



### **What is an ARE Success Team?**

AIA Kansas City's ARE Success Team is a supportive small group of Associates who will commit to taking all six sections of ARE 5.0 in a 12 month period.

### **What is the goal of the ARE Success Team?**

Each participant in the group will pass the ARE and become a licensed architect. Everyone in the group will continue to offer support to group members until every member of the group passes all six of his or her divisions.

### **Who can participate in the ARE Success Team?**

You must be a current AIA Kansas City Associate member. Additionally, you must have an active NCARB Record and have fulfilled all of your jurisdiction's requirements to be eligible to test. Prior to the kick-off meeting in January, you must have received your [authorization to test](#) from NCARB.

### **How do I join the ARE Success Team?**

Email [amy@aiakc.org](mailto:amy@aiakc.org) to be sent the link to apply. Completed applications must be submitted prior to January 22, 2019. You must be a current AIA Kansas City Associate member with an active NCARB record. Attendance at the Kick-Off meeting on January 24, 2019 is required for participation.

### **How many people will be on the team?**

Each team will be comprised of 6-8 members.

### **What do I commit to as a team member?**

At the initial meeting, participants will sign an agreement promising that each person will take the exams in the same order and on the same schedule as the other group members within a 12 month period. They will also agree to meet at least once prior to each exam to share tips, exchange information, offer support, and commiserate with understanding colleagues. As a team member you will commit to participating with professionalism and enthusiasm, working with other members to develop a realistic schedule for taking each section of the exam, attending all meetings scheduled by the group, and continuing to support group members until every member has passed all of his or her exams.

### **If I only have a few exams left, is it worth it for me to enroll in the program?**

This is totally up to you. Perhaps the program is exactly what you need to motivate and pass those last 1, 2, or 3 tests. However, you will be expected to follow the schedule with the rest of the participants. Participants who have already passed 1-6 exams will act as mentors/tutors to the people in their group who still need to pass.

### **How do I prove that I have taken an exam?**

When you sign up for the tests you will be provided with documentation that you have taken the exam. All you'll need to do is copy or scan this form and send it to us.

### **What if I can't get a test scheduled in time for the deadline?**

Exams can be scheduled 6 months out, so if you are going to follow our schedule for 2019, you will have to register at least twice with the testing center. Participants can schedule at the last minute through NCARB for their exams, however, you risk not being able to get a space if the testing center is already full. In other words, there really is no excuse for not scheduling your tests in a timely manner.

### **Can we have an ARE Success Team of only people from one office?**

Although it can be helpful to have other people from your office on your team, we don't recommend it. We believe it is more helpful for you to work with people from other offices for a number of reasons. First, it gives you a chance to meet

other people in our profession and make contacts and learn how other offices operate. Second, you will have access to a much wider range of resources, since people in separate offices can discuss problems and ideas with their colleagues.

**I have a very full schedule. How do I let my bosses know I'm participate in the ARE Success Team?**

Once you have joined a success team, we will send a letter to your Principal and Project Manager letting them know about your commitment. We recommend you let everyone know you are studying for the ARE. You should give your colleagues a schedule indicating the days you will be at evening meetings and taking exams. Your employer has an ethical requirement to assist you in taking the exams. In addition to the letter, we strongly recommend that you let your principals, as well as your project manager, know you are taking the exams and about your commitment to your team. You may find that your principals will be strong advocates for you.

**What about study materials?**

AIA Kansas City will provide teams with meeting space, access to study materials, and administrative and emotional support. AIA Kansas City will also coordinate and schedule intensive study sessions for all six sections of the exam during the 12 month period. Materials will be available so that participants can "check-out" their own copy of any of the materials available for a given division. The ARE Success Team provides candidates with the tools and support they need to make the ARE manageable and affordable.