

# ARE Pact 2023: A – *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 (AIASF) hereby agree to the following terms and conditions:

Program participant will:

- Register with AIASF for the ARE Pact 2023 and submit a Pact Enrollment Deposit of \$1,000. 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 COMPLETE (regardless of pass/fail result) ALL **ARE** DIVISION EXAMINATIONS REQUIRED FOR LICENSING BY NCARB by March 31, 2024.
- Acknowledge that the full Pact Enrollment Deposit of \$1,000 will be forfeited if member fails to meet the Pledge to complete (regardless of pass/fail result) all required divisions by the end of the Pact term. The member must register for ARE division exams separately; exam costs are NOT included in the Pact Enrollment Deposit fee.
- Participate in all Pact review classes and scheduled study sessions with assigned group.
- Submit a copy of their NCARB transcript to AIASF by April 30, 2024. This proof of completion can be printed from the Exams page of your NCARB account, and is required by AIASF for the return of the Pact Enrollment Deposit.
  1. Pact 2023 will be offering a “2x2 Extension” option: a two-month extension to the Pact year to complete testing on remaining divisions for a \$200 non-refundable fee. Instead of forfeiting the full amount (\$1,000) of the Pact Enrollment Deposit, participants in the 2x2 alternative can push to finish the remaining divisions in the extra two months (by May 31, 2024) and be refunded 80% of the Enrollment Fee; there is a penalty of \$200 for not completing the tests by the original Pact Year deadline of March 31, 2024. If still unable to complete testing on all required divisions by the extension deadline (May 31, 2024), the full amount of the Enrollment Fee will be forfeited. A member must contact AIASF directly to apply for the 2x2 Extension option.
  2. Individual extensions will be considered in the event of an unforeseen personal emergency, and will require AIASF’s written approval. The length of the extension will be determined by AIASF. To apply for an extension, a member must submit a written request to AIASF explaining the basis for the proposed extension; the member is asked not to include any personal details that they are not comfortable with sharing.

AIASF will provide:

- ARE Review Classes for all six ARE 5.0 divisions on an AIA San Francisco platform;
- Assignment in a coach-led study group;
- Administrative support from AIASF staff.

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



Angela Chen, Member Services Coordinator

Date: 3/15/2023