

# APPLICATION FOR REGISTRATION AS AN APEC ARCHITECT

*To the United States APEC Architect Monitoring Committee*

The United States is a participant in the Asia-Pacific Economic Cooperation (APEC) Architect Project, which helps facilitate reciprocal registration for experienced architects in the Asia-Pacific Region. To be recognized as an APEC architect, applicants are required to apply within participating economies, as per this form. Recognized APEC architects can apply for fast-track registration in other economies with which their home economy has reciprocal APEC architect arrangements. While the United States does not have mutual recognition arrangements with every country or economy in the APEC Architect Project, the framework facilitates the mobility of architects throughout the Asia-Pacific region.

## **REQUIREMENTS FOR REGISTRATION AS A UNITED STATES APEC ARCHITECT**

To be a United States APEC architect, you must:

- Be a registered architect in at least one (1) U.S. jurisdiction
- Hold an active NCARB Certificate
- Have at least seven (7) years of professional experience as a registered/licensed architect in the categories of practice specified below.

### **APEC Architect Professional Experience Requirements**

You must have practiced professionally for at least seven years after initial registration as an architect and gained experience in all the following categories of architectural practice:

- Preliminary studies and preparation of brief
- Design
- Contract documentation
- Administration

At least **three years** of your post-licensure experience must have been undertaken as an architect:

- With sole professional responsibility for the design, documentation, and contract administration of buildings of moderate complexity; OR
- In collaboration with other architects, as an architect in charge of and professionally responsible for a significant aspect of the design, documentation, and/or contract administration of complex buildings.

Professional practice undertaken in an economy other than the United States MAY be acceptable.

You are required to submit at least three professional references who can confirm the information provided. References may be professional associates, clients, or others in a position to verify the statements submitted. Business partners should not be listed as a reference.

**You must renew your APEC registration every three years.**

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## APPLICANT

Full Name

NCARB Record No.

Address

Email

Telephone

## CURRENT REGISTRANTS

U.S. Jurisdiction/APEC Economy	Registration Number	Date of Initial Registration	Expiration Date
1.			
2.			
3.			
4.			
5.			

## EDUCATION

Degree	Degree Conferred Date	Institution
1.		
2.		
3.		

## ARCHITECTURAL PRACTICE INFORMATION - PART A

Please complete the following records of relevant experience over the last seven years, listing the **most recent first**.

- **Three years of experience gained as an architect with professional responsibility**

- Start with reports totaling at least **three** years of practice as an architect with professional responsibility for projects undertaken.
- This can include projects where a) you were the architect with sole professional responsibility for a building of moderate complexity, b) the architect in charge of a significant aspect of a complex building, or c) a combination of these.

ARCHITECTURAL PRACTICE INFORMATION - **PART A**

Project Name	Start Date	Finish Date
Firm Name	Applicant's Role	
Applicant was the architect with sole professional responsibility for a building of at least moderate complexity: <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant was the architect in charge of a significant aspect of a complex building: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief description of project with reference to level of complexity:		

Project Name	Start Date	Finish Date
Firm Name	Applicant's Role	
Applicant was the architect with sole professional responsibility for a building of at least moderate complexity: <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant was the architect in charge of a significant aspect of a complex building: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief description of project with reference to level of complexity:		

Project Name	Start Date	Finish Date
Firm Name	Applicant's Role	
Applicant was the architect with sole professional responsibility for a building of at least moderate complexity: <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant was the architect in charge of a significant aspect of a complex building: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief description of project with reference to level of complexity:		

ARCHITECTURAL PRACTICE INFORMATION - PART A

Project Name	Start Date	Finish Date
Firm Name	Applicant's Role	
Applicant was the architect with sole professional responsibility for a building of at least moderate complexity: <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant was the architect in charge of a significant aspect of a complex building: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief description of project with reference to level of complexity:		

Project Name	Start Date	Finish Date
Firm Name	Applicant's Role	
Applicant was the architect with sole professional responsibility for a building of at least moderate complexity: <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant was the architect in charge of a significant aspect of a complex building: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief description of project with reference to level of complexity:		

Project Name	Start Date	Finish Date
Firm Name	Applicant's Role	
Applicant was the architect with sole professional responsibility for a building of at least moderate complexity: <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant was the architect in charge of a significant aspect of a complex building: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief description of project with reference to level of complexity:		

**PRACTICE INFORMATION- PART B**

• **Four years of experience gained as an architect (must be in addition to the three years listed above)**

- o Record a minimum of an additional four (4) years of professional experience gained in the following categories of architectural practice:
  - A. Preliminary studies and preparation of brief
  - B. Contract documentation
  - C. Design
  - D. Administration

Firm Name	Start Date	Finish Date
Role	Category	
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	
Project and Experience		

Firm Name	Start Date	Finish Date
Role	Category	
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	
Project and Experience		

Firm Name	Start Date	Finish Date
Role	Category	
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	
Project and Experience		

PRACTICE INFORMATION- **PART B**

Firm Name	Start Date	Finish Date
Role	Category	
	<input type="checkbox"/> A	<input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
Project and Experience		

Firm Name	Start Date	Finish Date
Role	Category	
	<input type="checkbox"/> A	<input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
Project and Experience		

Firm Name	Start Date	Finish Date
Role	Category	
	<input type="checkbox"/> A	<input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
Project and Experience		

ARCHITECTURAL PRACTICE INFORMATION - PART C

Have you practiced architecture in a position of professional responsibility within the last two years?

Yes  No

Are you up to date with the continuing education requirements established by the U.S. jurisdiction(s) in which you are licensed?

Yes  No

REFERENCES

Please list the names and positions held of at least three professional references familiar with your work. References may be professional associates, clients, or others in a position to verify the statements submitted. Business partners should not be listed as a reference.

References must be able to verify the professional experience detailed in this form. At least one reference must be an architect licensed in a U.S. jurisdiction.

Reference Name	Contact Number
Contact Email	Architect? <input type="checkbox"/> Yes <input type="checkbox"/> No
Firm Name & Address	
US Jurisdiction and Number	

Reference Name	Contact Number
Contact Email	Architect? <input type="checkbox"/> Yes <input type="checkbox"/> No
Firm Name & Address	
US Jurisdiction and Number	

Reference Name	Contact Number
Contact Email	Architect? <input type="checkbox"/> Yes <input type="checkbox"/> No
Firm Name & Address	
US Jurisdiction and Number	

Reference Name	Contact Number
Contact Email	Architect? <input type="checkbox"/> Yes <input type="checkbox"/> No
Firm Name & Address	
US Jurisdiction and Number	

FIRM INFORMATION

Current Firm Name

Firm Address

Are you willing to consider offers of professional alliances with APEC architects from other economies?

Yes  No

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## AFFIDAVIT

I \_\_\_\_\_ hereby state that the information above is true, to the best of my knowledge. I also confirm  
*(First and Last Name)*  
that the information provided is accurate and complete, and that relevant information has not been omitted.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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Please send this signed application form to [apec@ncarb.org](mailto:apec@ncarb.org).

Your application will be reviewed by the United States APEC Architect Monitoring Committee. Upon the completion of review, you will be notified of the results.