



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)

Architect Registration Exam (ARE) Information

(for initial registration as a Registered Architect)

You may fill out forms and applications online. The forms and applications have to then be printed because they must be signed and/or notarized.

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 application, “Application for Registration to Practice as a Professional Architect,” which begins on the fourth page of this package.

Law and Rules

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

Before submitting this application, be sure you have met the minimum education and experience requirements for registration, because the application fee is **not refundable**.

Applicants with Foreign 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 foreign 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

Applicants with Non-Accredited Domestic Degrees (including Canadian Architectural Certification Board [CACB] accredited and certified 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 a professor of architecture to evaluate non-accredited domestic architectural degrees. The cost for such evaluations is \$40 per hour; an invoice for this service will be sent to applicants requiring evaluation following receipt of the evaluation.

Intern-Architect Development Program

Effective December 1, 1984, an applicant for registration by exam must have completed the Intern-Architect Development Program (IDP) of the National Council of Architectural Registration Boards (NCARB) prior to registration. You will need to request that NCARB transmit your IDP record to the Board before registration may be granted. For complete information about IDP, please contact [NCARB](#).

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) and sign it before a notary. Any major modification of state approved forms may cause the Board to reject your application.
- Provide detailed information in regard to design work on projects, progressive in nature, to enable evaluation of experience. All time/experience must be accounted for whether it is related to architecture or not. **You must show the minimum required years of experience at the time of registration (not application).**

(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.

(3) Reference Form –

- Submit five (5) references from persons acquainted with your technical ability and character.
 - Three of the five references must be from registered architects.
 - No more than three (3) references can be from your current employer.
- References are required from both a current employer/supervisor and a past employer/supervisor (if applicable).
- References from relatives are not acceptable.
- You are responsible for sending reference forms to the persons listed on your application who will then submit them directly to the Board office. Completed reference forms may be e-mailed to wanda.garner@tn.gov or frances.p.smith@tn.gov.

Fees

Submit the application fee with your application. Make check payable to the **Tennessee Department of Commerce and Insurance**.

Application Fee – **\$30** (non refundable)

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

Biennial Registration Fee – **\$140** (due after ARE is passed)

Establishing Your Eligibility to Test

When your application packet is complete, it will be circulated among the architect members of the Board for review. The review may take up to three weeks.

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.

Location of 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.

The ARE is currently offered on an on-going basis, six days a week, in the following cities: Chattanooga, Clarksville, Franklin, Knoxville, Madison, and Memphis; however, you are not limited to taking the exam in Tennessee.

Score Reporting Procedures

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

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.

Professional Privilege Tax

All architects, engineers and landscape architects registered in Tennessee with an active registration status as of June 1 in a given year are required by State law to pay to the Department of Revenue an annual professional privilege tax. This tax should not be paid at the time of application. If your application is approved, and your registration status is active on June 1, you will be billed for the tax by the Department of Revenue [VIA E-MAIL](#). [Click here](#) for additional information.

Board Contact

If you have questions about any of this information or about your application, call Wanda Garner or 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.



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
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
DEPARTMENT OF COMMERCE AND INSURANCE
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1142

APPLICATION FOR REGISTRATION TO PRACTICE AS A PROFESSIONAL ARCHITECT

Type or print legibly

Full Name _____
Last First Middle Mr. Ms.

Social Security Number _____

Residence Address _____ City/State/Zip _____

Residence Phone No. _____

Business Affiliation _____

Business Address _____ City/State/Zip _____

Business Phone No. _____ Fax Number _____

E-mail Address _____

Address for Correspondence: Business Residence

Date of Birth _____ City/State _____

Citizen of (State/Foreign Country) _____ Can you speak and write English?

I am applying for registration by:

Examination

Have you completed the Intern Development Program?

Do you require special accommodations for the examination?

Comity (for applicants registered in another jurisdiction)

Reapplying (if previously registered in Tennessee)

Previous registration number _____ Expiration Date: _____

NCARB Certificate No. _____ Council Record holders are still required to complete the entire application.

Applicant's Full Name _____

If you have ever changed your name through marriage or action of a court or have ever been known by any other name, please list name(s) and date(s) of change _____

Have you passed a written NCARB exam?

If so, name state and year _____

In what states are you registered? _____

(please give license or registration number for each)

If you have ever been registered in any states other than those named above, please list them.

Have you ever been denied registration or had your professional license suspended, revoked, or voluntarily surrendered as a result of disciplinary proceedings? If yes, please provide additional documentation to the Board office.

If so, name state and year _____

Have you ever been convicted of a felony?

If so, name place and year _____

EDUCATIONAL BACKGROUND

Colleges, Universities,
Technical Schools

Dates of Attendance
(From-To)

Date of
Graduation

Degree
Received

Applicant's Full Name _____

EXPERIENCE

List each engagement **in chronological order beginning with first engagement**. Provide detailed information of progressive experience on architectural design projects to enable evaluation of your experience.

Dates of Employment	Total Time Employment	Title of Position, Name of Employer, Location, and Nature of Each Engagement and Degree of Responsibility	Name, Title, and Address Of Supervisor
	Years ----- Months		
	Years ----- Months		
	Years ----- Months		

(Attach additional experience sheet if necessary, using the same format)

Applicant's Full Name _____

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List each engagement **in chronological order beginning with first engagement**. Provide detailed information of progressive experience on architectural design projects to enable evaluation of your experience.

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	Years ----- Months		
	Years ----- Months		
	Years ----- Months		

(Attach additional experience sheet if necessary, using the same format)

Applicant's Full Name _____

List names and complete addresses of five persons acquainted with your technical ability. Three references must be from registered architects. A maximum of three references may be from one employer. References are required from both a current employer/supervisor and a past employer/supervisor (if applicable). References from relatives are not acceptable.

References	State of Registration	Employer, Past Employer, Client, etc.	Complete Address

APPLICATION AND LAW AND RULES AFFIDAVIT

I hereby make application for registration as an architect and agree not to practice in the State of Tennessee until I become registered. The information provided on this application is accurate.

I attest that I have read, reviewed, and am familiar with *Tennessee Code Annotated*, Title 62, Chapter 2 and the *Rules of the State Board of Architectural and Engineering Examiners*.

Signature

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____

Notary Public

My commission expires _____



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.



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)

REFERENCE

THIS REQUEST LETTER IS TO BE COMPLETED BY THE APPLICANT

(Name and Address of Reference)

Re: _____
(Print or Type Name of Applicant)

Dear _____

I have made application to the Tennessee Board of Architectural and Engineering Examiners for registration to

practice ___ architecture
 ___ engineering
 ___ landscape architecture

Please send the information requested on the second page directly to the Board office. I have attached a copy of the experience page(s) from my application for verification purposes. Please return the experience page(s) to the Board office with the completed reference form. *If more space is needed, please do not write on the back; use a separate sheet of paper.*

(Signature of Applicant)

Board Statement to Reference:

This Board is required by law to obtain evidence of the good character and technical ability of applicants for registration as architects, engineers, and landscape architects. Statements by responsible individuals with personal knowledge of the applicant's character and qualifications will be considered as evidence. Additional information may be attached.

The Board would like to emphasize that evidence submitted on this form must not be perfunctory nor made for the mere purpose of aiding the applicant to be registered. The execution of this statement will be accepted by the Board as a deliberate act made with full knowledge of the responsibility to protect the public health, safety and welfare. It should be borne in mind that the applicant is not being considered for membership in an organization but for registration as an architect, engineer, or landscape architect, qualified to practice in Tennessee.

Since the Board cannot process this application until it receives this reference, a prompt reply will expedite our handling of the application.

THE INFORMATION YOU GIVE WILL BE TREATED IN THE STRICTEST CONFIDENCE.

(see page 2)

Applicant's name _____

To Be Completed By The Reference

THIS IS CONFIDENTIAL INFORMATION – FOR USE OF BOARD MEMBERS ONLY

- 1. How long have you known the applicant? From _____ to _____ inclusive
- 2. Are you in any way related to the applicant? _____ What relationship? _____
- 3. What has been your connection with the applicant? _____

4. Is the applicant's experience description listed on the application consistent with your knowledge of his or her experience? Yes No Unknown

Comments: _____

5. How would you rate the applicant's:

Above Average Average Below Average Unsatisfactory Unknown

Quality of Work _____

Technical Knowledge _____

Professional Integrity _____

Character & Reputation _____

6. To your knowledge, has the applicant ever been convicted of a felony? _____

7. Would you employ the applicant in a position of trust? _____

8. Is the applicant qualified to be placed in responsible charge of design or supervision of work, with full authority to change designs or specifications? _____

9. If the applicant is in individual practice, please indicate the nature of the practice: _____

10. Do you recommend the applicant for registration? _____

11. Remarks concerning the applicant: _____

I make the above statements with full knowledge that the person referred to is making application for registration by the State of Tennessee as an architect, engineer or landscape architect and after having carefully read the information given on the previous page.

a. My full name is _____
(to be typewritten or printed)

b. My present employer is _____

c. My title or position is _____

d. I am/am not a registered ___ architect
 ___ engineer
 ___ landscape architect in the State of _____ License No. _____

(Signature)

(Date)

(Address—please include an e-mail address or phone number)
