

NCARB ARE® Rolling Clock Extension Request Form



As per NCARB's *Certification Guidelines*, NCARB may allow a reasonable extension to a division expiration period in circumstances where completion of the ARE is prevented by the birth or adoption of a child, by a serious medical condition, by active duty in military service, or by other like causes. An applicant may request such an extension by submitting a timely written application and supporting documentation as prescribed by NCARB. Upon proper application, NCARB will allow parents of newborn infants or newly adopted children a six-month extension to the end of such five-year period if the birth or adoption of their child occurs within such five-year period.

Applicants must submit requests for a Rolling Clock extension directly to NCARB. Any such request, including appropriate supporting documentation, and this completed form, must be received by NCARB by the end of your current NCARB Rolling Clock end date. NCARB will review each request and notify each candidate whether their request is granted, denied, or if additional supporting documentation or information is needed.

Please note that in addition to NCARB's Rolling Clock, your jurisdiction may have its own retake limit/exam validity timeframe and/or rolling clock period that differs from NCARB's Rolling Clock. This request form and process shall only be used for extension requests to your current NCARB Rolling Clock time period. Please contact your jurisdiction directly to determine your exam status under its rules and policies.

Name: (Last, First) _____ Date of Birth: _____

NCARB/CACB Record No: _____ Phone: _____ Email: _____

Street address: _____ City, State, Country: _____ Postal code: _____

Board of Architecture for which you are currently eligible to test: _____

Instructions: Each applicant must include a letter that indicates the specific reason (i.e., birth/adoption of child, active duty military, serious medical condition, other like causes) why an extension is being requested, along with the relevant required supporting documentation (listed below) with this request form. All requests, supporting documentation, and this completed form must be received by NCARB by the end of your current NCARB Rolling Clock end date. Please check the type of extension being requested below.

- Birth or adoption of a child that occurs within the candidate's current five-year NCARB Rolling Period.**
Documentation Required: Official state-issued birth certificate or proof of adoption with date of adoption. Please note, hospital records are not accepted. Upon proper application, NCARB will allow parents of newborn infants or newly adopted children a six-month extension to the end of such five-year period if the birth or adoption of their child occurs within such five-year period.
- Serious medical condition that prevents the candidate from taking the remaining required ARE divisions prior to the expiration of their current NCARB Rolling Clock end date.**
Documentation Required: Current diagnosis of a serious, recently occurring, medical condition from an appropriately licensed medical professional indicating the specific nature of the condition, the approximate date the condition commenced, the probable duration of the condition, and the reason(s) why such a condition prevented the candidate from taking the ARE by the candidate's current Rolling Clock end date. Please note, this documentation must be on official letterhead and include the medical professional's license number. The applicant shall also submit a statement indicating whether or not the applicant worked full or part-time during any period after the commencement of the condition, and if the candidate worked, the medical professional shall indicate why such condition allowed the applicant to work but prevented the applicant from taking the ARE.
- Active duty military (U.S./Canadian) that prevents the candidate from taking the remaining required ARE divisions prior to the current NCARB Rolling Clock end date.**
Documentation Required: Official military documentation with dates of service.
- Other like causes that prevents the candidate from taking the remaining required ARE divisions prior to the expiration of their current NCARB Rolling Clock end date.**
Documentation Required: Relevant documentation attested to by a credible third party with a specific explanation of the "other like cause," the date the cause commenced, its probable duration, and the reason the cause prevented the candidate from being able to take the remaining required ARE divisions prior to the end of their current Rolling Clock period. NCARB intends that the burden will be on the applicant to show that any other cause is essentially the same as military service or a serious medical condition such as hospitalization, home confinement, or inability to work that prevents the applicant from taking the ARE during the candidate's Rolling Clock period.

Applicant Signature: _____ Date: _____

By checking this box, I affirm that the name typed above represents my official signature.

Please send completed form with all supporting documentation to customerservice@ncarb.org or the below address:
NCARB, 1801 K Street NW, Suite 700K, Washington DC 20006