INSTRUCTIONS FOR COMPLETING REQUEST FOR ARCHITECTURE EDUCATION EVALUATION

The following instructions are to be used by applicants who have graduated from a School of Architecture whose professional degree program has not been accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB).
EDUCATION EVALUATION SERVICES FOR ARCHITECTS (EESA)

Foreign-educated applicants and Broadly Experienced Architects¹ may have their educational credentials evaluated through Education Evaluation Services for Architects (EESA). EESA is administered by the National Architectural Accrediting Board (NAAB). The NAAB is a non-profit organization not affiliated with NCARB or with any architectural registration board.

Foreign-educated applicants must request an EESA-NCARB evaluation report to meet the NCARB Education Requirement (see pages 6 through 12). This report may also be required for registration in some jurisdictions.

An EESA-NCARB evaluation report compares the subjects completed by the applicant with the NCARB education requirements, and states which parts of the NCARB education requirements have been met and which parts are deficient.

NAAB
1735 New York Avenue NW
Washington, DC 20006

Note: NAAB does not have walk-in service. All applications must be completed online.

Please read through the instructions thoroughly. Questions about the application process and fees should be directed to the NAAB at the address noted above. Questions should not be directed to NCARB or to a registration board.

If an EESA-NCARB evaluation report states that an applicant has not met the NCARB education standard because of one or more deficiencies, and the applicant wishes to remedy those deficiencies, that should be done according to the information provided on pages 6 through 12.

The NAAB will provide a preliminary review of courses to determine if they are likely to satisfy deficiencies. Information on preliminary reviews is included with the initial EESA-NCARB evaluation report. When the deficiencies have been remedied, relevant educational credentials should be submitted to the NAAB for a supplementary EESA-NCARB evaluation report.

Applicants are encouraged to defer a request for a supplementary EESA-NCARB evaluation report until all deficiencies have been remedied.

If an applicant should disagree with the conclusions of an EESA-NCARB evaluation report, one free appeal may be made in writing directly to the NAAB. Furthermore, if you have any additional materials that you have not previously submitted for evaluation and would like to do so, the required reconsideration fee is $200.00 and must accompany these materials. You are required to seek pre-approval for any college coursework or CLEP exams that you wish to complete in reference to any deficiencies you may have. If there are no additional materials, and the only services you will require will be pre-approval of courses or CLEP examinations, no fee will be necessary.

¹ See http://www.ncarb.org/certification
If an applicant for NCARB certification has received a response to either an Appeal or Reconsideration from the NAAB concerning an EESA-NCARB evaluation report and believes the evaluation is still in error, a written appeal may be made to NCARB. Payment of a fee must be enclosed with the appeal. This fee is not refundable. See NCARB Handbook for Interns and Architects (latest edition) for a schedule of fees. An NCARB committee will review the applicant’s letter of appeal, the EESA evaluation report and the educational credentials.

The committee may also consult with the staff of the NAAB. In some cases, the applicant may be requested to appear before the committee. The committee will respond to the applicant in writing, with a copy to the NAAB. If the committee agrees with the applicant, a revised evaluation report will be prepared. No further appeal is possible.

**Academic Qualifications**

The online application for foreign-educated and broadly experienced architects consists of four sections: Personal Information; Contact Information; Education Information; and NCARB and Other Information. The applicant should complete each section fully, save the work and move on to the next section. Moreover, the applicant must submit to NAAB hard copies of all requested documentation including a hard copy of the Application Form. Foreign-educated applicants are required to submit the following documentation:

- Signed Application Form with the NCARB file number.
- Official transcripts for all coursework the applicant wishes to have considered in the evaluation, translated and certified by a professional translator into English.
- A certified copy of each original degree and a certified translated copy of any degree that is not in English.
- A certified copy of original Academic Course Descriptions and a certified translated copy of Academic Course Descriptions that are not in English (written descriptions detailing the work covered for all courses listed on the academic transcript. For examples of US course descriptions, please refer to [http://www.eesa-naab.org/faq](http://www.eesa-naab.org/faq)).
- Application fee of $1,500 made payable to the NAAB.

**Note:** “certified” copies are by the academic institution, a lawyer, a translation service, or a notary.

Broadly Experienced Architect (BEA) applicants are required to submit the following documentation:

- Signed Application Form with the NCARB file number.
- Official transcripts for all coursework the applicant wishes to have considered.
- Certified copies of all degrees.
- Certified academic course descriptions.
- Application fee of $1,500 made payable to the NAAB.

**Note:** Applicants may not use secondary education (K-13) to satisfy NCARB Education requirements.

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2 The Application Form can be downloaded after the applicant completes all requested information online.
Fees
Payment must be made in U.S. dollars by money order or certified check or online by Master or Visa credit card after NAAB has received all the required documents from the applicant. If the check or money order is mailed separately from a complete application package, the applicant should write the EESA ID or NCARB number on the check or money order. If a bank outside the U.S. issues the money order or check, it must contain the printed name of the U.S. bank with which the bank is affiliated. Personal checks are also accepted provided that the address on the check and the application are the same. All fees are subject to change without notice.

Refunds
A refund will be made only when an applicant has paid to NAAB more than the cost of the evaluation report prepared by NAAB.

Other Important Information
The NAAB conducts verification of the authenticity of the credentials submitted by contacting the listed educational and governmental institutions and other applicable agencies.

If false information or forged, altered, or falsified documents are submitted to NAAB at any time, no evaluation report will be prepared, no refund will be made, the designees for copies of the report will be notified, and the information will be shared with academic institutions, government agencies, and other evaluation services.

NAAB guarantees that each evaluation report will be prepared by its qualified professional staff. The conclusion that the applicant meets the NCARB Education Standard stated in the evaluation report reflect the judgment of NAAB based on in-depth research of applied comparative education.

Portfolio of Academic Design Work [optional]
While a portfolio of academic design work is not routinely required, applicants are advised that the Board may decide to require the submission of such a portfolio after the review of the documentation required of all applicants as stipulated above.

When submitting a portfolio of student work, it should be made of copies (no originals) of individual work produced within a regular design studio of the Architecture Program, and be authenticated by the proper authority of the institution (e.g. dean, director, professor).

The portfolio shall include at least the final (last) design project of the said program or two other projects produced in the last two years of the program.

Dimensions of submissions: 8 1/2” x 11” to 11” x 17”, folded into 8 1/2” x 11”

Format: Mechanical binding and soft cover

Applicants should allow a minimum of six (6) months to be informed of their result after submission of their online application and all requested documentation. Reconsiderations and appeals are not included in this time period. Re-submission of any materials will re-start the time period.

Applicants should notify NAAB immediately of any change in home address, telephone number, or daytime contact number and update their contact information online.
THE NATIONAL ARCHITECTURAL ACCREDITING BOARD

INSTRUCTIONS FOR COMPLETING THE EDUCATION INFORMATION

(Please refer to Appendix A: SATISFYING THE NCARB EDUCATION STANDARD)

The applicant should list all the institutions he/she wish to include in the evaluation and fill out the relevant sections of school & course information. This should include any U.S. post-secondary coursework for applicants with foreign education credentials.

Note: Applicants may not use secondary education (K-13) to satisfy NCARB Education requirements.

Subjects You should distribute the courses in your program among the NCARB Education Standard subject areas by clicking on “Add/Edit Courses.”

For each completed course please provide the following information:

No. The course number as indicated in the school catalog, (e.g. AR4802)
Title The course title as indicated in the school catalog (e.g. Building Construction 2)
Year The year in which the course was completed
School The school at which the course was completed
Grade The grade, or evaluation, received for the course
Type Check “Req.” if it was a required course, “Elec.” If it was an elective course
Hours/Week Indicate the number of class hours per week devoted to “Lect.” (Lectures) or “Stud.” (Studio) or Laboratory
No. of Weeks Give the scheduled number of weeks from the academic calendar
% In a case when a course covers more than one subject area, give the percentage of the course devoted to each subject area
Total Number Of Hours Calculate the total number of hours devoted to the course (hours/week multiplied by the total number of weeks)
APPENDIX A
SATISFYING THE NCARB EDUCATION STANDARD

The following is a list of acceptable ways to satisfy the NCARB education requirements:

**NCARB-recognized Professional Degrees**

- NAAB-accredited Degree
- CACB-accredited Degree, or
- CACB-certified Canadian Degree

A professional degree in architecture received from an academic institution in the United States or Canada will satisfy the NCARB Education Standard if the degree program was accredited by the National Architectural Accrediting Board (NAAB) or Canadian Architectural Certification Board (CACB) not later than two years after the degree was received. A professional degree in architecture from a Canadian university certified by the CACB will also satisfy the NCARB Education Standard.

A professional degree may be a Bachelor of Architecture, A Master of Architecture or an Architectural Doctorate. Pre-professional degrees in architectural studies and post-professional degrees in related fields do not satisfy the NCARB Education Standard in this section, but may satisfy requirements evaluated by EESA.

THE NCARB EDUCATION REQUIREMENTS

The NCARB education requirements, as well as ways to satisfy any identified deficiencies, are described below and on the following pages. The requirements have been developed from the NAAB criteria for the accreditation of professional degree programs in architecture. The NCARB Education Standard is based on requirements for a NAAB-accredited professional degree program in architecture. A total of 160 semester hours (or 240 quarter hours) is required. [One semester hour equals 1.5-quarter hours]. The minimums noted in each subject area total 136-semester hours. The additional 24 semester hours may be taken in any one or more of the five subject areas and/or acceptable elective subjects.

**GENERAL EDUCATION REQUIREMENT**

At least [40] semester hours of credit in:

- English
- Humanities
- Mathematics
- Natural Sciences
- Social Studies

A minimum of three semester hours of credit in English composition is required. The other 37 semester hours of credit may be completed in one or more of the five subjects.

**English [EN³&EG⁴]**

English is defined as written or oral communication that explains, interprets, analyzes or presents and supports a point of view, utilizing the principles and conventions of standard English as

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³ English Composition
⁴ English Grammar & Speech
taught in the United States. Acceptable courses include composition, grammar and public speaking. Courses in English literature are not acceptable in this subject, but they are acceptable in the subject of humanities. Courses in English as a foreign language are NOT acceptable.

**Humanities [HU]**
Humanities is defined as the recognition, comprehension, analysis and interpretation of various forms of art and literature.

The following types of courses are not acceptable in this subject, but may be acceptable as electives: instrumental music, vocal music and performance courses in dance, film, opera, radio, television or theater. Studio art courses are NOT acceptable in this subject, but they may be acceptable in the design subject area or as electives.

**Mathematics [MA]**
Mathematics is defined as the logical study of quantity, form, arrangement and magnitude. It includes the methods for using rigorously defined self-consistent symbols to disclose the properties and exact relationships of quantities and magnitudes, either in the abstract or in their practical connections.

Acceptable courses include algebra, analytic geometry, calculus, differential equations, linear algebra, trigonometry and all courses for which calculus is a prerequisite.

The following types of courses are NOT acceptable in this subject, but may be acceptable as electives: business mathematics, discrete mathematics, finite mathematics, mathematics for business students, mathematics for teachers, probability, statistics and symbolic logic.

**Natural Science [NS]**
Natural science is defined as the study of the physical universe. Natural science is divided into two general areas: biological science and physical science.

Acceptable courses include astronomy, astrophysics, bacteriology, biochemistry, biology, botany, chemistry, geology, microbiology, physical geography, physics and zoology. Courses in cultural geography or economic geography are NOT acceptable in this subject, but they are acceptable in the subject of social studies.

**Social Studies [SS]**
Social studies is defined as the analysis of economic, historical, political, psychological and sociological aspects of human society.

Acceptable courses include African American studies, anthropology, archaeology, area studies, Asian studies, cultural geography, economic geography, economics, Hispanic studies, history, Native American studies, political science, psychology, sociology and women’s studies.

**Satisfying Deficiencies in General Education**
Relevant courses may be taken at any university, college, or community college that is accredited by one of the six regional accrediting associations in the United States. The associations are: Middle States Association of Colleges and Schools; North Central Association of Colleges and Schools; New England Association of Schools and Colleges; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; and Western Association of Schools and Colleges.

Information concerning regional accreditation is usually found in each academic institution’s catalog. It can also be obtained from the office of the registrar of the institution.
If a regionally accredited academic institution grants credit in relevant subjects on the basis of equivalency examinations administered by the institution or by the College Entrance Examination Board’s Advance Placement Program, and if that credit is listed on an official transcript issued by that institution, then that credit can be used to satisfy the general education requirements.

The College Level Examination Program (CLEP) can be used to satisfy the general education requirements. The score required varies from subject to subject. Further information can be obtained from NAAB.

HISTORY, HUMAN BEHAVIOR AND ENVIRONMENT REQUIREMENT
At least 16 semester hours of credit in:

- History
- Human Behavior
- Environment

The 16 semester hours of credit may be completed in one or more of the three areas.

History [HI]
History is defined as the study of construction by which human needs have been satisfied and human aspirations have been met.

Acceptable topics include historical movements in architecture, history of architecture, history of art and architecture, history of building technology and theory of architecture.

Courses in art history are NOT acceptable in this subject, but they are acceptable in the subject of humanities. Courses in cultural, economic or political history are NOT acceptable in this subject, but they are acceptable in the subject of social studies.

Human Behavior [HB]
Human behavior is defined as the study of characteristics and behavior of individuals and groups that relate to the physical environments in which they function, and to the processes of environmental modification and change.

Acceptable topics include ergonomics, human behavior, post-occupancy studies and social response to environment.

Environment [EV]
Environment is defined as the constructed artifacts, the service infrastructure and the climatic, geographic and other natural characteristics of the site which influence the setting for architecture.

Acceptable topics include landscape architecture, site analysis, site planning and urban planning as they relate to physical form and structure of the environment.

Satisfying Deficiencies in History, Human Behavior, and Environment
Relevant courses shall be taken at any school of architecture whose professional degree program is accredited by NAAB or CACB. A list of NAAB-and-CACB accredited programs can be obtained from NAAB. Courses taken at institutions without NAAB-or-CACB-accredited programs may be acceptable if approved by NAAB. Courses taken at community or junior colleges are acceptable for satisfying deficiencies in general education, history, human behavior, and electives.

If a regionally accredited academic institution grants credit in relevant subjects on the basis of equivalency examinations administered by the institution, and if that credit is listed on an official
transcript issued by that institution, then that credit can be used to satisfy these subject area requirements.

TECHNICAL SYSTEMS REQUIREMENT
At least [24] semester hours of credit in:
• Structural Systems (at least six credits)
• Environmental Control Systems (at least six credits)
• Construction Materials and Assemblies (at least six credits)
• The additional six credits required may be distributed over any of the three areas

Structural Systems [ST]
Structural Systems are defined as the basic structural elements of buildings, their interaction as a support system, the forces that act on and in buildings and the principles and theory upon which an understanding of these systems is based.

Acceptable topics include analysis of structural systems, construction, construction assemblies, determinate and indeterminate systems, equilibrium, forces and force systems, free body diagrams, gravity, lateral forces, loads, mechanics of materials, resolution of external forces, shear and bending moments, sizing of structural members, stability, statics, strength of materials, stress and strain, structural elements, structural systems in wood, steel and concrete and theory of structures.

Environmental Control Systems [EC]
Environmental Control Systems are defined as building elements which pertain to the modification of the microclimate for purposes of human use and comfort.

Acceptable topics include acoustics, air conditioning, building core systems, energy, energy efficiency, energy transmission, environmental systems, fire protection, heating, lighting (natural and artificial), plumbing, sanitary systems, solar energy utilization and sound.

Construction Materials and Assemblies [CM]
Construction Materials and Assemblies is defined as the characteristics of building materials and how they are used, made and applied in a building project.

Acceptable topics include building materials, conservation of structures, cost of materials, detailing, installation sequences, materials and assemblies characteristics, materials selection and physical properties of materials.

PRACTICE REQUIREMENT
At least [6] semester hours of credit in:
• Project Process, Economics and Business Management, and Ethics
• Laws and Regulations; Construction Law

The six semester hours of credit may be completed in one or both of the two areas.

Project Process [PP]
Process is defined as the entire range of activities involved in a typical architectural design project as it moves from inception through completion of construction. These activities include not only those which the architect carries out, but also those of other professionals.

Acceptable topics include bidding and negotiation, client relationships, construction documents, contracts, design development, problem identification, project management, programming, site
Project Economics [PE]
Project Economics is defined as the financial aspects of building, including the economics of development.

Acceptable topics include building costs, cost and benefit analysis, cost control, development costs, estimating, finance, life cycle costing, site acquisition and development and value engineering.

Business Management [BM]
Business Management is defined as the concepts, ethics and procedures related to different forms of organization for architectural practice, including private and corporate offices and also public sector organizations and agencies.

Acceptable topics include business management, financial management, office management, office organization, legal agreements, negotiating legal agreements, professional liability and professional rules of conduct.

Laws and Regulations [LR]
Laws and Regulations is defined as the body of common law, legislation and regulation in the United States, including rules of professional conduct which affect architectural practice.

Acceptable topics include barrier-free design, building codes, laws affecting architectural practice, life safety systems, professional liability, professional registration, professional rules of conduct, tax laws and zoning regulations.

Courses in foreign law are NOT acceptable in this subject, but may be acceptable as an elective.

Satisfying Deficiencies in Technical Systems and in Practice
Relevant courses shall be taken at any school of architecture whose professional degree program is accredited by NAAB or CACB. A list of NAAB-or-CACB-accredited programs can be obtained from NAAB. Courses taken at institutions without NAAB-or-CACB-accredited programs may be acceptable if approved by NAAB. Courses taken at community or junior colleges are NOT acceptable for satisfying deficiencies in technical systems and in practice.

If a regionally accredited academic institution grants credit in relevant subjects on the basis of equivalency examinations administered by the institution, and if that credit is listed on an official transcript issued by that institution, then that credit can be used to satisfy these subject area requirements.

DESIGN REQUIREMENT
At least [50] semester hours of credit, including a Level V design studio sequence. Each level must have a minimum of eight semester hours and a maximum of 12 semester hours.

Design is defined as analysis, synthesis, judgment and communication which architects use to understand, bring together, assess and express the ideas which lead to a built project.

Design is divided into five levels. These levels are:

Level I [DI]: Individual learning experiences within a non-building spatial context; beginning
user consciousness with a familiarity of spatial analysis, design process methodology and development of communication skills; design literacy.

Level II [DII]: The foundation sequence continues with greater emphasis on the environment, user space study and further skill development; introduction of qualitative technical materials; a minimum proficiency in the design and communication of simple buildings with an introductory understanding of construction and structural systems; data analysis, programming, site analysis and design.

Level III [DIII]: Simple and complex building case studies with qualitative technical input; individual and group projects; total building synthesis developed; a general proficiency in the complete design of simple buildings with a minimum ability to deal with complex buildings and multi-building complexes; site analysis and design.

Level IV [DIV]: The synthesis of complex building and multi-building complexes within the urban context; integration of technical information; general proficiency in the total synthesis of complex buildings and related systems; transportation, communication and social ramifications of planning and architecture.

Level V [DV]: Project emphasis on complex building design, planning and urban design; Level V work must indicate a mastery of data collection, analysis, programming, planning, building design, structures, building systems, landscape design and other related knowledge.

Courses in graphic communication, computer-assisted design, photography and studio art may be used to fulfill Level I requirements. Levels II-V must be satisfied by the completion of studio courses.

**Satisfying Deficiencies in Design**

On-campus or off-campus design studios shall be taken at or through any institution with an NAAB-or-CACB-accredited program. Such studios must be administered or monitored by the design faculty and must be taken for academic credit.

**Elective Subjects [EL]**

The minimums noted in each subject area total 136-semester hours of credit. The additional 24 semester hours of credit may be taken in any one or more of the five subject areas and/or acceptable elective subjects.

Acceptable elective subject areas include the following: Architecture, Business Administration, Computer Science, Engineering, Interior Design, Law, Public Administration and other courses which in the opinion of NAAB are acceptable toward the elective requirements.

**Broadly Experienced Architect (BEA)**

A broadly experienced architect is one who can demonstrate that the NCARB Education Standard has been met through a combination of education and comprehensive architectural practice. The broadly experienced architect evaluation process comprises three stages:

1. **NCARB Record:**

   Establish of an NCARB Record, including evidence of a high school diploma and comprehensive architectural practice gained while holding a registration issued by a U.S. jurisdiction. The required amount of practice is as follows:
Pre-professional degree in architecture that is a component of an NAAB-accredited, CACB-accredited, or CACB-certified professional degree program—six years of practice, or

Any other baccalaureate or higher degree—eight years of practice, or

No post-secondary baccalaureate or higher degree—10 years of practice.

If NCARB decides that the applicant’s NCARB Record does not demonstrate the requisite years of comprehensive architectural practice, the applicant may submit supplemental information when additional learning through experience has been acquired.

2. Evaluation:

An EESA-NCARB evaluation report must be submitted if requested by NCARB.

An NCARB Education Dossier, demonstrating knowledge in each deficient subject area identified in the EESA-NCARB evaluation report, must be submitted.

However, an applicant who holds a baccalaureate degree from a regionally accredited institution of higher learning satisfies the General Education requirement found in the NCARB education requirements.

3. Personal Interview:

An interview with an NCARB committee will be held when that committee decides that the applicant’s NCARB Education Dossier demonstrates the required learning. The purpose of the interview is to verify the content and authorship of the applicant’s NCARB Education Dossier.

If the Committee decides that the NCARB Education Dossier does not demonstrate the required learning, the applicant will be so advised and no interview will be scheduled.

The Committee will determine the date and location of the interview.

If the NCARB Committee, on the basis of the process described above, decides that the applicant has satisfied the education requirement, the applicant shall be issued a Certificate, provided he/she has met all other requirements for certification. If the Committee decides that the applicant’s NCARB Education Dossier was not verified in the interview, the applicant may take additional courses, as described in the NCARB education requirements or acquire learning through additional experience, and then reapply for certification.

A fee is required for processing and reviewing the NCARB Education Dossier, and an additional fee is required for the personal interview. See NCARB’s Handbook for Interns and Architects for a schedule of fees.

For further information regarding this procedure, please contact NCARB directly (202) 783-6500.