

YOUR GUIDE

TO BEING AN
ARCHITECT LICENSING ADVISOR



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Are you the go-to person at your firm, school, or organization who everyone comes to with licensure questions? Are you interested in supporting students and emerging professionals? You should join the Architect Licensing Advisors Community!

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BASICS

Architect licensing advisors are professionals, educators, and students who guide licensure candidates through the process of becoming an architect. Through the Architect Licensing Advisors Community, you'll meet a passionate, dedicated group of peers who are investing in the next generation of architects.

Advisors often provide licensure candidates with their first glimpse into the licensure process, lending help and advice along the way. As an advisor, you'll provide insight into completing the Architectural Experience Program® (AXP®), passing the Architect Registration Examination® (ARE®), and meeting licensure and reciprocity requirements.

To ensure that advisors are ready to help candidates and architects make strategic career decisions, NCARB provides advisors with a variety of resources, tools, and training opportunities.

Interested in learning more? Contact advisors@ncarb.org.



EXPECTATIONS

As a licensing advisor, you're expected to engage with candidates in your community on a regular basis and stay active in the community by:

- Maintaining a thorough understanding of the AXP, ARE, and NCARB certification requirements
- Connecting with local candidates—both by request and proactively—to provide licensure information and guidance
- Participating in Architect Licensing Advisors Community training and development events
- Communicating with your local licensing board to maintain a thorough understanding of licensure requirements and procedures
- Making sure that your contact information in My NCARB is up-to-date so local candidates can reach you
- Collaborating with professional support networks—including NCARB, student organizations, local and national American Institute of Architects (AIA) components, and licensing boards—to promote the value of licensure



GUIDING PRINCIPLES

The Architect Licensing Advisors Community has established several core principles that guide advisors' interactions within and outside of the community. As an advisor, you commit to being:

- **Professional:** Maintain a high level of professionalism in your interactions with students, licensure candidates, architects, supervisors, mentors, architect licensing advisors, and NCARB. Prioritize respect, an interest in learning, and curiosity. Foster open discussion, differences of opinions, sharing of ideas, constructive feedback, and commentary.
- **Ethical:** Act in the best interest of students, licensure candidates, and everyone you engage with. Prioritize honesty and confidentiality. Acknowledge your personal biases.
- **Empowering:** Commit to building and fostering a diverse, equitable, and inclusive profession and advisor community.
- **Guiding:** Provide comprehensive and empathetic support to students, licensure candidates, and architects, assisting them throughout their journey toward architecture licensure and reciprocity.

- **Collaborative:** Share candidate feedback, resources, and expertise within the community to create transparency and clarity in the licensure process. Engage with advisors at all levels to support each other and pass the torch to future leaders.
- **Inquisitive:** Engage with the advisor community to stay updated with evolving licensure requirements and provide the best support for the next generation of architects.



SUPPORT FROM NCARB

As an architect licensing advisor, you'll gain access to resources and support to ensure you're equipped to help candidates, including NCARB's online advisors community, exclusive webinars and training resources, and more. Plus, you'll have direct NCARB staff support for questions and guidance.

RESOURCES

- **A vibrant online community:** Through the Architect Licensing Advisors Online Community, you'll be able to communicate with your fellow advisors and NCARB staff, share information, and network with other licensing advisors from different parts of the country.
- **Exclusive virtual sessions on a variety of licensure-related topics:** Join virtual meetings and webinars, presented by NCARB staff and other guest speakers, to explore different topics related to licensure and the profession.
- **NCARB staff support:** As an advisor, you'll have a direct email to ask questions, set up webinars, and coordinate informational events in your community.
- **NCARB training materials and presentation templates:** Advisors have access to a library of NCARB resources that make explaining licensure easier.

LICENSING ADVISORS SUMMIT

In addition, all advisors are invited to NCARB's three-day training conference for the Architect Licensing Advisor community. Held every other year, the Licensing Advisors Summit provides an exciting and engaging opportunity to meet NCARB staff, engage with other advisors, hear updates on NCARB programs, and explore factors that impact the pursuit of licensure.

NCARB waives summit registration fees for all licensing advisors and provides travel funding for many advisors.



ELIGIBILITY

You don't have to be an architect to be a licensing advisor. A variety of individuals serve as licensing advisors, including:

- Architecture students appointed by their student organization
- Licensure candidates, recently licensed architects, firm leaders, and administrative staff serving at their firm
- Architects and licensure candidates appointed by their local professional organization
- Architecture faculty appointed by their university
- Licensing board members and staff

Many advisors serve on a volunteer basis, but others (such as licensing board or faculty advisors) serve as part of their paid employment. Most volunteer positions have a two-year renewable term.



APPOINTED POSITION REQUIREMENTS

Advisor positions appointed by specific organizations or academic institutions may have additional eligibility requirements. If you plan to be appointed by one of the following organizations or institutions, please review the position requirements below. Otherwise, you are welcome to join the Architect Licensing Advisors Community as a volunteer advisor outside of these appointed positions.

UNIVERSITY/SCHOOL/COLLEGE OF ARCHITECTURE

ELIGIBILITY	Faculty member or career counselor/experience coordinator. <i>Architect license preferred.</i>
APPOINTED BY	Dean/head/chair
TERM	Two-year term. May be renewed as determined by the dean/head/chair
SUPPORT	Potential for funding to attend the Licensing Advisors Summit.

STUDENT ORGANIZATION

ELIGIBILITY	Student currently enrolled in an architecture program, representing a student organization such as the American Institute of Architecture Students (AIAS), the National Organization of Minority Architecture Students (NOMAS), Alpha Rho Chi (APX), etc. <i>NCARB Record holder preferred.</i>
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APPOINTED BY	Chapter president or student leader
TERM	One-year term. May be renewed with confirmation of the current chapter president/leader.
SUPPORT	Potential for funding to attend the Licensing Advisors Summit.

AIA COMPONENT

ELIGIBILITY	Architect or licensure candidate actively pursuing licensure. <i>Individual who has served as a volunteer architect licensing advisor for at least one year preferred.</i>
APPOINTED BY	AIA component board with email confirmation from the president or executive director.
TERM	Two-year term. May be renewed as determined by the component.
SUPPORT	Potential for funding to attend the Licensing Advisors Summit.

BECOME AN ADVISOR

Ready to become an advisor? Your next step varies based on your advisor type.

- **Appointed positions:** If you are being appointed by your academic institution, student organization, or professional organization, the individual responsible for making the appointment should notify NCARB by sending an email to advisors@ncarb.org.
- **All other advisors:** Reach out to advisors@ncarb.org for next steps.

Be sure to provide your name and contact information. If you are an appointed advisor, your contact information is required to be listed publicly on NCARB's website at www.ncarb.org/advisors.





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