

<p>Architectural Practice Examination and LEP How to Apply Online</p>
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**PART 1 & 2 Architectural Practice Examination**

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 your degree was conferred.
  - For NPrA successful candidates the date of graduation is the date on the certificate issued for completing the NPrA. The Institution is AACA.
  - For BWPrA successful candidates the date of graduation is the date when the Program was completed. The Institution is NSW ARB. Ring the ARB if you are unsure.
4. Work experience: tick any relevant checkboxes.
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  
*Applying for Part 2 only* - 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 or later)
- 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 or later)
- Copy of Degree Testamur (show full face of the testamur)
- Statutory Declaration (signed by a Justice of the Peace or a Legal Practitioner) This is valid for two years from the time of application. However if submitting additional information a new Statutory Declaration is required to cover additional date.
- 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. Visa or Mastercard are accepted.  
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.

### **PART 3 Examination by Interview**

If you have passed Part 1 & 2 you are eligible to undertake Part 3. You can also apply if you were unsuccessful in a previous Part 3 examination on the condition that your application falls under the two-year period.

1. Go to <https://www.architects.nsw.gov.au/ape-online-application>
2. Follow the 5 Steps online. Select Part 3 Application.
3. You must ensure that you have entered the correct date of your last application. If you are unsure please contact the Board at (02) 9241 4033.
4. If you wish to update your Statement of Practical Experience you may do so by completing the set of Document 1 below and uploading it with your application and payment. Note that your submission is valid for two years from the time you initially applied for Part 1.

**Document #1:**

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

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

5. Tick the relevant box to confirm that details are correct.
6. 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.

Your interview time will be arranged and you will receive a notification by email.

## LOCALLY EXPERIENCED PRACTITIONERS (LEP) PROGRAM

- Applicants must hold an approved Australian academic qualification in Architecture.

See [list of accredited programs](#).

- **Relevant professional experience**

7 years' post-graduation experience, including 3 years providing architectural services on complex projects under the supervision of an architect or in a self-employed capacity operating at *executive* (principal decision maker) level. [Read Information Sheet for LEP](#)

- **Be resident in Australia**

Supply proof of citizenship or permanent residency (copy of front page of Australian passport or birth certificate; permanent or relevant temporary visa as issued by the Department of Immigration and Border Protection)

This program provides an alternative pathway to registration for graduates of Australian accredited architecture programs with minimum 7 years relevant experience at executive level in at least six complex architectural projects; a minimum of 3 years practising at executive level (principal decision maker); and 12 months relevant professional experience in Australia within the last 3 years. You will bypass the Architectural Practice Examination (APE) and will become eligible to register upon successful completion.

### **How to Apply:**

1. Go to <https://www.architects.nsw.gov.au/ape-online-application>
2. Select LEP Application.
3. You must ensure that you meet the eligibility criteria before you proceed with this application. If you do not meet the above criteria you can prepare your logbook and undertake the Architectural Practice Examination
4. Submit the required documents in PDF.

#### LEP Document #1

- 1) Current CV Maximum 4 pages
- 2) Statutory Declaration
- 3) Degree Testamur
- 4) Proof of Residency
- 5) PDF copy of either Proof of residency as issued by the Department of Immigration and Border Protection; or Copy of Australian Passport at photo identification page
- 6) Proof of Name Change, if applicable
- 7) 2 References

Maximum 2 pages each, from persons who can comment on the applicant's professional capacity to operate to the standard expected of an architect in Australia, one of whom must be an Architect registered in Australia. Contact details of referees must be supplied as they may be contacted for verification.

#### LEP Document #2

- a. Project Portfolio  
The portfolio is used to present extracts from the 4-6 Complex Projects (built work only) to demonstrate the required Performance Criteria from the NSCA.  
Maximum 2 pages per project
- b. Project Summary  
For each Project referenced in the Portfolio, include a Project Summary with the following information:
  - a) Project Name + Location
  - b) Building Type + Cost
  - c) Job title on project and description of Applicant's role/responsibilities
  - d) Project date of completion
  - e) Project description (maximum 500 words) linking relevant aspects of the Applicant's responsibilities to the required Performance Criteria of the NSCA.

1. Before you proceed with the application, please ensure your submission is complete to avoid delay.
2. Tick box to confirm that details are correct.
3. 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.

Your submission will be sent to the LEP Assessors for preliminary assessment and if approved you will be notified by email of your interview time. Please note that generally, interviews are held during the APE sessions) May and October. A special interview time can be arranged outside these periods by request and an additional fee applies.