

ARE Pact 2021: B – *Memorandum of Understanding*

Welcome to the ARE Pact program! In consideration of the services and programs you will receive during your participation in the program, you and the American Institute of Architects, San Francisco Chapter hereby agree to the following terms and conditions:

Program participant will:

- Register with AIASF for the ARE Pact 2021 and deposit a Pact Enrollment Fee of \$1000. AIA San Francisco will invoice for the deposit fee upon completion of this document.
- Have Authorization to Test from NCARB prior to ARE Pact enrollment.
- PLEDGE TO PASS ALL **ARE** DIVISION EXAMINATIONS REQUIRED FOR LICENSING BY NCARB by March 31, 2023.
- Acknowledge that the Pact Enrollment Fee of \$1000 will be partially or fully forfeited in proportion to the percentage of exams that the member fails to pass in any required divisions not already passed by the member by the end of the Pact term. Register for ARE division exams separately; exam costs are NOT included in the Pact Enrollment Fee.
- Participate in all Pact review classes and scheduled study sessions with assigned group.
- All ARE Pact 2021 participants must submit a copy of their NCARB transcript to AIASF by Thursday, April 30, 2023. This proof of completion can be printed from the Exams page of your NCARB account and will be required by AIASF to determine the amount of Pact Enrollment Fee to be released.
 1. Individual extensions will be considered in the event of a family or medical emergency and will require AIA San Francisco's written approval. The length of the extension will be determined by AIASF.

AIASF will provide:

- ARE Review Classes for all six ARE 5.0 divisions at AIA San Francisco;
- Coach-led assigned study groups;
- Administrative support from AIASF staff;
- End-of-year recognition for your achievements upon completion of the program.

By signing below, the parties to this Memorandum of Understanding (MOU) agree to all of the terms and conditions contained herein and have caused this MOU to be duly executed and delivered as of the date written below.

PARTICIPANT

Signature

Date

Name [Printed]

AMERICAN INSTITUTE OF ARCHITECTS, SAN FRANCISCO


Karsen Maruca, Program Manager

Date: 3/23/2021