

**Mississippi State Board of Architecture
IDP Rule Changes Implemented January 1, 2009
Effective April 5, 2008**

**CHAPTER I
EXAMINATIONS**

1.01 Applications

Applicants for registration by examination must submit to and pass the Architect Registration Examination (ARE) as outlined in Rule 2.01. All such applicants must have been approved as a candidate for the examination by the Mississippi State Board of Architecture (Board).

In order to be admitted to the ARE, the applicant must:

- (a) submit to the jurisdiction of the Board; and
- (b) provide a record from the National Council of Architectural Boards (NCARB) which documents that the applicant has acquired:
 - (i) a professional degree in architecture from a school or college of architecture on the list of accredited schools issued by the National Architectural Accrediting Board (NAAB); and
 - (ii) at least 235 training units of the Intern Development Program (IDP) in accordance with the IDP guidelines approved by the Board, or satisfactory completion of the Canadian Intern Program; and
 - (iii) after graduation from a NAAB accredited program, at least 6 months of experience under the direct supervision of an architect (except in the case of an applicant who has completed IDP prior to applying for examination).

1.02 Intern Development Program

The Intern Development Program approved by the Board is administered by NCARB. Prior to applying for examination, an applicant must become enrolled in IDP and earn 235 training units, among other provisions outlined in rule 1.01. Students can enroll in IDP after satisfactory completion of the third year of a NAAB program, or in accordance with NCARB IDP Guidelines.

- (a) Interns shall record IDP training units only when actively enrolled in and participating in IDP. Interns will be given four (4) months to establish an NCARB Council Record after commencement of internship work.
- (b) Employment Verification Forms/Training Unit Reports must be submitted to NCARB at intervals not to exceed 180 calendar days or six months. Training Unit Reports cannot contain training units earned beyond the six months immediately preceding the ending date of the reporting period, and shall be submitted to NCARB within sixty (60) working days after the ending date of the reporting period. No retroactive documentation of work experience by resident interns is permitted, except in the case of post third year students enrolled in a co-op program in an accredited school of architecture or students who are employed part-time or full-time per NCARB IDP employment requirements, who will be granted credit for work experience upon graduation and/or enrollment in IDP; and
- (c) an applicant who has become a resident of the state of Mississippi within two years of making application for examination will be allowed to retroactively document a maximum of 235 training units, as prescribed by NCARB, of prior credit toward the completion of IDP, except in the case of post third year students enrolled in a co-op program of an accredited school of architecture, or students who are employed part-time or full-time per NCARB IDP employment requirements, who will be granted credit for work experience upon graduation and/or enrollment in IDP; and
- (d) the Board reserves the right at any time to require that an applicant produce substantiation for all or any part of the verified record of experience that the applicant asserts has been attained. The Board may, prior to admission to the examination, require substantiation of the quality and character of the training notwithstanding the fact that the applicant has complied with the technical training requirements set forth herein; and
- (e) applicants transferring into Mississippi after having entered the exam process in another jurisdiction shall be admitted to Mississippi for the purpose of completing the exam only if their NCARB record documents that the applicant had satisfied the exam entrance requirements provided in rule 1.01 prior to beginning examination. Otherwise, the applicant must obtain licensure in another jurisdiction recognized by the Board and then apply for reciprocal registration in Mississippi in conformance with 2.02.

Upon receipt of the NCARB record in support of an application for licensure or examination, the Board will review the applicant's IDP record to confirm compliance with the six-month reporting requirement. Failure to submit reports as required could result in disallowance of time outside the prescribed reporting period. Any decision by the Board to disallow time for failure to comply with the above rules shall be in the sole discretion of the Board".

*Note: In accordance with the NCARB six-month rule, which will become effective on or around July 1, 2009 and July 1, 2010, retroactive credits will not be accepted by NCARB or the Board for any applicant. Students and new residents will be required to report in accordance with the NCARB six-month rule. Review details of the NCARB six-month rule at www.ncarb.org.

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Deleted: (d) all Training Unit Reports must be signed by the intern's mentor and employer (direct supervisor responsible for the daily activity of the intern) and the State IDP Coordinator, prior to submission to NCARB. The Board will mail reports that have been approved and signed by the State IDP Coordinator to NCARB; and]]

1.03 Format

Through a test vendor, the Board will administer the ARE as prepared by NCARB to all candidates who have been approved by the Board in accordance with the training and education requirements pertaining to registration by examination. This examination will be administered in compliance with those methods and procedures recommended by NCARB and adopted by the Board.

1.04 Schedules

Examinations will be administered in compliance with NCARB Guidelines to approved candidates only.

NCARB will provide the candidate with information on the procedure for scheduling a test session, the test content and instructions on taking the computer-based examination after it receives the candidate eligibility notification form from the Board.

1.05 Reporting

Approved candidates shall appear personally for exams at the designated date, time and place, as specified by the test vendor.

1.06 Grading

The ARE shall be graded in accordance with the methods and procedures recommended by NCARB. In order for an exam candidate to achieve registration, all sections of the examination must be passed with the minimum score specified by NCARB.

1.07 Conditions

The test vendor will monitor the computer sections of the ARE in strict compliance with the procedures approved by NCARB.

1.08 Re-Examination

A candidate is allowed unlimited retakes of the ARE.

1.09 Score Reporting and Reviews

Once the scores are released, the Board will advise each Candidate. A score of PASS must be achieved by exam candidates on all divisions of the ARE in order for that candidate to be considered for initial registration.

1.10 Fees

Each examination candidate shall pay a \$60.00 one-time application fee to the State Board. The examination fees for each division of the ARE will be paid to the test vendor.

1.11 Disabled Examinees

Requests for modifications to the examination administration to accommodate physical or other disabilities must be made in writing to the Board. Such a request must be accompanied by a physician's report and/or a report by a diagnostic specialist, along with supporting data, confirming to the Board's satisfaction, the nature and extent of the disability. After receipt of the request from the applicant, the Board may require that the applicant supply further information and/or that the applicant appear personally before the Board. It shall be the responsibility of the applicant to timely supply all further information as the Board may require. The Board shall determine what, if any, modifications will be made.

**CHAPTER II
REGISTRATION REQUIREMENTS**

2.01 Registration by Examination

Once a candidate has completed IDP in accordance with Chapter 1, has been admitted to the examination by the Board, and has successfully passed the ARE, the candidate becomes eligible for registration as an Architect. The candidate must fill out an application supplied by the Board and pay the initial registration fee. Upon filing of an application for registration, the application becomes the sole and exclusive property of the Board. No application for registration may be withdrawn except upon the express written consent of the Board which consent shall be in the sole and exclusive discretion of the Board. In no event shall an application be allowed to be withdrawn if the Board has determined or has reasonable cause to believe that an applicant has violated any of the provisions of Miss. Code Ann. §§ 73-1-1 et seq. or the bylaws, rules, regulations or standards of ethics or conduct duly adopted by the Board.

Applications for licensure shall expire after a six (6) month interval during which there is no activity unless the Board is in the process of conducting an investigation into whether an applicant has violated any of the provisions of Miss. Code Ann. §§ 73-1-1 et seq. or the bylaws, rules, regulations or standards of ethics or conduct duly adopted by the Board.