

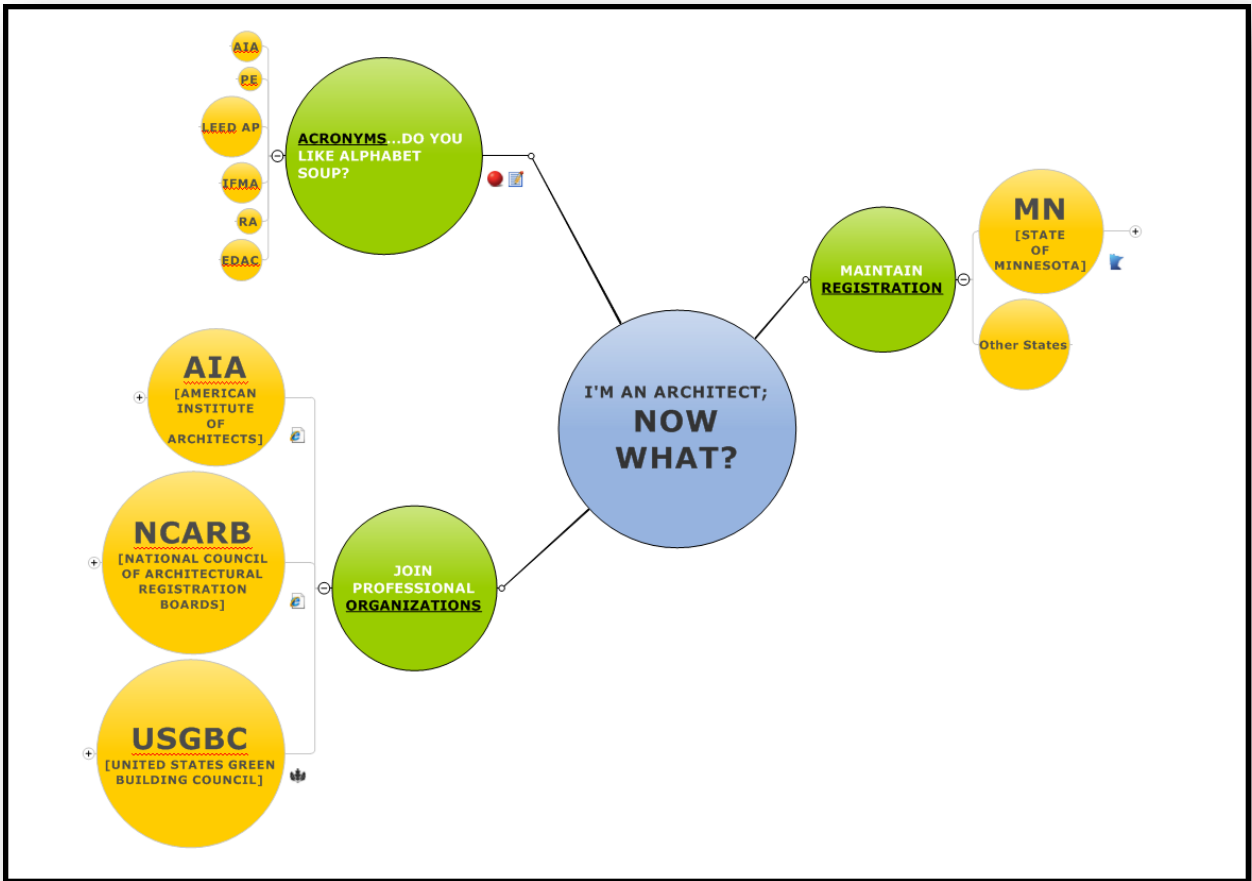
I'M AN ARCHITECT... NOW WHAT?



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This document is intended to be used as a quick roadmap to the first steps following successful registration as an architect. Some steps are specific to the state of Minnesota, however other state registrations are also discussed.

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MAINTAINING REGISTRATION

STATE OF MINNESOTA

See document: www.aelslagid.state.mn.us

REQUIREMENTS

All requirements are verified on a bi-annual basis June 30th of every **EVEN** year. (Ex. 2010, 2012, 2014 etc...)

- 24 Professional Development Hours (PDHs)

What if I just passed my exams?

Congratulations! Newly licensed architects are given a reprieve on the *very first* reporting period following registration. See Exemptions: "a new licensee or certificate holder for the individual's first biennial renewal" is exempt." This means up to 2 years of freedom from reporting.

CAUTION! Don't forget to start tracking hours once that first June 30th reporting date has passed.

Are there any other exemptions?

For major illnesses, injury, extenuating circumstances, and being called to active duty there may be exemptions. See Exemptions under the continuing education page of the state board site.

HOW DO I MAINTAIN?

In order to maintain registration with the State of Minnesota, the Professional Development Hours (PDHs) must be reported to the state board. In order to find continuing education seminars that meet requirements for maintaining registration please see reference section at the end of this document.

These credits are self-reported by signing the renewal form asserting that all hours have been accrued.

1. Go to: www.aelslagid.state.mn.us/renewals
2. Download and fill out the renewal form for the desired period.
3. Include/Send \$192.00 payable to "MN Board of AELSLAGID" (fees posted for 2010-2012)

Don't forget that you may be Audited

Per the requirements for maintaining registration, the following information must be retained and ready for provision to the board upon request at any time for a period of 2 years following a reporting date:

- date of attendance
- subjects
- duration of the program
- sponsoring organization
- professional development hours earned

- registration receipts (as appropriate)
- "any other pertinent documentation"

Each year audits are done in the state of Minnesota to ensure compliance. These occur periodically, and it is not uncommon to be randomly selected to participate in this process. An audit will require the architect to provide evidence that he or she has attended qualifying Continuing Education courses. Typically courses that qualify as HSW by the AIA will meet AELSLAGID's requirements; an AIA transcript listing those courses is often sufficient to satisfy an audit by the state.

AVAILABLE RESOURCES

On the state website there are several resources available for all to access.

- A Continuing Education Course Records [Checklist](#) - This is a reminder of what to keep records of when attending seminars that offer PDHs.
- Continuing Education [Assessment Form](#) which is a list of 5 questions that will help you to determine whether or not the course will be accepted as professional development hours..
- The [continuing education page for the board itself](#), provides access to the aforementioned resources as well as in depth descriptions of the requirements.

OTHER STATES

[What if I'm registered in another state also?](#)

[See Comity](#): If the state of Minnesota recognizes the continuing education requirements of that state as acceptable completion of the renewal form additional reporting may not be required.

JOINING PROFESSIONAL ORGANIZATIONS

Join professional organizations that align with your goals and aspirations for your career. If you have a passion for a particular area or subject matter within the industry, this is one of the best ways to explore that in greater depth with a group of individuals who share similar interest. Professional organizations are great ways to connect with peers, potential partners, clients, and the public. It is also a great way to find mentoring opportunities throughout your career (both to be a mentor and to find one of your own). Here are a couple of well recognized organizations directly related to the building industry:

AMERICAN INSTITUTE OF ARCHITECTS (AIA)



See document: www.aia-mn.org

WHAT IS THIS ORGANIZATION?

The [American Institute of Architects](http://www.aia.org) represents approximately half of the roughly 100,000 licensed architects in the U.S., as well as approximately 13,000 Associate members, most of whom are interns or non-registered architects.

HOW DO I JOIN?

When joining AIA at a national level, you will identify your State and Local chapter to complete your membership. To Join AIA National see information here: [Join AIA](http://www.aia.org/join)

For more information related to joining the AIA Minnesota chapter, please visit: http://www.aia-mn.org/int_membership/join.cfm

HOW DO I MAINTAIN THIS STATUS?

In tandem with the requirements of each state that an architect is registered with, to maintain membership with the AIA, specific types of professional development (a.k.a mandatory continuing education) hours are required.

Each member must complete:

- 18 LUs total
 - 8 must be HSW with a minimum of 4 of those designated as having a Sustainable Design focus.

The types of hours required are categorized as follows:

LU	Learning Units	
HSW	Health Safety & Welfare	http://www.aia.org/education/ces/AIAB089080
HSW/SD	HSW + Sustainable Design (focus)	http://www.aia.org/education/ces/AIAB089084

IN order to track your hours log-in here:

https://ams.aia.org/eweb/DynamicPage.aspx?WebCode=LoginRequired&expires=yes&URL_success=http%3A%2F%2Faia%2Elearnflex%2Eenet%2FProvider%2Fc70%2FLFLandingPage%2Easp%3FnetForumReturn%3D%7Btoken%7D%26testSite%3DFalse

your name here



The screenshot shows the user interface of the AIA/CE website. At the top left is the AIA logo and the text "THE AMERICAN INSTITUTE OF ARCHITECTS". On the right, there is a user area labeled "User: [redacted] - User Area" with a red dashed arrow pointing to the redacted name. Below this is a navigation bar with the following items: "Discovery Home", "Notifications", "Scheduled Courses", "Course Directory", "Self-Reported Activities", "Transcript", and "Resources". The "Transcript" item is highlighted. Below the navigation bar is the "AIA/CES Transcript" section. It contains two date selection rows: "Start Date (mm/dd/yy):" with dropdowns for "January", "1", and "2011"; and "End Date (mm/dd/yy):" with dropdowns for "December", "31", and "2011". Below these are two buttons: "Reset" and "Filter by Date Range".

For additional (and the most up to date) information, reference the AIA's Continuing Education website: <http://www.aia.org/education/ces/AIAB088935>

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)



See document: www.ncarb.org

WHAT IS THIS ORGANIZATION?

The [National Council of Architectural Registration Boards](http://www.ncarb.org) is a federation of 55 licensing boards, including all fifty states and five additional jurisdictions.

WHY WOULD I WANT TO JOIN?

Becoming certified by NCARB **gives registration portability** demonstrating a level of competence recognized by different states, and in many cases allows for expedited registration processes in other states. Also, an added benefit of being an NCARB Record Holder is the **discounted and free continuing education opportunities** made available. Learn more at the links below:

- <http://www.ncarb.org/Certification-and-Reciprocity/Value-of-an-NCARB-Certificate.aspx>
- <http://www.ncarb.org/en/Certification-and-Reciprocity.aspx>

HOW DO I JOIN?

In order to complete the IDP process and take and pass the ARE, you will have had to start an NCARB record. Once you have an NCARB record you will follow the “standard path to certification” (<http://www.ncarb.org/Certification-and-Reciprocity/Standard-Path-to-Certification.aspx>)

HOW DO I MAINTAIN THIS STATUS?

- [Pay the annual dues \(\\$225.00 – fee as of December 2011\)](#)

UNITED STATES GREEN BUILDING COUNCIL (USGBC)



See document: www.usgbc.org

The **U.S. Green Building Council** is a 501(c)(3) non-profit community of leaders working to make green buildings available to everyone within a generation.

WHY WOULD I WANT TO JOIN?

Benefits of National Membership (for company-wide membership/NOT individuals):

<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=2036>

Benefits and Information on Local Chapter Membership (for Individuals):

<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1741>

HOW DO I JOIN?

See options available here: <http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1773>

KNOWING YOUR ACRONYMS...(A.K.A “ALPHABET SOUP”)

Take a look around in the industry and you might notice that we have a penchant for making things concise, in the building industry we like to be efficient and to the point, which means we simply cannot stand to use complete words – we identify many things with acronyms, including our qualifications and associations. See the table below for just a sampling of acronyms you may see often in your organizations and amongst your peers. Also reference these locations for similar lists:

[ArchitectureAbout.com](#), [ArchVoices](#) , [List from UC Berkeley](#).

<u>ACCRONYM</u>	<u>DEFINITION</u>
AIA	American Institute of Architects
CSI	Construction Specifications Institute
bSa	Building Smart Alliance
bSI	Building Smart International
NCARB	National Council of Architectural Records Boards
LEED AP	Leadership in Energy & Environmental Design Accredited Professional
IFMA	International Facilities Management Association
RA	Registered Architect
EDAC	Evidence-Based Design certification
AWI	Architectural Woodworkers Institute
PE	Professional Engineer
IIDA	International Interior Design Association
NCIDQ	National Council for Interior Design Qualification

CONTINUING EDUCATION OPPORTUNITIES

There are many ways to meet the requirements of registration. Here are some of the places to look for those PDHs:

Resources:	Where to Find More Information
Your Firm	Talk with your Human Resources department with questions, generally this department will be able to identify opportunities that exist internally. Often this will be in the form of “Lunch and Learns” or “Vendor Sponsored Educational Sessions”
AIA Events/Seminars	http://www.aia.org/education/findcourses/index.htm
McGraw Hill (Free Online)	http://ceu.construction.com/
Green CE (Free Online)	http://www.greence.com/design_pro.php
Architect Forum (Free Online)	http://lms.architect-forum.com/index.php

We'd like to extend a special thanks to all of our Emerging Professionals committee members. Your continued support and enthusiasm for our committee's mission is critical to our ability to add value to the membership.

Congratulations to our newest registered members!

Job Well Done!

The Emerging Professionals Committee