



ARCHITECT LICENSING ADVISORS  
**COMMUNITY**

## What is the Architect Licensing Advisors Community?

The Architect Licensing Advisors Community is a group of individuals committed to assisting licensure candidates and architects as they navigate the path to licensure and reciprocity. Architect licensing advisors provide guidance throughout the licensure process by facilitating the flow of information to architecture students, licensure candidates, and architects.

## Who can be an Architect Licensing Advisor?

Anyone can be an architect licensing advisor. Some licensing advisors are appointed by universities, student organizations, and AIA state components, while other volunteers join to represent their firm, organization, or simply to follow their drive to help advance the profession. License to practice architecture is suggested but not required.

## Questions?

Contact us at [advisors@ncarb.org](mailto:advisors@ncarb.org)

To learn more about the Architect Licensing Advisors Community visit [ncarb.org/get-involved](https://ncarb.org/get-involved)

## Eligibility

Licensing advisors are committed to any combination of the items below:

- Assisting licensure candidates pursuing licensure.
- Helping supervisors assist licensure candidates through licensure.
- Advising architects on NCARB certification and reciprocity.

## Role

- Serve as an **information resource for licensure candidates and architects** on the required components of licensure (education, experience, & examination).
- Provide guidance along the transition to becoming a practicing architect **within the context of state regulatory requirements, reciprocity, and NCARB certification.**
- **Advise and assist** licensure candidates **with the NCARB Record application and documentation** process.

Most volunteer positions have a three-year renewable term.



## Responsibilities

- Regularly attend and/or participate in Architect Licensing Advisors Community training and development programs.
- Communicate with NCARB to maintain a thorough understanding of the Architectural Experience Program® (AXP™), the Architect Registration Examination® (ARE®), and NCARB certification requirements, objectives, and resources.
- Communicate with the state licensing board to maintain a thorough understanding of state registration requirements and procedures.
- Communicate and collaborate with professional support networks (including NCARB, student organizations, local and national AIA components, state registration boards, etc.) to strengthen awareness of the required components of licensure and its importance among licensure candidates.
- Maintain up-to-date contact and firm/organization/school representation information in [My NCARB](#).

Licensing advisors are expected to access the online community weekly, communicate with peers, and stay up-to-date with NCARB programs.

## Support

- **Architect Licensing Advisors Online Community:** aimed to facilitate communication, information sharing, and networking with other licensing advisors from different parts of the country.
- **Architect Licensing Advisors Webinar Series:** presented by NCARB staff and other guest speakers on different topics related to licensure and the profession.
- **NCARB staff support:** direct email to ask questions, set up webinars, and other outreach events.
- **NCARB training materials and presentation templates.**
- **Licensing Advisors Summit:** bi-annual training conference to converse directly with NCARB and other advisors, and explore factors that impact the pursuit of licensure.

## Expectations

- Read [NCARB's guidelines](#)
- Participate in the online community
- Attend training webinars
- Assit in the coordination of NCARB outreach presentations
- Adhere to the [Architect Licensing Advisors Designation and Branding Guidelines](#)

## Appointed Positions

Appointing organizations should notify NCARB of all newly appointed architect licensing advisors by sending an email to [advisors@ncarb.org](mailto:advisors@ncarb.org).

The email must come from the individual responsible for making the appointment and contain the advisor's name and contact information.

*The appointed advisor's contact information will be listed publicly on NCARB's website.*

University/School/College of Architecture	
Eligibility	Faculty member or a 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 funding to attend the Licensing Advisors Summit for advisors appointed by colleges/schools of architecture offering a NAAB-accredited degree program.

Student Organization	
Eligibility	Student currently enrolled in an architecture program, representing a student organization such as AIAS, NOMAS, APX, etc. <i>NCARB Record holder preferred.</i>
Appointed by	Chapter president or leader
Term	One-year term. May be renewed with confirmation of the current chapter president/leader.
Support	Eligible to apply for funding to attend the Licensing Advisors Summit.

AIA State 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 state component board with email confirmation from the president or executive director.
Term	Two-year term. May be renewed as determined by the state component.
Support	Potential for funding by AIA National to attend the Licensing Advisors Summit.

All other positions are welcome to join the Architect Licensing Advisors Community in a volunteer capacity.

Term renewal can be processed through My NCARB or by sending an email to [advisors@ncarb.org](mailto:advisors@ncarb.org). Advisors will receive a reminder email near the end of their term.



ARCHITECT  
LICENSING  
ADVISORS  
**COMMUNITY**