



STATE OF TENNESSEE
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
DEPARTMENT OF COMMERCE AND INSURANCE
500 James Robertson Parkway Nashville, TN 37243-1142
800-256-5758 615-741-3221 (Nashville Area) 615-532-9410 (FAX)

Early Architect Registration Exam (ARE) Eligibility Information

(for initial registration as a Registered Architect)

You may fill out the application online. The application must then be printed because it must be signed by the applicant and the applicant's sponsor/reference.

Law and Rules

The Law and Rules can be accessed from the Board's homepage. The registration law for architects, engineers, landscape architects, and registered interior designers is found at *Tennessee Code Annotated*, Title 62, Chapter 2.

Early ARE Eligibility (before completing IDP)

Interns wishing to sit for the ARE before completing the Intern-Architect Development Program (IDP) of the National Council of Architectural Registration Boards (NCARB) must file the "Application for Early Architect Registration Exam Eligibility" with the Board. Applicants who have completed the IDP and the required experience should submit the complete "Application for Registration to Practice as a Professional Architect." (Found in the Forms and Downloads list as "Application by Exam")

Establishing Your Eligibility to Test

When your application is received, Board Staff will verify that you have begun the IDP program and that your degree is acceptable.

If you are approved to take the Architect Registration Exam (ARE), the Board office will notify you to request eligibility via the ARE tab in your NCARB Record.

Once you request eligibility, this Board will set your eligibility information in My Examination and you will receive an automated e-mail notification that you may now schedule an exam. Please contact NCARB at 202-879-0520 if you have any problems during this process.

Fees

Application fee -- \$30.00

ARE Fees – to be paid to NCARB. ([Click here](#) for test fee information)

Make checks payable to the **Tennessee Department of Commerce and Insurance**. Payment must be made at the time of application and the fee is not refundable. Submit the completed application and fee to the address on the application form.

Exam Sites and Scheduling Information

Candidates may take the ARE divisions in any order, and at any time, at any Prometric location they choose (subject to availability). Most test centers are open six days a week, 50 weeks a year.

A tutorial will be available at the test center. The specifics with regard to the location of test centers, scheduling and/or canceling an appointment, etc., should be worked out directly with the test center.

Special Accommodations

If you have a disability that requires special accommodations to take the exam, you will need to provide the [appropriate documents](#) to this Board at the time you submit your application. Once you have been approved for testing accommodations by the Board and NCARB, you will receive notification from NCARB and instructions on how to schedule your exams.

Score Reporting Procedures

You will have direct access to all score reports through My Examination.

Upon Completion of the ARE and IDP

The following must be submitted before registration may be granted:

- the “Application for Registration to Practice as a Professional Architect,”
- references
- a complete NCARB record

Applicants with Non-Accredited Degrees

Rule 0120-1-.11 states that an architectural curriculum of four (4) years or more which is not accredited by the National Architectural Accrediting Board (NAAB) shall be referred at the applicant’s expense to a person or entity approved by the Board and qualified to evaluate equivalency to a NAAB-accredited architectural program for evaluation and recommendation. The Board has approved Education Evaluation Services for Architects (EESA), which is administered by the NAAB, to evaluate non-accredited architecture degrees. For further information regarding the evaluation process, please contact EESA at the address below:

National Architectural Accrediting Board, Inc.
1735 New York Avenue, NW
Washington, DC 20006
Phone: 202-638-3372
Website: www.eesa-naab.org
E-mail: eesa@naab.org

Notice Regarding Disclosure of Social Security Numbers

Federal and state laws, including 42 U.S.C. § 405(c)(2)(C)(i), 42 U.S.C. § 666(a)(13), T.C.A. §§ 36-5-711 and 36-5-1301, require disclosure of the social security number for the purpose of administering the state child support program. The social security number will be redacted prior to making your record available for public inspection.

Forms

(1) Application Form –

Fill out the application form completely (on-line or after downloading it). Any major modification of state approved forms may cause the Board to reject your application.

- ♦ Sign the application and obtain the required signature from a sponsor/reference.
- ♦ An employer, company official, or former professor may sign your application as a sponsor or reference.
- ♦ Relatives are prohibited from serving as references.

(2) Eligibility Verification for Entitlements –

If you are a natural person applying for a license, registration, certification or other benefit you must “Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee’s Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States...” **Specific instructions are on the three (3) pages following the application.** Submit the appropriately signed form (page 2) and documents, if required, with the application.

ARE Rolling Five-Year Clock

To pass the ARE, an applicant must achieve a passing grade on each division. A passing grade for any division of the ARE shall be valid for five years, after which time the division must be retaken unless all divisions have been passed. NCARB may allow a reasonable extension of such period in circumstances where completion of all divisions is prevented by a medical condition, by active duty in military service, or by other like causes. Although NCARB will not accept scores beyond five years for the purpose of NCARB certification, *Tennessee Code Annotated* Section 62-2-504(c) allows candidates to retain credit indefinitely for any parts of the exam passed for the purpose of Tennessee registration.

For more information regarding the rolling clock [click here](#).

Pending Status

An application that lacks required information or reflects a failure to meet any requirement will be held in a "pending" status for five (5) years from the date of the application. These requirements include passing the required registration exam.

Board Contact

If you have questions about any of this information or about your application, call Wanda Garner and Frances Smith, Architect Applications Coordinators, at 800-256-5758, 615-741-3221, or send an e-mail: wanda.garner@tn.gov or frances.p.smith@tn.gov.

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500 James Robertson Parkway
Nashville, TN 37243
Tel: 615-741-2241
<http://www.tn.gov/commerce/>

FOR OFFICE USE ONLY
LICENSE TYPE 1201
TRANSACTION TYPE 1010
FILE NUMBER _____
ENTITY NUMBER _____
APPLICATION NUMBER _____
AMOUNT PAID _____

ARCHITECT EXAM APPLICATION

Only applicants with complete applications are eligible for consideration. You may attach additional pages as necessary. Please type or print clearly in ink. Checks should be made payable to the Department of Commerce & Insurance.

Send the completed application to:

Attn: Board of Architectural and Engineering Examiners
The Department of Commerce & Insurance
500 James Robertson Parkway
Nashville, TN 37243

Section One: Applicant Identification and eligibility verification

Name of Applicant: _____
Last First Middle

Are you currently licensed? Yes/No _____ If Yes, License Number _____

Social Security Number OR Federal EIN _____

Mailing Address _____

City State Zip Code

Contact Phone Number: _____

Email Address: _____



State of Tennessee
 Department of Commerce and Insurance
 Board of Architectural and Engineering Examiners
 500 James Robertson Parkway
 Nashville, TN 37243-1142

APPLICATION FOR EARLY ARCHITECT REGISTRATION EXAM ELIGIBILITY

(Type or print legibly)

PERSONAL INFORMATION

Full Name _____ Mr. Ms.
Last First Middle

Social Security No. _____ Date of Birth _____

Residence Address _____ Telephone Number _____
Street, City, State, Zip

Business Affiliation _____ Telephone Number _____

Business Address _____
Street, City, State, Zip

E-mail Address _____ Most of the correspondence pertaining to your application will be sent by e-mail.

Address for Correspondence: Business Residence

Citizen of _____ Can you speak and write English? Yes No
State/Foreign Country

Other than the name shown on this application, I have been known by the name(s) of _____
List name(s) and date(s) of change

NOTE: If you require special accommodations for the examination, refer to instructions for additional information.

VIOLATIONS

Have you been convicted of or plead nolo contendere/no contest to a felony?

Yes No If **YES**, submit a letter of explanation and a certified copy(ies) of the judgment(s) with this application.

EDUCATIONAL BACKGROUND

NAME AND LOCATION OF INSTITUTION	ATTENDANCE		MAJOR COURSE	DATE OF GRADUATION	DEGREE RECEIVED
	FROM MO/YR	TO MO/YR			

TO BE COMPLETED BY APPLICANT

- I hereby apply for early Architect Registration Exam eligibility to the Tennessee Board of Architectural and Engineering Examiners. The information provided on this application is accurate.
- If this application is approved, I understand that I will be required to
 - take and pass the Architect Registration Examination (ARE),
 - complete the required experience *and* the Intern Development Program (IDP) and
 - submit an “Application for Registration to Practice as a Professional Architect” with required documents and registration fee before a license will be granted.

Applicant's signature _____ Date _____

SECTION BELOW TO BE COMPLETED BY APPLICANT'S SPONSOR/REFERENCE

I believe that _____ is of good character and repute, and I hereby recommend the applicant to the Tennessee Board of Architectural and Engineering Examiners as worthy of consideration for early eligibility to take the Architect Registration Exam (ARE).

Sponsor/Reference's name (please print) _____

Signature of Sponsor/Reference _____

Title _____ Date _____

Business Affiliation _____

Business Address _____ Phone _____

E-mail Address _____

NOTE: Following approval by the Tennessee Board to sit for the exam, candidates must register with NCARB at www.ncarb.org to pay the exam fees and schedule the exams.



STATE OF TENNESSEE DEPARTMENT OF
COMMERCE AND INSURANCE REGULATORY
BOARDS DIVISION
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (J) such document that shall then be verified through the SAVE program.
or
5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act AttestationPart A. Eligibility Verification for Entitlements Act Attestation

I hereby attest under penalty of perjury that I am (select one):

A United States citizen;

A qualified alien as defined in Tenn. Code Ann. § 4-58-102;¹

A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

Applicant's Signature

Printed Name

Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, et seq.

¹ Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, et seq.];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.

Eligibility Verification for Entitlements Act Additional Required Documentation

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall not be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (1-197, 1-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.