & SERVICES	\$102
SITE PLANNING	\$153
BUILDING PLANNING	\$153
BUILDING TECHNOLOGY	\$153

Fees listed above are in U.S. dollars. Candidates testing in Canada will be charged the 7% GST (Government Sales Tax) in addition to each test fee.

Additional Fees

Rescheduling Fee \$35 *per each reschedule*

Any changes to scheduled appointments will be subject to the rescheduling fee within the procedure explained in Step 3 of this document (*see page 18*).

Refund Policy

Once you schedule an appointment, your test fee CANNOT be refunded. If you reschedule an appointment within the procedure explained in Step 3, the test fee will remain valid for a period of one year from the date the payment is processed. If you do not reschedule and take the division within this one-year period, you will forfeit the entire test fee.

Payment Discrepancies / Bad Debt

NCARB reserves the right to withhold test scores and suspend exam eligibilities until any outstanding debt or payment discrepancies are resolved.

Veterans Affairs Benefit

The ARE has been approved by the Department of Veterans Affairs and qualifies as an education benefit. U.S. military veterans may be eligible for payment assistance to take divisions of the ARE. Please contact your regional Veterans Affairs Office for further details regarding the program.

Payment at the Test Center

You may schedule an appointment and pay for your test by visiting the test center where you have selected to test. *Payment may be made with a credit card only.*

Payment by Credit Card

Payment may be made using VISA or MasterCard when you call to schedule your test appointment(s). **Credit cards will be charged when the appointment is scheduled.**

Payment by Employer

If your employer wishes to pay for a group of employees, your employer can submit a group payment using a corporate check. A separate *ARE Voucher Request Form* must be completed for each candidate.

Payment by Check or Money Order

Payment may also be made by cashier's check or money order. No personal checks will be accepted.

1. Using the *ARE Voucher Request Form* included with the test information package, send your cashier's check or money order (drawn on a U.S. or Canadian bank) to:

ARE Operations
P.O. Box 6542
Princeton, NJ 08540

Candidates testing in Canada must add the 7% GST to each test fee.

2. A separate voucher for each paid division will be mailed to you. All ARE vouchers are nonrefundable and nontransferable. Each ARE voucher lists your name, a unique voucher number, and the name of the division. If you do not receive the voucher within four weeks of sending your payment, contact ARE Operations at 800/896-2272.
3. When you receive your voucher, verify all information listed. If any information on the voucher is incorrect, immediately contact ARE Operations. The name on your voucher and your *Authorization to Test* must be the same as the name that appears on the identification you present at the test center on the day of your exam.
4. On your test date, please bring the appropriate voucher to the test center and surrender it to the test center administrator. If you fail to arrive for your scheduled appointment or reschedule your appointment without giving the required notice, your voucher becomes invalid.

Paying to Use the Practice Program

If you do not have access to a personal computer, you may purchase practice time at a Thomson Prometric test center. The practice program at the test center is similar to the software that can be downloaded from the NCARB web site (www.ncarb.org).

You may schedule practice sessions in one-hour increments, up to a maximum of eight hours in a single day. The fee for a practice session is \$12 per hour. This fee is in U.S. dollars and does not include the Canadian 7% GST.

1. Call the test center where you want to schedule a practice session. Refer to the list of test centers included in the test information package. You may also view the most recent list of test centers by visiting www.prometric.com/NCARB.
2. Payment for a practice session may be made with VISA or MasterCard.
3. Vouchers will NOT be issued for the practice sessions.
4. All of the procedures described elsewhere in this document regarding personal identification requirements, test center regulations, and examination security will be enforced during practice sessions.

The solutions you create during the practice session cannot be printed or otherwise recorded in any way. The test center administrator will not be able to assist you in the use of the software.

**STEP
3**

SCHEDULING AN APPOINTMENT

You may take any division of the ARE at any time, and in any sequence you choose. You are not required to take the ARE in the same jurisdiction where you are seeking initial registration.

Testing reservations are accepted on a first-come, first-served basis and are restricted by seat availability at each test center. You must schedule your appointment at least 72 hours in advance. **Walk-in appointments are not allowed.** If your first-choice date or time is unavailable, you will be offered an alternative that is as close to your first choice as possible.

Scheduling an appointment to take the ARE is governed by the following guidelines. If you encounter difficulty scheduling a testing appointment within the guidelines, please complete and return the *ARE Scheduling Complaint Form* included with your test information package.

SITUATION	GUARANTEE
If you call to schedule an appointment within 30 days of the date of your call and the requested date is not available:	→ You must be offered an appointment within those 30 days at that test center OR at another test center within a 50-mile radius of the requested center.
If you call to schedule appointments for up to three divisions more than 30 days from the date of your call, and the requested dates are not available:	→ You must be offered appointments within six business days either before or after the requested date(s) at that test center OR at another test center within a 50-mile radius of the requested center.
If you call to schedule an appointment for a division on a specific day of the week more than 30 days from the date of your call, and the requested date is not available:	→ You must be offered an appointment for the specific day of the week within three weeks either before or after the requested date at that test center OR at another test center within a 50-mile radius of the requested center.

The design of each Thomson Prometric test center varies. All are equipped with multiple computer terminals that administer a variety of tests. Your test will be administered at a pre-assigned terminal meeting specific NCARB criteria.

The Thomson Prometric Candidate Services Contact Center is open 8:00 a.m. to 8:00 p.m. Eastern Time (ET), Monday through Friday.

Test centers are typically open from 8:30 a.m. to 5:30 p.m., Monday through Friday. Saturday hours vary by test center.

If unusual events occur that are beyond the test center's control, please understand that it may be necessary to reschedule your examination. Please make sure you have provided your current contact information.

Be certain you have the following information available when you call to schedule your appointment:

- Your credit card or voucher number(s)
- Your *Authorization to Test*
- The division(s) you want to schedule
- The date and time you want to schedule each division
- An alternate date and time

Scheduling

1. You must schedule a separate appointment for each division of the ARE. Your *Authorization to Test* lists the divisions you are eligible to take.
2. Select the test center of your choice and call the Thomson Prometric Candidate Services Contact Center at 800/479-6215 to schedule your appointment.

Hearing impaired candidates using teletype (TTY) can call 800/529-3590 to schedule an appointment.

If you have been approved by your Board of Architecture for **special testing accommodations**, you must call 800/967-1139 to schedule an appointment.

3. When you call to schedule your appointment, you must provide your candidate identification number listed on your *Authorization to Test*. You will also be asked to verify your name, address, and other identifying information.
4. When you schedule an appointment by telephone, you must provide your credit card information or prepaid voucher number. Credit cards will be charged when the appointment is scheduled.

SCHEDULING INFORMATION

You must schedule a separate appointment for each division of the ARE. Your *Authorization to Test* letter lists the divisions you are eligible to take.

■ Select a test center and call Thomson Prometric's Candidate Services Contact Center at 800/479-6215 between 8:00 a.m. to 8:00 p.m. ET (M-F) to schedule your appointment.

■ Thomson Prometric web site, www.prometric.com/NCARB, also provides phone listings, directions, and locations of the test centers nearest you.

THE PRACTICE PROGRAM FOR THE GRAPHIC DIVISIONS CAN BE DOWNLOADED FREE OF CHARGE FROM THE COUNCIL'S WEB SITE AT
WWW.NCARB.ORG

SCHEDULING INFORMATION

When you call to schedule your appointment, you must provide your Candidate ID number listed on your *Authorization to Test* letter.

You will be given a separate confirmation number for each appointment scheduled. Record this number and the date and location of your scheduled appointment.

If your state-based eligibility period expires before you complete all divisions of the ARE, you must contact your Board of Architecture.

5. You will be given a separate confirmation number for each appointment scheduled. For future reference, record the confirmation number, the date and location of each scheduled appointment, and the name of the Thomson Prometric operator who scheduled your appointment. Be sure to confirm the address of and directions to the test center.
6. If your state-based eligibility period expires before you successfully complete all divisions of the ARE, **you MUST contact your Board of Architecture.**

Rescheduling

You can reschedule an existing appointment by calling Thomson Prometric's Candidate Services Contact Center at 800/479-6215. At the time of your call, you must reschedule the appointment for a later date. **A \$35 reschedule fee will be charged to your credit card.** A credit card is the only accepted form of payment for this fee.

When rescheduling, you must call the Thomson Prometric Candidate Services Contact Center (not the local test center) **no later than 12:00 noon ET of the third business day prior to your scheduled appointment.** Saturday is considered a business day. Leaving a message on the local test center answering machine is NOT an acceptable method of rescheduling your appointment.

Once you schedule an appointment, your test fee CANNOT be refunded. If you reschedule an appointment within the procedure explained above, the test fee will remain valid for a period of one year from the date the payment is processed. **If you do not reschedule and take the division within this one-year period, you will forfeit the entire test fee.**

If you fail to arrive for your scheduled appointment or attempt to reschedule an appointment without giving the required notice, you will forfeit the entire test fee.

TO RESCHEDULE AN APPOINTMENT

FOR A TEST SCHEDULED ON		CALL BEFORE NOON ET ON PRECEDING
MONDAY	→	THURSDAY
TUESDAY	→	FRIDAY
WEDNESDAY	→	SATURDAY
THURSDAY	→	MONDAY
FRIDAY	→	TUESDAY
SATURDAY	→	WEDNESDAY

RESCHEDULING INFORMATION

You can reschedule an exam by notifying Thomson Prometric's Candidate Contact Center no later than 12:00 noon ET of the third business day prior to your scheduled appointment. (Saturday is a business day.)

■ Failure to reschedule within this time limit will result in the forfeiture of your test fee.

■ Each change to a scheduled appointment will incur a \$35 fee, which must be paid by credit card.

THE PRACTICE PROGRAM FOR THE GRAPHIC DIVISIONS CAN BE DOWNLOADED FREE OF CHARGE FROM THE COUNCIL'S WEB SITE AT
WWW.NCARB.ORG

**STEP
4**

TAKING THE ARE Personal Identification

When you arrive at the test center, you are required to present one or more of the following forms of identification. You will not be admitted to the examination without proper identification, and there will be no refund of your test fee.

The primary form of identification must bear your signature and a recent photograph. The name on the identification **must** be the same as the name that appears on your *Authorization to Test*. You must keep your identification with you at all times.

As stated in Step 1, if you need to change the name shown on your *Authorization to Test*, you must send a written request and official documentation to your Board of Architecture.

Name discrepancies must be resolved directly with your Board of Architecture before you schedule an appointment.

Primary Identification Requirements

Primary identification must be from the following list of forms of identification and must include your signature and a recent recognizable photograph. This ID must be current (not expired).

- valid driver's license with photo
- military identification card with photo
- national identification card with photo
- valid passport with photo

Alternate Identification Requirements

If you cannot present one of the primary IDs listed containing both a photo and signature, you must present TWO of the following current IDs, ONE of which must contain a recent recognizable photo and ONE of which must contain your signature.

- valid driver's license
- military identification card
- national identification card
- valid passport
- student identification card
- state/province identification card

Unacceptable Forms of Identification

- ID with no photo (unless accompanied by another form of ID with photo)
- expired driver's license or passport
- draft classification card
- letter of identity from a notary
- Social Security card
- credit card or bank card of any kind
- employee identification

If the test center administrator questions the ID presented, you may be asked for additional proof of identity. You may be refused access to an examination if the test center staff believes you have not sufficiently proven your identity. You will not be admitted to the examination without proper identification and there will be no refund of your test fee. Admittance to the test center and completion of your examination does not imply that your identification is valid or that your score will be reported.

Examination Security

To ensure the integrity of the ARE program, specific security measures are enforced during the administration of your examination.

All NCARB tests are held in strict security and confidence.

Before beginning your test, you will be required to accept a Confidentiality Agreement, which prohibits any disclosure of exam content. (A copy of the Confidentiality Agreement can be found on page 9.)

No test material can be copied or removed from the test center.

You are required to sign the test center registration log each time you enter or leave the testing room.

You will not be able to refer to notes, language translation dictionaries, or reference materials during the administration of your exam.

You will be observed at all times while taking the examination. This may include direct observation by test center staff, as well as audio and video recording of your examination session.

You are required to leave all personal belongings outside the testing room. Candidates will not be allowed to take anything into the testing room other than those items given to them by the test center administrator (such as pencils, scratch paper, earplugs), their identification documents (e.g., driver's license, passport), and a calculator.

Prohibited items will not be allowed into the testing room. They include, but are NOT limited to, the following: weapons, pagers, cellular telephones, personal digital assistants, recording devices, photographic devices, digital watches, briefcases, laptop computers or computer bags, handbags/purses, wallets, books, outerwear (coats, hats, sweatshirts), food, beverages, and personal contents in pockets.

Small lockers are provided for candidate use to secure purses, wallets, keys, cellular telephones, pagers, etc. Lockers will NOT accommodate briefcases, laptop computers, or large purses and bags. Do not bring large items (bags, textbooks, notebooks, etc.) to the testing center. Test center staff will not take responsibility for these items; you will be asked to remove large items from the testing center.

Waiting areas at the test center are for candidates only. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or contact you while you are taking the examination.

Verify that the name printed on your *Authorization to Test* letter is accurate and matches the name printed on your identification. If your name is incorrect, immediately contact your Board of Architecture.

■
When you arrive at the test center, you are required to present an approved form of identification.

■
The name on the ID must match the name on the *ATT* letter.

■
You will not be admitted to the examination without the proper form of ID, and there will be no refund of your test fee.

NCARB and Thomson Prometric employ extensive quality control procedures throughout the development of the ARE, and they strive to provide an optimum testing environment. In spite of these procedures, computer or software-related difficulties may occur on rare occasion. It is YOUR responsibility to immediately notify the test center administrator if you experience ANY type of problem while taking your exam.

■ **Please do not attempt to fix any computer hardware or software error yourself, and do not clear any error message that may appear.**

At the Test Center

The staff at each test center is required to guide you through designated procedures to ensure that the operation of the test center meets NCARB criteria.

1. You should arrive at the test center at least 30 minutes before your scheduled appointment. If you arrive 30 minutes or more after your scheduled appointment time, you may be required to forfeit your appointment and your test fee will not be refunded.
2. Your test session should begin within 30 minutes of your scheduled appointment. If circumstances arise that delay your test session more than 30 minutes after your scheduled appointment time, **you will be given the choice of continuing to wait or rescheduling your appointment.**
3. You are required to present your *Authorization to Test* to the test center administrator.
4. If you purchased a voucher, please surrender it to the test center administrator when you arrive.
5. You are required to present proper identification. You must keep your identification with you at all times. If you leave the testing room for any reason, you will be required to show the test center administrator your identification to be readmitted to the testing room.
6. You will be escorted to a workstation by the test center administrator. You must remain in your seat during the examination, except when authorized to leave by test center staff.
7. Each of the three graphic divisions includes one mandatory 15-minute break. **You must leave the testing room during the break.** You are required to show your identification to be readmitted to the testing room.
8. Scratch paper and pencils are provided and may be replaced as needed during testing. Used scratch paper will be collected before additional scratch paper is distributed. You are not allowed to bring your own scratch paper or pencils into the testing room. **You may not remove any scratch paper from the testing room at any time under any circumstances.**
9. Raise your hand to notify the test center administrator if:
 - you experience a problem with your computer,
 - an error message appears on the computer screen (do not clear the message),
 - you need additional scratch paper or pencils,
 - you need to take an unscheduled break (testing time will not be suspended),
 - you need the test center personnel for any other reason.
10. In the event that a software or hardware problem occurs before or during your test, please wait to see if the test center administrator, with assistance from Thomson Prometric technical support, can resolve the problem. In the event a computer must be restarted, the computer software has been designed to suspend testing time until the computer is operating again. If your examination cannot be administered because of technical difficulties, your examination will be rescheduled at your earliest convenience.
11. When you finish the examination, quietly leave the testing room, return all scratch paper, and sign the test center registration log. The test center administrator will dismiss you after completing all necessary procedures.

Test Center Regulations

To ensure that all ARE divisions are administered under comparable conditions to that of other candidates and that the results represent a fair and accurate measurement, it is necessary to maintain a standardized testing environment.

You must adhere to the following regulations:

- Communication devices, such as personal digital assistants, pagers, and cellular telephones, are not allowed in the testing room.
- Eating, drinking, or use of tobacco is not allowed in the test center.
- Papers, books, food, purses, or wallets are not allowed in the testing room.
- ONLY non-programmable, non-communicating, non-printing calculators are allowed. The test center administrator reserves the right to refuse the use of any other calculators and is not responsible for providing a replacement calculator.
- You may not leave the testing room without the test center administrator's permission.
- You must present your identification each time you enter the testing room.
- No reference material may be brought into the testing room or accessed from your locker during the administration of your exam. On-screen reference material is accessible during the General Structures division and the Mechanical & Electrical Systems division.
- Leaving the testing center anytime during your exam administration (including scheduled and unscheduled breaks) is strictly prohibited.

Grounds for Dismissal

An examinee who engages in misconduct and/or does not heed the administrator's warning to discontinue inappropriate behavior may be dismissed from the test center and/or have examination results cancelled.

Examples of misconduct include:

- Failing to follow the instructions of the test center administrator.
- Violating the test center regulations.
- Creating a disturbance of any kind.
- Giving or receiving assistance of any kind.
- Removing or attempting to remove examination questions and/or responses (in any format) or notes about the examination from the testing room.
- Removing or attempting to remove scratch paper from the test center.
- Attempting to take the examination for someone else.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.
- Leaving the testing room without permission.
- Using any unauthorized references or devices.
- Using electronic communications equipment such as personal digital assistants, cellular telephones, pagers, etc.
- Bringing any study materials (e.g., textbooks, classroom notes, crib sheets, or language translation dictionaries) to the testing center. The test center administrator may report anyone who brings study materials to the testing center for appropriate action.
- Reviewing any materials during mandatory or unscheduled breaks.

REPORTING TEST CONCERNS

Do not wait to receive your test results before expressing your concerns. NCARB policy does not allow for response to complaints received more than 10 days following your test date and does not allow for response to complaints sent to any other address than that of ARE Operations.

■
The filing of a report by the test center administrator does NOT satisfy the requirements of notifying ARE Operations directly.

Test Center Closings

If you are unsure whether a test center is closed due to inclement weather or any other reason, you should contact the test center directly. If the center is open, it is your responsibility to keep the appointment. If the center is closed, you will be given the opportunity to reschedule.

If you are unable to contact the local test center, call the Candidate Services Contact Center at 800/479-6215 between 8:00 a.m. and 8:00 p.m. ET, Monday through Friday.

Reporting Test Concerns

DO NOT wait to receive your test results before expressing your concerns. NCARB policy does not allow for response to complaints received more than 10 days following your test date and does not allow for response to complaints sent to any other address than that of ARE Operations.

The filing of a report by the test center administrator does NOT satisfy the requirements of notifying ARE Operations directly.

General Comments and Questions

If you have any comments or questions concerning your examination, direct your comments in writing to the following address **within 10 days** following your test administration:

ARE Operations
P.O. Box 6542
Princeton, NJ 08540
609/895-5022 FAX

A copy of this letter should be forwarded to your Board of Architecture. You will receive a reply from NCARB, Thomson Prometric, or your Board of Architecture as appropriate.

PLEASE KEEP THIS COPY OF THE ARE GUIDELINES UNTIL YOU FINISH ALL DIVISIONS OF THE EXAM.

Inquiries About Specific Questions or Vignettes

NCARB and Thomson Prometric employ extensive quality control procedures throughout the development of the ARE. In spite of these procedures, typographical errors or flawed questions or vignettes may be encountered on rare occasion. If you suspect an error in a specific question or vignette, write to the following address **immediately after taking the test**:

ARE Operations
P.O. Box 6542
Princeton, NJ 08540
609/895-5022 FAX

In your correspondence, include the name of the division and the test date as well as your specific concern(s) about the question or vignette. You are not allowed to copy the question before leaving the test center and are not expected to recreate the entire question in your correspondence. Thomson Prometric test development specialists will review the question, and you will be notified of the findings. The correct answer will not be revealed.

Technical Difficulties

In the event that a software or hardware problem occurs before or during your test, please wait to see if the test center administrator, with assistance from Thomson Prometric technical support, can resolve the problem. In the event a computer must be restarted, the computer software has been designed to suspend testing time until the computer is operating again.

If your examination cannot be administered because of technical difficulties, your examination will be rescheduled at your earliest convenience.

If rescheduling your examination is necessary, you may be eligible for limited compensation for incidental expenses such as transportation, parking, or meals. Lost wages or hourly fees are NOT compensated under this policy.

All comments and questions concerning your examination should be in writing and directed to ARE Operations within 10 days following your test administration:

ARE OPERATIONS
P.O. BOX 6542
PRINCETON, NJ
08540
609/895-5022 FAX

DO NOT wait to receive your results before expressing any concerns that you may have. You will receive a written response to your letter within six weeks of receipt.

**STEP
5**

RECEIVING YOUR SCORE REPORT

All nine divisions of the ARE are administered and graded by computer. Results for multiple-choice divisions are typically processed within two to four weeks of your test date. Graphic division scores are typically processed within four to six weeks of your test date. After processing, your score is forwarded directly to your Board of Architecture. Your Board then completes any additional processing and forwards the score report to you. Test results are not released at the test center and are not available through NCARB.

Although every effort is made to return examination scores to your Board in a timely manner, NCARB's first priority is to ensure that all examinations are scored fairly and accurately and that no errors are made in the score-reporting process.

All test scores are reported as Pass or Fail. You will receive limited diagnostic information for each failed division. This diagnostic information indicates areas of relative strength and weakness based on the division's test content. If you fail a division, you can develop your general study plan according to these diagnostics prior to retaking the ARE.

NCARB recognizes your rights to control personal information maintained by NCARB and Thomson Prometric. NCARB policy is designed to safeguard this information from unauthorized disclosure. To protect your rights to control score distribution, reports are released only to the Board of Architecture for which you are being tested. A Board of Architecture may reserve the right to cancel one or more of your test scores, if, in its sole opinion, there is any reason to question its validity.

NCARB and Thomson Prometric do not release test scores except for use in research studies that preserve your anonymity or under compulsion of legal process. However, NCARB reserves the right to anonymously publish selected sample solutions of vignettes for the benefit of future candidates.

Direct Registration

The Direct Registration program is a service provided to Member Boards. For those Boards participating in the program, NCARB temporarily serves as an intermediary and manages all candidate eligibility and score reporting processes. Please refer to the last page of this publication to determine if your jurisdiction participates in the program.

The Passing Standard

Passing or failing the ARE depends solely on your level of performance in relation to the established point representing entry-level competence.

Careful judgment has been exercised in setting the passing standards for all NCARB examinations. The passing scores are the same for every Board of Architecture and are not affected by the number of people who pass or fail each division of the examination. There is no fixed percentage of candidates who pass or fail the ARE.

Multiple-Choice Divisions

Approximately every five years, NCARB assembles a group of architects to establish the passing standard for the multiple-choice divisions of the ARE. This group of architects is selected randomly from the U.S. and Canada. Architects may not serve on this group if they have ever had any involvement in the preparation or grading of the ARE.

Graphic Divisions

Members of select NCARB committees establish the grading standards for each vignette. Throughout the year, randomly selected solutions are reviewed by these committees of architects to ensure that the software accurately reflects the professional judgment of this group of practitioners.

The computer scoring programs for the graphic divisions objectively assess your solution based on its conformance to the specific programmatic requirements of each vignette. The compensatory scoring model evaluates an extensive list of features before determining the final score and compensates for weaknesses in some areas when strengths in others are demonstrated.

Payment Discrepancies/Bad Debt

NCARB reserves the right to withhold test scores and suspend test taking privileges until any outstanding debt or payment discrepancies are resolved.

Review and Challenge

A review procedure is available to you ONLY if your Board of Architecture permits reviews of failed examinations. It is at the sole discretion of each Board of Architecture whether or not to administer the review process. If you wish to pursue the review process, immediately contact your Board of Architecture to better understand the procedures and fees involved. The application for review and review fee must be received by NCARB within four months of the administration of your test and the review process must be completed within six months following the administration of your test.

Only those questions you answered incorrectly or those vignettes marked with an asterisk (*) on your score report can be reviewed. The correct answer or proper solution will not be revealed.

During the review process, you may only challenge a question answered incorrectly for a multiple-choice division. A representative from your Board will forward your challenge to a multiple-choice question to NCARB for review and response. Any challenge to a graphic vignette will not be reviewed by NCARB.

Depending on the laws of the jurisdiction where you are seeking registration, you may be able to challenge the score received on any ARE division. If your Board of Architecture (or a court with jurisdiction) changes your score from fail to pass, ONLY that jurisdiction is required to accept the new score. NCARB will not recognize the new score for purposes of NCARB certification.

SCORING INFORMATION

All nine divisions of the ARE are administered and graded by computer.

Results for multiple-choice divisions are processed within approximately two to four weeks of your test date.

Results for Graphic divisions are processed within approximately four to six weeks of your test date.

After processing, results are sent directly to your Board. Your Board will subsequently forward your scores to you.

See details on the inside back cover for jurisdictions that participate in Direct Registration.

**STEP
6**

RETAKING THE ARE

You may not take the same division of the ARE more than once within a six-month time period. If you fail a division, you will be sent a new *Authorization to Test* approximately two months prior to the start date of the new eligibility period for that division.

Once you receive your new *Authorization to Test*, you can schedule a test appointment as previously outlined in Step 3 of this document.

If you should fail a division, it is important to spend the time between test administrations gaining additional knowledge, skills, and abilities in the appropriate areas of practice.

PLEASE KEEP THIS COPY OF THE ARE GUIDELINES UNTIL YOU FINISH ALL DIVISIONS OF THE EXAM.



	ARE SPECIFICATIONS & REFERENCES	35
PD	PRE-DESIGN	36
GS	GENERAL STRUCTURES.....	38
LF	LATERAL FORCES	40
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ARE SPECIFICATIONS & REFERENCES

The specifications for each division of the ARE are organized to include a statement of intent and a list of various content areas. This structure assists the examination writers in developing specific questions and problems aimed at assessing whether a candidate for registration is capable of providing specific professional services.

The test specifications are the heart of the ARE, and candidates should give them primary attention. Test questions for each division are developed from the content areas listed.

The references listed for each division are presented as a guide in preparing for the examination. The lists were developed by the committee that prepares the examination. They are not intended to be an exhaustive list of all possible reference materials for the subject area of any given division. NCARB makes no guarantee that the various references are currently in print.

Both specifications and references are provided for each division on the following pages.

Candidates should be familiar with the latest edition of the following codes:

International Code Council, Inc. (ICC)

International Building Code
International Mechanical Code
International Plumbing Code

National Fire Protection Association (NFPA)

Life Safety Code (NFPA 101)
National Electrical Code (NFPA 70)

National Research Council of Canada

National Building Code of Canada
National Plumbing Code of Canada
National Fire Code of Canada

Candidates should also be familiar with the Standard on Accessible and Usable Buildings and Facilities (ICC/ANSI A117.1-98).

PRE-DESIGN

Division Statement

The application of project development knowledge and skills relating to architectural programming; environmental, social, and economic issues; codes and regulations; project and practice management; and site planning and design.

Content Areas

1. Programming & Analysis

Assess client needs and requirements to develop master plan and program. Document design objectives including site characteristics, spatial and functional relationships, and building systems considerations. Establish preliminary project scope, phasing, budget, and schedule.

2. Environmental, Social, & Economic Issues

Obtain and review site and building surveys. Assess physical, environmental, social, and economic issues and project impact. Develop project concepts utilizing sustainable principles, alternative energy systems, and new material technologies. Apply basic design principles and historic precedent.

3. Codes & Regulations

Identify, analyze, and incorporate building codes, specialty codes, zoning, and other regulatory requirements. Manage regulatory approval process.

4. Project & Practice Management

Develop scope of services and project delivery method. Assess project budget and financing. Identify project team members including consultants. Document project meetings. Manage project schedule and design process. Assist with construction procurement. Manage legal issues relating to practice including fees, insurance, and professional services contracts.

5. Site Planning & Design

- A. **Principles:** Review and assess sites. Incorporate the implication of human behavior, historic precedent, and design theory in the selection of systems, materials, and methods related to site design and construction.
- B. **Environmental Issues:** Interpret site and environmental conditions. Assess design impact on human behavior.

References

The Architect's Handbook of Professional Practice

Joseph A. Demkin, AIA, Executive Editor
The American Institute of Architects
John Wiley & Sons, latest edition

Architectural Graphic Standards

Charles G. Ramsey and Harold R. Sleeper
The American Institute of Architects
John Wiley & Sons, latest edition

Canadian Handbook of Practice for Architects,
Committee of Canadian Architectural Councils
and The Royal Architectural Institute of Canada,
latest edition

Design With Climate

Victor Olgyay
Van Nostrand Reinhold, 1992

Design With Nature

Ian L. McHarg
John Wiley & Sons, 1992

Designing Places for People

C. M. Deasy, FAIA
Whitney Library of Design, 1990

A History of Architecture: Settings & Rituals
Spiro Kostoff
Oxford University Press, 1995

The Image of the City
Kevin Lynch
MIT Press, 1960

Modern Architecture: A Critical History
Kenneth Frampton
Thames and Hudson, Ltd., 1992

The New Urbanism
Peter Katz
McGraw-Hill, 1994

*A Pattern Language: Towns, Buildings,
Construction*
Christopher Alexander, Sarah Ishikawa, and
Murray Silverstein
Oxford University Press, 1977

Programming for Design: From Theory to Practice
Edith Cherry
John Wiley & Sons, 1998

Sir Banister Fletcher's A History of Architecture
John Musgrove, Editor
Butterworths-Heinmann, 1996

Site Planning, Third Edition
Kevin Lynch and Gary Hack
MIT Press, 1984

*Suburban Nation: The Rise of Sprawl and the
Decline of the American Dream*
Andres Duany, Elizabeth Plater-Zybeck,
and Jeff Speck
North Point Press, 2001

Sustainable Design Fundamentals for Buildings
National Practice Program
Canada, 2001

The Ultimate Project Management Manual
Frank Stasiowski and David Stone
PSMJ, 1994

GENERAL STRUCTURES

Division Statement

The identification and incorporation of general structural principles in the design and construction of buildings.

Content Area

1. General Structures

- A. **Principles:** Apply general structural principles to building design and construction.
- B. **Codes & Regulations:** Incorporate building codes, specialty codes, and other regulatory requirements in the design of general structure systems.
- C. **Materials & Technology:** Analyze the implications of design decisions in the selection of systems, materials, and construction details related to general structural design.
- D. **Environmental Issues:** Consider site and environmental characteristics in the selection, design, and construction of building structural systems.

References

- ACI Code 318-95 (Building Code Requirements for Reinforced Concrete)*
American Concrete Institute, 1995
- OR-
- CAN/CSA-A23.1-94 (Concrete Materials and Methods of Concrete Construction) and CAN/CSA-A23.3-94 (Design of Concrete Structures for Buildings)*
Canadian Standards Association
- Architectural Graphic Standards*
Charles G. Ramsey and Harold R. Sleeper
The American Institute of Architects
John Wiley & Sons, latest edition
- Building Structures*
James Ambrose
John Wiley & Sons, 1993
- Elementary Structures for Architects and Builders*, Fourth Edition
Ronald E. Shaeffer
Prentice Hall, 2001
- Introduction to Design in Wood*
Canadian Wood Council, 2005

Manual of Steel Construction: Allowable Stress Design, Ninth Edition
American Institute of Steel Construction, 1989

-OR-

Handbook of Steel Construction, Fifth Edition; and *CAN/CSA-S16.1-94 and CISC Commentary*
Canadian Institute of Steel Construction

National Building Code of Canada, 1990
Parts 1, 3, 4, 9; Appendix A
Supplement
Chapters 1, 2, 4; Commentaries A, D, F, H, I

Simplified Design of Concrete Structures, Seventh Edition
James Ambrose
John Wiley & Sons, 1997

Simplified Design of Masonry Structures
James Ambrose
John Wiley & Sons, 1991

Simplified Design of Steel Structures, Seventh Edition
James Ambrose
John Wiley & Sons, 1994

Simplified Design of Wood Structures,
Fifth Edition
James Ambrose
John Wiley & Sons, 1997

Simplified Engineering for Architects and Builders,
Tenth Edition
Harry Parker and James Ambrose
John Wiley & Sons, 2005

Simplified Mechanics and Strength of Materials,
Fifth Edition
Harry Parker and James Ambrose
John Wiley & Sons, 2002

*Standard Specifications Load Tables & Weight
Tables for Steel Joists and Joist Girders*
Steel Joist Institute, latest edition
-OR-
Great West Steel Joist Catalogue (LSD)
Canron, Inc.

Steel Deck Institute Tables
Steel Deck Institute
-OR-
LSD Steel Deck Tables
Caradon Metal Building Products

*Structural Concepts and Systems for Architects
and Engineers*, Second Edition
T.Y. Lin and Sidney D. Stotesbury
Van Nostrand Reinhold, 1988

Structural Design: A Practical Guide for Architects
James Underwood and Michele Chiuini
John Wiley & Sons, 1998

*Structure in Architecture: The Building
of Buildings*
Mario Salvadori with Robert Heller
Prentice-Hall, 1986

Understanding Structures
Fuller Moore
McGraw-Hill, 1999

*Wood Design Manual and CAN/CSA-086.1-94
and Commentary*
Canadian Wood Council

LATERAL FORCES

Division Statement

The identification and incorporation of lateral force principles in the design and construction of buildings.

Content Areas

1. Seismic Forces

- A. Principles: Apply lateral forces principles to the design and construction of buildings to resist seismic forces.
- B. Codes & Regulations: Incorporate building codes and other regulatory requirements related to seismic forces.
- C. Materials & Technology: Analyze the implications of design decisions in the selection of systems, materials, and construction details related to seismic forces.
- D. Environmental Issues: Consider site and environmental characteristics in the selection, design, and construction of building structural systems to resist seismic forces.

2. Wind Forces

- A. Principles: Apply lateral forces principles to the design and construction of buildings to resist wind forces.
- B. Codes & Regulations: Incorporate building codes and other regulatory requirements related to wind forces.
- C. Materials & Technology: Analyze the implications of design decisions in the selection of systems, materials, and construction details related to wind forces.
- D. Environmental Issues: Consider site and environmental characteristics in the selection, design, and construction of building structural systems to resist wind forces.

3. Lateral Forces—General

- A. Principles: Apply lateral forces principles to the design and construction of buildings.
- B. Materials & Technology: Analyze the implications of design decisions in the selection of systems, materials, and construction details related to lateral forces.

References

Buildings at Risk: Seismic Design Basics for Practicing Architects
Christopher Arnold
AIA/ACSA Council on Architectural Research
Washington, DC, 1994

NEHRP (National Earthquake Hazards Reduction Program) Recommended Provisions for Seismic Regulations for New Buildings and Other Structures Parts 1 and 2
FEMA 2003

Seismic and Wind Loads in Architectural Design: An Architect's Study Guide, Second Edition
Stanley W. Crawley and Delbert B. Ward
The American Institute of Architects, 1990

Simplified Building Design for Wind and Earthquake Forces
James Ambrose and Dimitry Vergun
John Wiley & Sons, 1995

PLEASE KEEP THIS COPY OF THE ARE GUIDELINES UNTIL YOU FINISH ALL DIVISIONS OF THE EXAM.

MECHANICAL & ELECTRICAL SYSTEMS Division Statement

The evaluation, selection, and integration of mechanical, electrical, plumbing, conveying, and specialty systems in building design and construction.

Content Areas

1. Codes & Regulations

Incorporate building codes, specialty codes, and other regulatory requirements in the design of mechanical, electrical, plumbing, conveying, and other specialty systems.

2. Environmental Issues

A. Building Design: Apply sustainable design principles to the selection, design, and construction of building systems.

B. Site Planning & Design: Apply sustainable design principles to the selection and design of the site.

3. Plumbing

A. Principles: Analyze and design plumbing systems.

B. Materials & Technology: Evaluate and select materials and construction details related to plumbing systems.

C. Calculations: Perform calculations for plumbing systems.

4. HVAC

A. Principles: Analyze and design heating, ventilating, and air conditioning systems.

B. Materials & Technology: Evaluate and select materials and construction details related to heating, ventilating, and air conditioning systems.

C. Calculations: Perform calculations for HVAC systems.

5. Electrical

A. Principles: Analyze and design electrical systems.

B. Materials & Technology: Evaluate and select materials and construction details related to electrical systems.

C. Calculations: Perform calculations for electrical systems.

6. Lighting

A. Principles: Analyze and design natural and artificial lighting systems.

B. Materials & Technology: Evaluate and select materials and construction details related to natural and artificial lighting systems.

C. Calculations: Perform calculations for lighting systems.

7. Specialities

A. Acoustics: Evaluate, select, and design acoustical systems.

B. Communications & Security: Evaluate, select, and design communications and security systems.

C. Conveying Systems: Evaluate, select, and design elevators, escalators, moving walkways, and other conveying systems.

D. Fire Detection & Suppression: Evaluate, select, and design fire detection and suppression systems.

E. Calculations: Perform calculations for specialty systems.

References

Architectural Acoustics

M. David Egan
McGraw-Hill, 1988

Architectural Graphic Standards

Charles G. Ramsey and Harold R. Sleeper
The American Institute of Architects
John Wiley & Sons, latest edition

ASHRAE Fundamentals Handbook

www.ashrae.org
2002-2005

Concepts in Architectural Lighting

M. David Egan
McGraw-Hill, 1983

Daylight in Buildings

Poul Kristensen and Roman Jacobiak, Editors
Academy Editions (UK), 2003

Efficient Buildings 2, Heating and Cooling

J. Trost
Crisp Publications, 1990

Green Building Materials

Ross Spiegel and Dru Meadows
John Wiley & Sons, 1999

Handbook of Utilities and Services for Buildings: Planning, Design, and Installation

Cyril M. Harris
McGraw-Hill, 1990

Handbook on Safety Code for Elevators and Escalators (A17.1)

American Society of Mechanical Engineers,
2000-2002
www.asme.org

Heating, Cooling, and Lighting: Design Methods for Architects

Norbert Lechner
John Wiley & Sons, 2000

Inside Out: Design Procedures for Passive Environmental Design

G. Z. Brown et al.
John Wiley & Sons, 1992

Mechanical & Electrical Equipment for Buildings

Benjamin Stein and John S. Reynolds
John Wiley & Sons, 2005

Mechanical & Electrical Systems for Historic Buildings

Gersil Newmark Kay
McGraw-Hill, 1992

Passive Solar Design and Construction Handbook

Steven Winter Associates and Michael J. Crosbie,
Editors
John Wiley & Sons, 1997

Simplified Design for Building Fire Safety

James Patterson
John Wiley & Sons, 1993

Sun, Wind, and Light: Architectural Design Strategies, Second Edition

G. Z. Brown and Mark DeKay
John Wiley & Sons, 2000

Understanding Infrastructure: A Guide for Architects and Planners

George Rainer
John Wiley & Sons, 1990

BUILDING DESIGN / MATERIALS & METHODS

Division Statement

The application of knowledge and skills relating to evaluation and selection of building systems and related environmental issues; application of codes and regulations; use of materials and related technologies; and project and practice management during the schematic design and design development phases.

Content Areas

1. Principles

Incorporate client needs and requirements in the development of schematic design and design development documents. Consider the implications of design decisions, human behavior, historic precedent, and design theory. Also consider building systems selection; adaptive reuse; and furnishings and equipment.

2. Environmental Issues

Understand hazardous material mitigation, indoor air quality, sustainability, energy conservation, and alternative systems and their application during schematic design and design development.

3. Codes & Regulations

Understand and incorporate building and specialty codes, zoning, and other regulatory requirements in the selection of materials and construction systems.

4. Materials & Technology

Analyze the implication of design decisions during schematic design and design development in relation to the selection of systems, materials, and methods incorporated into the design and construction.

A. Masonry: Identify the properties and characteristics of structural masonry and masonry veneer applications.

B. Metals: Identify the properties and characteristics of structural and miscellaneous metals.

C. Wood: Identify the properties and characteristics of wood structures, rough carpentry, finish carpentry, and millwork assemblies.

D. Concrete: Identify the properties and characteristics of concrete structures and finishes.

E. Other: Identify the properties and characteristics of miscellaneous systems, assemblies, membranes, cladding, coatings, and finish materials (e.g., plastics, composites, glass, tensile, pneumatic, EIFS, etc.).

F. Specialties: Analyze and select accessories, equipment, and other specialty items.

G. Site Planning & Design: Identify the properties and characteristics of site-related structures and materials.

5. Project & Practice Management

Assess the implications of construction sequencing, scheduling, cost, and risk management regarding building size and configuration, and in the selection of systems, materials, and methods.

References

The Architect's Handbook of Professional Practice

Joseph A. Demkin, AIA, Executive Editor
The American Institute of Architects
John Wiley & Sons, latest edition

The Architect's Portable Handbook,

Second Edition
Pat Guthrie
McGraw-Hill, 2003

Architectural Graphic Standards

Charles G. Ramsey and Harold R. Sleeper
The American Institute of Architects
John Wiley & Sons, latest edition

Building Codes Illustrated: A Guide to

Understanding the International Building Code
Francis D. K. Ching and Steven R. Winkel, FAIA
John Wiley & Sons, 2003

Building Construction Illustrated, Third Edition

Francis D. K. Ching and Cassandra Adams
John Wiley & Sons, 2001

Building Design and Construction Handbook,

Sixth Edition
Frederick S. Merritt and Jonathan T. Ricketts
McGraw-Hill, 2000

Dictionary of Architecture and Construction

Cyril M. Harris, Editor
McGraw-Hill, 2005

Fundamentals of Building Construction, Materials, and Methods, Fourth Edition

Edward Allen
John Wiley & Sons, 2003

Historic Preservation: An Introduction to Its History, Principles, and Practice

Norman Tyler
W. W. Norton & Company, 2000

The HOK Guidebook to Sustainable Design

Sandra F. Mendler, AIA, and William Odell, AIA
John Wiley & Sons, 2000

Illustrated Dictionary of Historic Architecture

Cyril M. Harris, Editor
Dover Publications, 2001

Interior Graphic Standards

Maryrose McGowan and Kelsey Kruse
John Wiley & Sons, 2003

Landscape Planning: Environmental Applications,

Fourth Edition
William M. Marsh
John Wiley & Sons, 2005

Means Building Construction Cost Data

RS Means Company, latest edition

Sun, Wind, and Light: Architectural Design

Strategies, Second Edition
G. Z. Brown and Mark DeKay
John Wiley & Sons, 2000

Time-Saver Standards for Architectural Design Data

Donald Watson, Michael J. Crosbie, and
John Hancock Callender, Editors
McGraw-Hill, latest edition

Time-Saver Standards for Building Materials & Systems: Design Criteria and Selection Data

Donald Watson, Editor
McGraw-Hill, latest edition

Time-Saver Standards for Building Types, Fourth Edition

Joseph De Chiara and Michael J. Crosbie, Editors
McGraw-Hill, latest edition

Time-Saver Standards for Interior Design and Space Planning

Joseph De Chiara, Editor, Julius Panero, Editor,
and Martin Zelnik
McGraw-Hill, latest edition

CONSTRUCTION DOCUMENTS & SERVICES Division Statement

The application of project management and professional practice knowledge and skills, including the preparation of contract documents and contract administration.

Content Areas

1. Codes & Regulations

- A. Building Design: Incorporate building codes, specialty codes, zoning, and other regulatory requirements in construction documents and services.
- B. Site Planning & Design: Incorporate zoning ordinances and other regulatory requirements in construction documents and services.

2. Environmental Issues

- A. Building Design: Incorporate sustainable design principles, adaptive reuse concepts, alternative energy systems, new material technologies, and hazardous material mitigation in construction documents.

- B. Site Planning & Design: Incorporate sustainable design principles, new material technologies, and hazardous material mitigation in construction documents.

3. Construction Drawings & Project Manual

Prepare and coordinate construction drawings including building systems, product selection, and constructability. Prepare, coordinate, and review general and supplementary conditions and technical specifications.

4. Project & Practice Management

- A. Cost: Prepare estimates of probable construction cost. Consider cost implications of design decisions.
- B. Scheduling & Coordination: Prepare and manage project schedule and coordinate all contract documents including those of consultants.
- C. Project Delivery (including Submittals): Establish project delivery method. Provide contract administration documentation and services.

- D. Contracts & Legal Issues: Review and administer professional services and construction contracts. Consider issues pertaining to practice including risk management and professional and business ethics.
- E. Site Planning & Design: Provide project and practice management services related to site planning and design including: cost estimating; scheduling and coordination; project delivery; and contracts and legal issues.

References

The Architect's Handbook of Professional Practice

Joseph A. Demkin, AIA, Executive Editor
The American Institute of Architects
John Wiley & Sons, latest edition

Architectural Graphic Standards

Charles G. Ramsey and Harold R. Sleeper
The American Institute of Architects
John Wiley & Sons, latest edition

Building Construction Illustrated, Third Edition

Francis D. K. Ching and Cassandra Adams
John Wiley & Sons, 2001

Canadian Handbook of Practice for Architects

Committee of Canadian Architectural Councils and
The Royal Architectural Institute of Canada,
latest edition

CSI Manual of Practice

Construction Specifications Institute, latest edition

Rules of Conduct

National Council of Architectural Registration
Boards, latest edition

PLEASE KEEP THIS COPY OF THE ARE GUIDELINES UNTIL YOU FINISH ALL DIVISIONS OF THE EXAM.

SITE PLANNING

Division Statement

The integration of programmatic and site requirements into a responsive and cohesive solution taking into consideration factors such as topography, vegetation, climate, geography, and regulatory aspects of site development.

Site Design Vignette

Design a site, including building placement, parking, and vehicular and pedestrian circulation, responding to programmatic, functional, environmental, and setback requirements utilizing general site planning principles.

Site Zoning Vignette

Delineate areas suitable for the construction of buildings and other site improvements responding to regulatory restrictions and programmatic requirements. Define a site profile and maximum buildable envelope based on zoning regulations and environmental constraints.

Site Grading Vignette

Modify a site's topographical characteristics responding to programmatic and regulatory requirements.

References

Architectural Graphic Standards

Charles G. Ramsey and Harold R. Sleeper
The American Institute of Architects
John Wiley & Sons, latest edition

Design of Cities, Revised Edition

Edmund N. Bacon
Penguin Books, 1976

Design on the Land: The Development of Landscape Architecture

Norman T. Newton
Viking Press, 1976

Design With Nature

Ian L. McHarg
John Wiley & Sons, 1995

Simplified Site Design

James Ambrose and Peter Brandow
John Wiley & Sons, 1992

Simplified Site Engineering, Second Edition

Harry Parker, John W. MacGuire, and James Ambrose
John Wiley & Sons, 1991

Time-Saver Standards for Site Planning

Joseph De Chiara and Lee E. Koppelman
McGraw-Hill, 1984

The Urban Pattern, Sixth Edition

Simon Eisner, Arthur Gallion, and Stanley Eisner
Van Nostrand Reinhold, 1993

BUILDING PLANNING

Division Statement

The resolution of programmatic and contextual requirements into a responsive and cohesive solution through the process of schematic design.

Interior Layout Vignette

Design an interior space plan and furniture arrangement responding to program, code, and accessibility requirements.

Schematic Design Vignette

Develop a schematic design for a two-story building addressing program, code, site, and environmental requirements.

References

The Architect's Studio Companion: Technical Guidelines for Preliminary Design
Edward Allen and Joseph Iano
John Wiley & Sons, 2001

Architectural Graphic Standards
Charles G. Ramsey and Harold R. Sleeper
The American Institute of Architects
John Wiley & Sons, latest edition

Time-Saver Standards for Architectural Design Data
Donald Watson, Michael Crosbie, and
John Hancock Callender, Editors
McGraw-Hill, latest edition

BUILDING TECHNOLOGY

Division Statement

The integration of building systems into a cohesive solution that responds to technical and life-safety considerations.

Building Section Vignette

Develop a building section that integrates structural, mechanical, and lighting systems and incorporates life-safety considerations.

Structural Layout Vignette

Design a schematic framing plan for a one-story building with a multi-level roof.

Accessibility/Ramp Vignette

Design a ramp and stair connecting two levels that complies with accessibility and code requirements.

Mechanical & Electrical Plan Vignette

Develop a reflected ceiling plan that integrates ceiling, lighting, mechanical, and structural systems and incorporates life-safety considerations.

Stair Design Vignette

Design a stairway connecting multiple levels that complies with accessibility and code requirements.

Roof Plan Vignette

Design a sloped-roof plan for the removal of rainwater and locate rooftop equipment and accessories.

References

The Architect's Studio Companion: Technical Guidelines for Preliminary Design

Edward Allen and Joseph Iano
John Wiley & Sons, 2001

Architectural Graphic Standards

Charles G. Ramsey and Harold R. Sleeper
The American Institute of Architects
John Wiley & Sons, latest edition

Time-Saver Standards for Architectural Design Data

Donald Watson, Michael Crosbie, and
John Hancock Callender, Editors
McGraw-Hill, latest edition

U.S. State and Territorial Registration Boards

Alabama	334/242-4179
Alaska	907/465-1676
* Arizona	602/364-4937
Arkansas	501/682-3171
California	916/574-7220
* Colorado	303/894-7784
* Connecticut	860/713-6145
Delaware	302/744-4505
* District of Columbia	202/442-4320
Florida	850/487-1395
Georgia	478/207-1400
Guam	671/646-3115
Hawaii	808/586-2702
Idaho	208/334-3233
* Illinois	217/782-0877
Indiana	317/234-3022
* Iowa	515/281-7362
Kansas	785/296-3053
Kentucky	859/246-2069
* Louisiana	225/925-4802
Maine	207/624-8522
Maryland	410/230-6322
Massachusetts	617/727-3072
* Michigan	517/241-9253
Minnesota	651/296-2388
Mississippi	601/899-9071
* Missouri	573/751-0047

Montana	406/841-2367
Nebraska	402/471-2021
* Nevada	702/486-7300
New Hampshire	603/271-2219
New Jersey	973/504-6385
New Mexico	505/827-6375
New York	518/474-3817 x110
North Carolina	919/733-9544
North Dakota	701/223-3540
Ohio	614/466-2316
Oklahoma	405/949-2383
Oregon	503/763-0662
Pennsylvania	717/783-3397
Puerto Rico	787/722-4816
Rhode Island	401/222-2565
South Carolina	803/896-4408
* South Dakota	605/394-2510
Tennessee	615/741-3221
Texas	512/305-9000
* Utah	801/530-6727
Vermont	802/828-2373
Virgin Islands	340/773-2226
Virginia	804/367-8512
Washington	360/664-1388
* West Virginia	304/528-5825
Wisconsin	608/266-4468
Wyoming	307/777-7788

Canadian Provincial Associations

Alberta	780/432-0224
British Columbia	604/683-8588
Manitoba	204/925-4620
New Brunswick	506/433-5811
Newfoundland	709/726-8550
Northwest Territories	867/920-2609
Nova Scotia	902/423-7607
Ontario	416/449-6898
Prince Edward Island	902/628-6658
Quebec	514/937-6168
Saskatchewan	306/242-0733

An asterisk (*) listed next to a registration board indicates participation in the Council's *Direct Registration* program. (See page 14 for further details.)



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