

LICENSURE PROGRESS WORKSHEET

Name: _____

Date: _____

CANDIDATE GOALS

Use this section of the worksheet to identify top priorities, short- and long-term goals, and issues or expectations that should be addressed. Discuss your responses with your supervisor, and document an action plan and next steps.

SHORT-TERM (NEXT SIX MONTHS):

Example: schedule two exam divisions, attend a site visit

LONG-TERM (BEYOND SIX MONTHS):

Example: form an exam study group, coordinate a lunch and learn

CAREER PATH:

Example: earn a license, work in sustainable design

CANDIDATE STRENGTHS

Take time to write down and share what areas—such as skills, interests, or specific competencies—you feel confident in.

AREAS FOR DEVELOPMENT

Are there any areas or topics you'd like to learn more about or improve on? Are there any current or potential barriers preventing you from such professional development? If so, take time to write them down below and discuss with your supervisor.

NEXT STEPS

Now that you've analyzed and discussed what areas you're excelling at, as well as those you may want to improve, take time to strategize ways you can achieve your personal goals and plan for future development.

PROGRAM PROGRESS

Use this side of the worksheet to document your experience and examination progress, as well as additional requirements in your jurisdiction.

EXPERIENCE

Document and review your reported Architectural Experience Program® (AXP®) hours in each of the six experience areas. Make sure to note any pending reports that may still need to be reviewed.

Experience Area	Completed Hours
Practice Management (PcM)	/160
Project Management (PjM)	/360
Programming & Analysis (PA)	/260
Project Planning & Design (PPD)	/1,080
Project Development & Documentation (PDD)	/1,520
Construction & Evaluation (CE)	/360
Total	/3,740

Notes:

EXAMINATION

Circle all passed Architect Registration Examination® (ARE®) divisions, and be sure to note any upcoming exam appointments.

PcM

PjM

PA

PPD

PDD

CE

Notes:

ADDITIONAL REQUIREMENTS

Fill out this section if your jurisdiction has additional requirements. To check your jurisdiction's requirements, please visit www.ncarb.org/licensing-requirements-tool.

Jurisdiction:

Additional Requirements:

Notes: