

INTERNSHIP + LICENSURE

1. Architects must be licensed before they can practice architecture or call themselves an architect. There are 4 main steps to becoming an architect.
2. Education. In most states (including Massachusetts) candidates must earn a professional degree in architecture. The M. Arch at MassArt is NAAB accredited.
3. Experience. Most state architectural registration boards (including Massachusetts) require architects to complete experience hours in order to become licensed. [The Architectural Experience Program](#) is a comprehensive training program created to ensure that licensure candidates in the architecture profession gain the knowledge and skills required for the independent practice of architecture.
4. Examination. All 54 US jurisdictions require the completion of the [Architect Registration Examination \(ARE\)](#)
5. Licensure. All jurisdictions require individuals to be licensed (registered) before they can call themselves architects and contract to provide architectural services. More about [Licensure](#).

ARCHITECTURAL EXPERIENCE PROGRAM (AXP) GUIDELINES

Currently Massachusetts requires 5600 experience hours including AXP. NCARB AXP requires you to complete 3740 experience hours. 5600 hours = 140 weeks or 2.7 years continuous at 40 hours per week. Most other states have already transitioned to the AXP hours alone, so keep track of the Massachusetts Board changes.

At least half of your experience hours must be completed under the supervision of a qualified architect. Experience hours can be earned either through direct experience "A" (working in a work setting for a licensed architect, which also includes internships as part of your academic program. 1860 hours min.), or performed outside of an architecture firm "O" (other work under licensed professionals, design or construction related employment, community based design, design competition entries, construction and visiting construction sites with a mentor, for example). All experience must be submitted according to the reporting requirements as outlined in the AXP Guidelines. All AXP experience must be reported within the required amount of time. Six (6) months prior experience is the MOST you can submit for 100% credit. All time prior to 5 years from the submittal date is valued at 50%. You can begin to report experience hours once you have graduated from high school.

ESTABLISH YOUR NCARB RECORD - COSTS AND FEES

Once you have experience that counts towards AXP you will need to establish your NCARB record. The fee is \$100.00 for establishing your NCARB record, which is good for 1 year and one transmittal to a state. After your initial year, you pay an annual maintenance fee of \$85 to continue to keep your record active.

EXPERIENCE SETTINGS

When you start working for an architecture firm (Experience Setting "A") or one of the other recognized work settings (Experience Setting "O") you will need to make sure you have met the employment requirement ([Guidelines](#) page 17). You must work a minimum of 15 hrs/wk for 8 weeks consecutive.

HOW NCARB CALCULATES EXPERIENCE HOURS

When you are working in a work setting, you will have an AXP supervisor. This person will have knowledge of and control over the work you are doing. If you are working in the US or Canada and the experience setting requires your supervisor to have a license, they need to have an active license in the US or Canada at the point that you gained that experience.

FOOD FOR THOUGHT

Each intern is responsible for keeping records and tracking paperwork to submit AXP training reports. All experience that qualifies for AXP needs to be submitted online through the Online Reporting System. You can obtain a My AXP free mobile app (Android and iPhone) so that you can report your time in recommended 2-month but no longer than 6-month intervals to claim 100% of your hours. Some firms may have record keeping procedures in place to make it easier.

You are only an architect in the jurisdiction where you are licensed to practice architecture. Within the US there is an ability to earn reciprocal licenses through NCARB's certificate program. Keeping track of our hours through AXP is also part of this process. It is a good idea to keep track of ALL hours, regardless of the areas of practice. The NCARB Certificate will also help you gain a license in Canadian provinces. To become licensed outside of the US & Canada, you will need to contact the specific country to find out their specific requirements.

HELPFUL NCARB AXP LINKS

Note NCARB exists to help you advance from student to practicing architect. Consult their website and guidelines for further information.

- [AXP Website](#)
- [AXP Guidelines 2017](#)

ARCHITECTURE REGISTRATION EXAM (ARE)

- [NCARB Architecture Registration Exam Information](#)