



ARCHITECT
LICENSING
ADVISORS
COMMUNITY

Guidelines

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ABOUT ARCHITECT LICENSING ADVISORS

WHO ARE ARCHITECT LICENSING ADVISORS?

Licensing advisors are members of a network of volunteers who help students, licensure candidates, and architects navigate initial and reciprocal licensure. Licensing advisors help their community access accurate information and connect with NCARB resources.

WHO CAN BECOME AN ADVISOR?

Licensing advisors can be students, licensure candidates, architects, or other professionals who support individuals navigating the licensure process. *You don't need to be a licensed architect to participate in this role.*

NCARB often looks for these qualities when recruiting licensing advisors:

- Interested in supporting students, candidates, and architects navigating licensure and reciprocity
- Familiar with architectural licensure or willing to learn about licensure pathways and requirements
- Interested in contributing to licensure education and outreach
- Connected to academic or professional communities

If any or all of these qualities describe you, contact us at advisors@ncarb.org to learn more about becoming a licensing advisor!

TYPES OF ADVISORS

The Architect Licensing Advisors Community includes two levels of participation:

- Architect licensing advisor
- Senior architect licensing advisor

Architect licensing advisors engage with their communities to promote awareness of the licensure process and connect individuals with accurate information and resources. Senior architect licensing advisors build on this work by providing deeper guidance; leading outreach efforts across institutions, organizations, firms, and broader professional communities; and supporting other advisors within the network.

LICENSING ADVISORS AT A GLANCE

Architect Licensing Advisor BENEFITS	Senior Architect Licensing Advisor BENEFITS
<ul style="list-style-type: none">◇ Designation as an architect licensing advisor◇ Access to licensure resources and information◇ Support from senior architect licensing advisors and NCARB staff◇ Invitations to in-person and online trainings◇ Optional: Increased visibility through NCARB's public advisor directory◇ Opportunities to expand professional networks	<ul style="list-style-type: none">◇ Designation as a senior architect licensing advisor◇ Recognition as a licensure subject matter resource◇ Expanded professional network at the national level◇ Priority access to in-person and online trainings and informational sessions, along with additional resources to help other advisors guide their communities◇ Increased visibility through NCARB's public advisor directory◇ Financial support for approved in-person training and outreach activities◇ Opportunities to mentor advisors, contribute to work groups, and influence the development of licensure resources and initiatives

	Architect Licensing Advisor RESPONSIBILITES	Senior Architect Licensing Advisor RESPONSIBILITES
Online onboarding training	✓	✓
8 hours of training every 12 months, including: <ul style="list-style-type: none"> ◇ At least four hours through the licensing advisors online learning management system (LMS) ◇ Up to four hours through NCARB events 	✓	
12 hours of training every 12 months, including: <ul style="list-style-type: none"> ◇ At least four hours through the licensing advisors online LMS ◇ Up to four hours through NCARB events 		✓
At least one outreach event every 12 months at your organization	✓	
At least three outreach events every 12 months, including: <ul style="list-style-type: none"> ◇ At least one within your organization ◇ At least two across broader academic and professional communities 		✓
Support for other licensing advisors and candidates throughout the year, not limited to academic terms		✓
Publicly listed advisor contact information	OPTIONAL	✓

ARCHITECT LICENSING ADVISOR

Offering engagement and guidance

PURPOSE

Promote awareness of the architectural licensure process and serve as an informed connector within academic and professional communities. Your role includes:

- Engaging with students, licensure candidates, and architects on licensure pathways and reciprocity
- Providing accurate information about licensure and NCARB resources
- Promoting awareness of the licensure process and representing licensure positively within academic and professional communities
- Staying informed about NCARB programs, jurisdiction-specific licensure requirements, and updates to policies and rules
- Participating in outreach activities
- Collaborating with and supporting fellow licensing advisors, both in-person and online
- Sharing insights and feedback to help improve programs and resources

BENEFITS

- Designation as an architect licensing advisor
- Access to licensure resources and information
- Guidance and support from senior architect licensing advisors and NCARB staff
- Invitations to in-person and online trainings and informational sessions
- Optional: Increased visibility through NCARB's [public advisor directory](#)
- Opportunities to build professional service, expand professional networks, and develop leadership experience

RESPONSIBILITIES

Participation is flexible and largely self-directed, allowing advisors to engage in ways that align with their professional environment and availability. As an architect licensing advisor, you must:

1. **Complete the online onboarding training** within the first three months of becoming an architect licensing advisor.

2. **Complete eight hours of training every 12 months** on a rolling basis from the start date of the advisor role. You can complete your training through a variety of learning opportunities, including:
 - ◇ Online modules available in the licensing advisors LMS
 - ◇ Webinars, such as NCARB Live events
 - ◇ Licensing Advisors Community office hours
 - ◇ Licensing Advisors Summit
 - ◇ Other advisor-specific sessions or programs offered by NCARB

You **must** complete **at least** four hours of training through the licensing advisors LMS. You may apply **up to** four hours of training through NCARB Live webinars, the NCARB Annual Business Meeting, or NCARB's Committee Summit. During your first year as an advisor, licensing advisor onboarding counts toward the eight-hour annual training requirement.

3. **Participate in at least one outreach event every 12 months** on a rolling basis at your supporting organization, institution, or firm. Advisors who do not represent a specific organization may fulfill this requirement through outreach activities supporting any organization or community.

FUNDING

No funding is provided for attendance at in-person trainings or events. Architect licensing advisors are welcome to attend all in-person events, including the Licensing Advisors Summit; participation is optional.

BECOME AN ARCHITECT LICENSING ADVISOR

Contact NCARB at advisors@ncarb.org to express your interest in becoming an architect licensing advisor. Advisors can be independent volunteers or representatives of a specific institution, organization, or firm. If you're representing a specific entity, your leadership must confirm your participation as an architect licensing advisor.

As an architect licensing advisor, you may opt to make your contact information public through NCARB's [Licensing Advisors Lookup tool](#). You can create and manage your public profile, including keeping your contact information up to date, through your NCARB Record or free My NCARB account.

MAINTAINING ACTIVE STATUS

Architect licensing advisor terms are renewed every two years from the start date of your architect licensing advisor role. To remain active, you must fulfill the responsibilities described above each year of your term.

Advisors who are unable to meet these expectations will be moved to inactive status and may re-engage in the future. Short-term extensions to fulfill requirements may be granted in extenuating circumstances.

Advisors who re-engage after 12 months or more of inactivity are expected to complete onboarding training again to align with current programs and requirements.

SENIOR ARCHITECT LICENSING ADVISOR

Offering leadership and advocacy

PURPOSE

Provide deeper guidance on the licensure process while leading outreach efforts, supporting fellow advisors, and advancing licensure awareness. Senior architect licensing advisors fulfill the role of an architect licensing advisor, plus:

- Providing guidance on complex or escalated licensure questions
- Supporting architect licensing advisors within NCARB's network
- Leading outreach activities across broader academic and professional communities
- Representing the Architect Licensing Advisors Community at regional or national events
- Contributing recommendations to inform improvements to licensure programs and resources
- Serving as an advocate for the ongoing evolution of NCARB programs and initiatives

BENEFITS

- Designation as a senior architect licensing advisor
- Recognition as a licensure subject matter resource and community leader
- Expanded professional networks and engagement at the regional and national level
- Priority access to in-person and online trainings and informational sessions, along with additional resources to help other advisors guide their communities

- Increased visibility through NCARB's [public advisor directory](#)
- Financial support for approved in-person training and outreach activities
- Opportunities to mentor advisors, contribute to work groups, and influence the development of licensure resources and initiatives

RESPONSIBILITIES

Participation requires a higher level of engagement and ongoing involvement throughout the year. As a senior architect licensing advisor, you must:

1. **Complete the senior architect licensing advisor online onboarding training** within the first three months of becoming a senior architect licensing advisor.
2. **Complete 12 hours of training every 12 months** on a rolling basis from the start date of the advisor role. You can complete your training through a variety of learning opportunities, including:
 - ◊ Online modules available in the licensing advisors LMS
 - ◊ Webinars, such as NCARB Live events
 - ◊ Licensing Advisors Community office hours
 - ◊ Licensing Advisors Summit
 - ◊ Other advisor-specific sessions or programs offered by NCARB

You **must** complete **at least** four hours of training through the licensing advisors LMS. You may apply **up to** four hours of training through NCARB Live webinars, the NCARB Annual Business Meeting, or NCARB's Committee Summit. During your first year, senior licensing advisor onboarding counts toward the 12-hour annual training requirement.

3. **Participate in at least three outreach events every 12 months** on a rolling basis, including at least one within your organization. At least two outreach events must be across broader academic and professional communities. Senior advisors who do not represent a specific organization may fulfill this requirement through outreach activities supporting any organization or community.
4. **Provide support to other licensing advisors and candidates throughout the year**, not limited to academic terms.
5. **Maintain current contact and organization information within your public advisor profile.** You will be able to update your information through your NCARB Record or free My NCARB account.

FUNDING

Mileage and parking reimbursement is available for approved outreach activities that require round-trip travel of 60 miles or more from the advisor's primary location. In addition, financial support is available for the Licensing Advisors Summit and other in-person licensing advisor events hosted by NCARB. Support levels may vary based on event and location.

BECOME A SENIOR ARCHITECT LICENSING ADVISOR

Contact NCARB at advisors@ncarb.org to express your interest in becoming a senior architect licensing advisor. To qualify for this role, you must become an architect licensing advisor, complete the required architect licensing advisor onboarding training, and participate in at least one outreach event at any organization, institution, or firm.

Senior architect licensing advisors' contact information is made public through NCARB's [Licensing Advisors Lookup tool](#). To participate in this role, you must maintain a public profile with current contact and organization information. You can manage your public profile, including keeping your contact information up to date, through your NCARB Record or free My NCARB account.

MAINTAINING ACTIVE STATUS

Senior architect licensing advisor terms are renewed every two years from the start date of your senior architect licensing advisor role. To remain active, you must fulfill the responsibilities described above each year of your term.

Senior advisors who are unable to meet these expectations will be transitioned to architect licensing advisor status or moved to inactive status, based on level of engagement. Short-term extensions to fulfill requirements may be granted in extenuating circumstances.

Senior architect licensing advisors may re-engage in the future. Advisors who re-engage after 12 months or more of inactivity are expected to meet the senior licensing advisor role's eligibility requirements and complete the senior advisor onboarding training again to align with current programs and requirements.