



***NOTE: DUE TO THE COVID-19 PANDEMIC MOST STUDY SESSIONS AND GROUP MEETINGS WILL BE VIRTUAL. ADDITIONALLY, THERE WILL NOT BE A PROGRAM FEE. WHILE THE GOAL OF THE TEAM WILL TO HAVE TAKEN ALL THREE DIVISIONS OF TRACK TWO BY DECEMBER 15, 2020, THIS MAY NOT BE POSSIBLE DUE TO LIMITED CAPACITY AT TESTING CENTERS.**

What is an ARE Success Team?

The ARE Success Team is an accelerated study program designed to support AIA Kansas City Associate members through a structured and focused approach. During the program, we will provide the materials, mentorship, and camaraderie needed to pass the Architect Registration Examination (ARE). The program is comprised of recurring study sessions where all participants gather and go over study materials, study tips, and share exam experiences.

What is the goal of the ARE Success Team?

Each participant in the program will commit to taking either one or both tracks of the program in approximately a 6-month period (for a single track) or an 12-month period (for both tracks) and will pass the ARE and be one step closer to becoming a licensed architect. Everyone in the program is expected to continue to offer support to their fellow teammates until every member of the group passes all the divisions in their program track.

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 applying, you must have received your [authorization to test](#) from NCARB.

How do I join the ARE Success Team?

Email amy@aiakc.org to be sent the link to apply. You must be a current AIA Kansas City Associate member with an active NCARB record and have you authorization to test prior to applying. Your enrollment is **NOT** confirmed until the application has been reviewed and evaluated. Attendance at the kick-off meeting is required for participation. Participants will be notified of the date and details about the kick-off meeting once their application is approved.

How are the divisions organized for the ARE Success Team?

The six divisions of the ARE are organized into two tracks. Participants can register for one or both tracks.

- **Track One (PM, PjM, C&E)** – February through July
- **Track Two (P&A, PPD, PDD)** – July through December

What is the cost to participate?

\$150 per track. You will be refunded the program fee if you take each division within the scheduled timeframe for your track. Proper documentation must be submitted to receive a refund. No partial refunds will be given. Specific information regarding refunds will be given to team members at the kick-off meeting at the start of their track.

How many people will be on the team?

Each team will be comprised of approximately 6-8 members.

What do I commit to as a team member?

At the kick-off meeting, participants will sign an agreement committing to taking the divisions in the same order and on the same schedule as the other group members within the track's outlined schedule. Members will also agree to meet at least once prior to each division to share tips, exchange information, offer support, and commiserate with colleagues. As a team member you will commit to participating with professionalism and enthusiasm, attending all meetings scheduled by the group, and continuing to support group members until every member has passed all of his or her divisions within their program track.

If I only have a few divisions 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 divisions. However, you will be expected to follow the schedule with the rest of the participants. Participants who have already passed some divisions will act as mentors/tutors to the people in their group who still need to pass.

How do I prove that I have taken a division?

When you sign up for the division, you will be provided with documentation that you have registered. Once you have taken a division, you will receive a score report. You will need to submit both pieces of documentation to the program administrator.

What if I can't get a division scheduled in time for the deadline?

Divisions can be scheduled six months out and we encourage teams to register as early as possible to ensure the team can move forward together. Testing centers fill up fast – especially during the summer months -- so registering early is critical. Though participants can schedule their division at the last minute through NCARB, 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 divisions in a timely manner.

What if I fail a division?

Most candidates will fail at least one division at some point during the process. In fact, the [pass rates for ARE 5.0](#) are still very low. If you do not pass a division, you will move on to the next division with the other members of your group. Staying on schedule with your team will give you the motivation and camaraderie to not completely fall off the wagon. It could be a domino effect that when a candidate fails one division, he/she completely derails. In short: STAY ON TRACK!

What if I want to retake a division?

Stopping your program and group attendance to re-take a division will *not* be allowed. You must stick with your group for the remainder of your track. Re-takes can only occur after your track has ended.

Can we have an ARE Success Team comprised 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 firm 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 divisions. Your employer has an ethical requirement to assist you in taking the exam. In addition to the letter, we strongly recommend that you let your principals, as well as your project manager, know you are taking the exam and about your commitment to your team. You may find that your principals and firm leaders 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 divisions 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 passing the ARE manageable and attainable.

For more information contact amy@aiakc.org