

# New Graduate Associate Incentive Frequently Asked Questions (FAQs)

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Board of Directors

## Bylaws

Revised June 2013

### 2.2 ASSOCIATE AND INTERNATIONAL ASSOCIATE MEMBERS

2.21 Eligibility for **Associate Membership**. Individuals without architectural licenses from a U.S. licensing authority who meet any of the following requirements shall be eligible for Associate membership in the Institute:

- a) Those who are eligible by education or experience and are employed, enrolled or participating in circumstances recognized by licensing authorities as constituting credit toward architectural licensure, or
- b) Those who are employed under the supervision of an architect in a professional or technical capacity directly related to the practice of architecture, or
- c) Those who have a professional degree in architecture, or
- d) Those who are faculty members in university programs in architecture and who are actively involved in research, administration or the teaching of architecture.

**Question:** *What is the New Graduate Associate Incentive (Through April 30, 2014)?*

**Answer:** The New Graduate Associate Incentive program allows recent graduates the opportunity to join the AIA at a reduced or complimentary rate. All criteria must be met:

- Graduated from a NAAB accredited program
- Earned a degree (BArch, MArch or DArch) in architecture
- Graduated during approximately the past 1 – 18 months

# New Graduate Associate Incentive Frequently Asked Questions (FAQs)

**Question:** *How will the New Grad Incentive eligibility change in 2014 (Effective May 1, 2014)?*

**Answer:** The current New Grad Incentive will be retained in its entirety. The incentive recognizes those degree holders from NAAB accredited programs.

The expansion, endorsed by the Board of Directors in December 2013, will include those recent graduates of non-NAAB programs or those enrolled or participating in circumstances recognized by licensing authorities as constituting credit towards architectural licensure and working under a license architect.

	Through April 30, 2014	As of May 1, 2014
<b>OPTION 1:</b>	<ul style="list-style-type: none"> <li>• Recently graduated within approximately the past 1-18 months, and</li> <li>• Graduated with a NAAB-accredited professional degree in architecture [Bachelor's, Master's, or Doctorate]</li> </ul> <p style="text-align: center;"><i>(For the purposes of this incentive, "professional degree" is specifically defined as a NAAB-accredited degree.)</i></p>	<ul style="list-style-type: none"> <li>• Recently graduated within approximately the past 1-18 months, and</li> <li>• Graduated with a <b>NAAB-accredited</b> professional degree in architecture [Bachelor's, Master's, or Doctorate]</li> </ul> <p style="text-align: center;"><i>(For the purposes of this incentive, "professional degree" is specifically defined as a NAAB-accredited degree.)</i></p>
<b>OR</b>		
<b>OPTION 2:</b>		<ul style="list-style-type: none"> <li>• Currently work under the supervision of an architect in a professional or technical capacity directly related to the practice of architecture, <b>and</b></li> <li>• Recently graduated from a <b>non-NAAB accredited</b> program with any of the following degree types within approximately the past 1-24 months: Bachelor's, Master's, or Doctorate</li> </ul>
<b>OR</b>		
<b>OPTION 3:</b>		<ul style="list-style-type: none"> <li>• Currently work under the supervision of an architect in a professional or technical capacity directly related to the practice of architecture, <b>and</b></li> <li>• Currently enrolled or participating in circumstances recognized by licensing authorities as constituting credit towards architectural licensure</li> </ul>

# New Graduate Associate Incentive Frequently Asked Questions (FAQs)

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**Question:** *Are there two New Grad Incentives?*

**Answer:** No. There is one New Grad incentive program. The incentive is expanding and includes two additional eligibility options.

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**Question:** *What degrees or schools may be considered under the expanded New Grad Incentive eligibility criteria effective May 1, 2014 for non-NAAB accredited schools/degree programs?*

**Answer:** Bachelor of Architecture, Bachelor of Arts, Bachelor of Environmental Design, Bachelor of Landscape Architecture, Bachelor of Professional Studies, Bachelor of Science, Master of Fine Arts, Master of Landscape Architecture, Master of Science, Master of Urban Planning, Doctorate of Environmental Design, or Doctorate of Philosophy, etc.

- A list of schools/degree programs can be downloaded below.
  - The two lists of [NAAB-accredited programs](#) and [Non-NAAB Accredited programs](#) are based on the available listing of degrees provided through the Department of Education.
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**Question:** **A prospective member's degree is not on the list for non-NAAB accredited programs. What can components do?**

**Answer:** Please contact Patrick Haller at AIA National at [PatrickHaller@aia.org](mailto:PatrickHaller@aia.org) or (202) 626-7533.

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**Question:** **What about community college graduates and Associate's degrees?**

**Answer:** Graduation from a community college or other institution with an Associate degree is not a specific criteria for eligibility. Prospective members who have not attained a NAAB or Non-NAAB Bachelor's, Master's, or Doctorate may be eligible if currently working under the supervision of an architect in a professional or technical capacity and enrolled in an IDP (i.e., are NCARB Record holders).

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**Question:** *What supporting documentation is required at sign up time?*

**Answer:** NAAB degree holders must provide a copy of the degree or official transcript and can join online or through the [NAAB Degree manual application](#).

**Answer:** Non-NAAB degree holders working under the supervision of an architect must provide a copy of the degree or official transcript and the name and license number, of the supervising architect and must join using the [Non-NAAB Degree manual application](#) form.

**Answer:** Persons working under the supervision of an architect and currently enrolled or participating in circumstances recognized by licensing authorities as constituting credit towards architectural licensure must provide a copy of the name and license number, of the supervising architect and their National Council of Architectural Registration Boards (NCARB) Record Number and must join using the [Non-NAAB Degree manual application](#) form.

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**Question:** *Why do non-NAAB degree holders have different eligibility?*

**Answer:** The eligibility is consistent with requirements for Associate membership for non-NAAB degree holders.

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**Question:** *How does one sign up for the New Grad Incentive?*

**Answer:** New Grads who hold NAAB accredited degrees, can sign up one of two ways: online or by returning the manual [NAAB Degree holder New Grad application](#) by mail, fax or email.

**Answer:** New Grads who hold Non-NAAB accredited degrees and working under the supervision of an architect must complete the manual [Non-NAAB Degree holders New Grad application](#) and return it by mail, fax or email.

**Answer:** Persons who are working under the supervision of an architect and enrolled or participating in circumstances recognized by licensing authorities as constituting credit towards architectural licensure, must complete the manual [Non-NAAB Degree holders new grad application](#) and return it by mail, fax or email.

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**Question:** **How are we defining “professional degree?”**

**Answer:** For the purposes of this incentive, “professional degree” is specifically defined as a NAAB accredited degree: NAAB accredited professional degree in architecture - Bachelors of Architecture, Masters of Architecture, or Doctorate of Architecture.

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## New Graduate Associate Incentive Frequently Asked Questions (FAQs)

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**Question: My state does not require a degree for obtaining licensure or any other special circumstance. What should a prospective member do and how can he/she participate?**

**Answer:** There are several states that do not have a degree requirement for obtaining licensure. The list includes AZ, CA, CO, HI, ID, MD, ME, NH, NY, OK, TN, VT, WA, and WI.

**Answer:** Persons in states that do not require a degree to obtain licensure may participate in the program if they are working under the supervision of an architect in a technical or professional capacity and currently enrolled or participating in circumstances recognized by licensing authorities as constituting credit towards architectural licensure.

Prospective member must provide the name and license number of the architect for whom they are under supervision in a technical or professional capacity and their NCARB Record Number.

If a prospect's circumstance for membership requires special consideration, please contact Patrick Haller at AIA National at PatrickHaller@aia.org or (202) 626-7533.

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**Question: Can components charge dues/fees?**

**Answer:** AIA hopes that all components would participate and offer free dues at all levels – state, local, and national. AIA National dues are free. State and local components may determine to charge dues. However, AIA National strives toward administering the New Graduate Associate Incentive program as free across all three tiers.

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**Question: What would prevent an application from being processed?**

**Answer:** If the architect name and/or license information, copy of degree, NCARD number, or payment is not included (when applicable) with the application submission, the application will not be processed. Member & Component Support will contact the applicant to obtain the missing information.

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**Question: Since there is no Graduation date, how are IDP candidates processed?**

**Answer:** The membership for a non-NAAB degree holder that is eligible by way of IDP candidacy will be based on join/enrollment date.

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## New Graduate Associate Incentive Frequently Asked Questions (FAQs)

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**Question: Can a member that previously took advantage of the promotion (NAAB or non-NAAB) enroll a second time?**

**Answer:** No. The new Graduate offer is a one-time promotion.

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**Question: Will there be exceptions made to the accepted schools and/or programs? If so, who is authorized to make these exceptions?**

**Answer:** Yes. The Member & Component Support Management team is responsible for approving exceptions and adding new programs and schools to the list.

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**Question: Are international applicants eligible to enroll into the expanded program?**

**Answer:** Yes.

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**Question: Where can the supervising architect's name and license information be found for a non-NAAB degree holder that has joined?**

**Answer:** The supervising architect information will be housed in the 'Demographics' field in netFORUM.

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**Question: If the non-NAAB degree holder has not officially started employment, can their application be processed?**

**Answer:** No.

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**Question: Can a current member that was not eligible for the new Graduate promotion, based under the previous eligibility requirements request to enroll into the expanded promotion?**

**Answer:** Retroactive joins are permitted only if they meet the eligibility criteria at the time of request and component approval will be required.

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