# TEXAS ARCHITECT EXAM APPLICANT CHECKLIST

To help track your progress towards licensure, use this checklist as your guide for navigating the exam/licensure process:

1. Complete your NAAB degree and establish an NCARB council record and enroll in the Architectural Experience Program (AXP) and create your MYNCARB online record/account. [http://www.ncarb.org/Experience-Through-Internships/Getting-Started/My-NCARB-Record.aspx](http://www.ncarb.org/Experience-Through-Internships/Getting-Started/My-NCARB-Record.aspx) Help Line – customerservice@ncarb.org

2. **APPLICANTS WITH A FOREIGN DEGREE:** must be evaluated and approved by NAAB/EESA program prior to applying to Texas. Refer to NCARB’s website regarding the NAAB/EESA process [http://www.ncarb.org/Certification-andReciprocity/EESA.aspx](http://www.ncarb.org/Certification-andReciprocity/EESA.aspx)

3. **FOREIGN ARCHITECTS:** Architects licensed outside the United States may be eligible for NCARB’s Broadly Experience Foreign Architect program which is scheduled to restart in mid-2016. [http://www.ncarb.org/Certification-andReciprocity/Alternate-Paths-to-Certification/Broadly-Experienced-Foreign-Architect-Program.aspx](http://www.ncarb.org/Certification-andReciprocity/Alternate-Paths-to-Certification/Broadly-Experienced-Foreign-Architect-Program.aspx)

4. Log into your MYNCARB account and click “Request Eligibility” and your record summary education confirmation will be provided to TBAE within a few days.

Applicants who have a NAAB degree (or foreign equivalent) and at least 6 months experience credit earned under a registered architect and documented in AXP, may qualify to sit for the ARE prior to completing the full AXP (3,740 hours) requirements.

5. Create a TBAE online record at [http://www.tbae.texas.gov/HowToApply/Architects_RegByExam](http://www.tbae.texas.gov/HowToApply/Architects_RegByExam) and pay the $100 TBAE application fee.

6. Submit proof of legal status to TBAE (copy of your US birth certificate or passport, or alternate acceptable document [http://www.tbae.texas.gov/HowToApply/ProofofLegalStatus](http://www.tbae.texas.gov/HowToApply/ProofofLegalStatus)

7. Email confirmation will be sent to you from TBAE and NCARB when your exam eligibility is available.

8. Begin scheduling your ARE

9. Successfully pass all parts of the ARE within 5 years of passing your first exam section

10. NCARB will forward a copy of your council record to Texas after you complete AXP and pass the ARE

11. Complete the fingerprint requirement. **This is not required until TBAE confirms that you have passed the ARE.**

12. Receive approval and instructions from TBAE for Texas registration and pay the initial registration fee ($155 Texas resident/$180 out of state)

13. Receive your Texas Registered Architect license number

If you have any questions, contact the TBAE Exam Coordinator at exams@tbae.texas.gov, or (512.305.8527) or visit the TBAE website at [www.tbae.texas.gov](http://www.tbae.texas.gov)