

**AIA-Mississippi
Architect Registration Exam (ARE) Reimbursement Policy**

Purpose:

The purpose of this policy is to outline the policy and procedure for reimbursement of ARE exams.

Eligibility:

AIA-Mississippi Associate Members may submit a form for ARE exam cost reimbursements.

AIA-Mississippi Associate Members may submit 1 reimbursement for 1 passed ARE exam division.

AIA-Mississippi Associate Members that receive reimbursement from an architecture firm are not eligible for AIA-Mississippi reimbursement for the same passed ARE exam division.

Reimbursement:

A single passed ARE exam division will be reimbursed at 50% of the cost of the exam. No other costs are subject to reimbursement. (Total reimbursement will be based on current exam costs.)

Process for reimbursement:

1. Complete the AIA-MS ARE Reimbursement Request form.
2. Attach a copy of the NCARB ARE score report as a PDF. The PDF should include the division, test result, registration ID, and test date.
3. Submit the AIA-MS ARE Reimbursement Request form via email to admin@aiamississippi.org

Internal Process for Reimbursement Approval:

1. AIA-MS Executive Director will review the ARE Reimbursement Request form to determine if a previous reimbursement request has been submitted by the individual for the current year or for the same test.
2. AIA-MS Executive Director will file the AIA-MS ARE Reimbursement form and a copy of the NCARB ARE score report in the AIA Google Drive here.
 - a. The following naming convention will be utilized for each submission:

Last name, First name _Month_ Year_ Test Passed

Example:

Smith_Joe_May_2021_Practice Management 5.0

**AIA-Mississippi
Architect Registration Exam (ARE) Reimbursement Form**

Name (Printed): _____

AIA Member Number: _____

Address: _____

ARE Exam Date: _____

ARE Exam Division: _____

Please note that ARE Exam Divisions reimbursed by firms are not eligible for reimbursement from AIA-Mississippi.

Signature Date