State of Minnesota

Board of Architecture, Engineering, Land Surveying,
Landscape Architecture, Geoscience, and Interior Design
85 E. 7th Place, Suite 160 | St. Paul, MN 55101

APPLICATION FOR EXAMINATION -- ARCHITECT

This application is for those who wish to apply for the Minnesota Board of AELSLAGID approval to sit for the National Council of Architectural Registration Boards ("NCARB") Architect Registration Examination ("ARE"®).

Minnesota Rule 1800.1000 Subpart 5 & 6 states in part;
Subp. 5. Education Requirement: Graduation from an architectural curriculum accredited by the National Architectural Accrediting Board ("NAAB") (effective January 1, 1991).
Subp. 6 Experience and training requirement: A candidate is responsible for the establishment of the candidate's NCARB-Intern Development Program ("IDP") record. Minnesota law now allows a candidate to concurrently sit for the ARE® while completing their experience for the IDP.

APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING:

☐ **If you have a completed NCARB-IDP Record:**

- ✓ Complete the Board's Application for Examination, parts 1 through 21 **and** part 25 (Affidavit) (Part 2.pdf);
- ✓ One signed copy of the Rules of Professional Conduct (Part 3.pdf);
- ✓ Non-refundable application fee of $75.00 (Make check payable to MN Board of AELSLAGID; no cash accepted).
- ✓ Completed NCARB-IDP Record. Contact NCARB and request an electronic transmittal of your NCARB-IDP record to the Minnesota Board office;

☐ **If you have not completed your NCARB-IDP:**

- ✓ Complete the Board's Application for Examination, parts 1 through 21 **and** Part 25 (Affidavit) (Part 2.pdf);
- ✓ One signed copy of the Rules of Professional Conduct (Part 3.pdf);
- ✓ Non-refundable application fee of $75.00 (Make check payable to MN Board of AELSLAGID; no cash accepted).
- ✓ Final, official transcript sent to the Board office directly from your graduating university/college, showing degree earned and date conferred.
- ✓ Verification from NCARB of your Early Eligibility enrollment in IDP. Applicant must make request to NCARB for electronic transmittal to Board office.

Only complete applications, with all the above documentation, will be reviewed. Applications remaining incomplete after six months from receipt of application will be closed. An applicant may then reapply with the same requirements as previously stated.

A completed application file will be reviewed to determine if all requirements are met for admission to the NCARB ARE®. The Board will notify the applicant by letter as to their eligibility to test. If approved, the Board will notify the testing center, Prometric, of the applicant's eligibility to test and a letter will be sent by the Board to the applicant with a Prometric Candidate ID number. This assigned number will be used by the approved candidate each time they register online for one of the ARE® sections.

An applicant is eligible for Minnesota licensure as an Architect upon verified completion of the education, examination, experience and training requirements (MN Rule 1800.1100, Subpart 1).

Foreign-Educated Applicants:
Education Evaluation Services for Architects (EESA) is a program administered by the National Architectural Accrediting Board (NAAB) for NCARB. The EESA evaluates the credentials of foreign-educated and broadly experienced architects against the NCARB Education Standard. EESA provides assistance to individuals who do not have a professional degree in architecture from an NAAB-accredited school of architecture who wish to either apply for NCARB certification or for registration by an NCARB member board.

RESOURCES:

National Council of Architectural Registration Boards (NCARB): www.ncarb.org

NCARB-Intern Development Program (IDP): http://www.ncarb.org/Experience-Through-Internships/Meeting-NCARB-Experience-Requirements.aspx.

NCARB-Architecture Registration Examination (ARE®): http://www.ncarb.org/ARE.aspx.

Minnesota Board of AELSLAGID: Contact for Architect exams and licensing information, Geri Britton, 651.757.1518 (direct); Geri.Britton@state.mn.us, Board office 651.296.2388.