PORTFOLIO

PORTFOLIO REQUIREMENTS:

A complete Application and Portfolio **must** include the following items:

1) A PDF of the application completed and signed by the applicant. All portions of the application must be completely filled out. Hand-written applications will not be accepted.

2) The application and portfolio should be uploaded in the following pieces:
   - Exam application
   - Client Reference Letters (three letters in one file)
   - Letters of Recommendation (three letters in one file)
   - Demonstration of Current Licensure
   - Demonstration of Original Licensure
   - Portfolio of Projects

3) The applicant consent form completed and signed by the applicant.

4) Demonstration of licensure as an architect in at least one jurisdiction of the United States, its territories, Canada, or Australia for no fewer than three years. *A photocopy of the applicant's original license or licensing certificate is acceptable documentation.*

5) Demonstration of practice as a licensed architect with no fewer than 6,000 hours total healthcare practice/ experience within the last five years (can include pre-license experience).

6) Three (3) letters of recommendation from architects who know your work personally and who are not in the firm where you are currently employed. *Reference letters must contain specific language that indicates that the referring architect believes the applicant to be qualified for ACHA Board Certification.*

7) Three (3) letters of reference from clients must contain specific language that indicates the applicant's specific role on the projects submitted with the portfolio. If a client is an ACHA certificant, the individual cannot also serve as an architect recommendation. Where possible, client reference letters should come from three different clients/institutions, even if all three are contained within same hospital system, for example.

8) At least (3) but not more than (9) projects from the past five years. A signature from another architect or client is required on each project's narrative to confirm your role and responsibility.

   - Portfolios shall contain a narrative statement of no more than one page per project describing each project, summarizing the program, emphasizing the role and responsibility of the applicant on that project. Narrative must include detailed account of applicant's contribution to each project's effort. Project description should include both problem and solution for each project as well as applicant's role in project's solution. Generic firm marketing materials should not be submitted.

   - The one page narrative data should also include associated facts with each project, to include square footage, construction cost, completion dates, the name of the owner, all consultants, the contractor and other pertinent facts.

   - Portfolios shall include floor plans and other drawings to explain the project, and photographs or quality color copies of photos of the interior and exterior (except for renovations that do not impact the exterior). *The drawings and photos should not exceed three pages for any one project.* Candidates should include projects and presentation-quality project documentation that provides sufficient detail for reviewers to come to an understanding about the range and depth of the candidate's knowledge and experience as well as an appreciation of the candidate's ability to apply that experience and knowledge in the problem-solving and design process. Portfolio should be vertically (portrait) oriented and include legible, easy to read graphics.

9) An applicant may use a single B'Arch or M'Arch project from a NAAB accredited program for inclusion as one of the three minimum projects in the portfolio. The project shall follow the same requirements as professional projects by providing a narrative statement, project facts, applicant's role and appropriate graphics illustrating the narrative.