

Architectural Practice Examination How to Apply Online

1. Go to <https://www.architects.nsw.gov.au/ape-online-application>
2. Follow and complete the 5 Steps online.
3. Education:
 - Select your academic qualification from the drop down menu. If you are unsure of your qualification please call the Board.
 - Select Institution from the drop down menu. The Institution is the awarding body of your academic qualification
 - Date of graduation must be the date appearing on your degree testamur or the date that a certificate was issued by AACA for an overseas accreditation or completion of the NPrA)
4. Work experience: tick the relevant box
5. If you are applying for the first time (APE Part 1 & 2) or if you have applied for the APE more than two years previously, you must upload Documents #1 and #2

If you are applying to re-sit the NEP within 12 months from the first attempt, you should ensure that your logbook submissions are up to date. If you wish to update, you must upload Document #1 only. Skip upload if there is no need to update.

Document #1:

- Logbook Identification Form with photograph
- Mandatory Competency Summary (V.4 Jan 2016)
- Summary Sheets arranged as Executive, Participant and Observer (do not include blank summary sheets)
- Statement of Practical Experience (maximum 2,000 words; prescribed format)

Document #2:

- Log Sheets (V.4 Jan 2016)
- Copy of Degree Testamur (show full face of the testamur)
- Statutory Declaration (signed by a Justice of the Peace or a Legal Practitioner)
- Certificate of Name Change
(This is required if your name has changed due to marriage, change of name by deed poll, etc. The Certificate must be issued by the Register of Births, Deaths and Marriages)

Before you proceed with the application, please ensure your submission is complete to avoid delay.

6. Tick box to confirm that details are correct.
7. Proceed to payment.
A receipt will be sent to your email address. You must print this receipt and keep it in a safe place for future reference.

NOTE: Part 1 assessment takes around 4 weeks. Candidates should expect confirmation to sit the National Examination Paper sent to individual email addresses.