

# ARE Pact 2024: 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 (AIASF) hereby agree to the following terms and conditions:

Program participant will:

- Register with AIASF for the ARE Pact 2024 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 PASS ALL **ARE** DIVISION EXAMINATIONS REQUIRED FOR LICENSING BY NCARB by March 31, 2026.
- Acknowledge that the Pact Enrollment Deposit of \$1,000 will be partially or fully forfeited in proportion to the percentage of exams that the member did not pass in all required divisions not previously completed by the member 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, 2026. This proof of completion can be printed from the Exams page of your NCARB account, and is required by AIASF to determine the amount of Pact Enrollment Deposit to be returned.
  1. 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: 3/12/2024