

**ARCHITECTS REGISTRATION BOARD**  
**(A.R.B.)**

**GUIDE TO BECOMING A REGISTERED ARCHITECT**

**IN**

**BARBADOS**

*(Revised December 16, 2011)*

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## **I. INTRODUCTION**

On 21<sup>st</sup> April, 2003 the Parliament of Barbados enacted an Act to make provision respecting the registration of architects and for related matters. The Act is cited as the Architects Registration Act, 2003. On 8<sup>th</sup> December, 2005 the Act was amended (Architects Registration (Amendment) Act, 2003-28). Within this Handbook, we shall refer to both the Act and the amendment as the Architects Registration Act. They are available for purchase at the Barbados Government Printery, located at Bay Street, St. Michael. The Act defines the practice of Architecture, states qualifications for registration, provides for the use of the title “Architect” to persons registered under the Act, provides for *confined conditions* of the practice of architecture by persons that are not registered architects, and provides for regulations to be administered by the Architects Registration Board. The Act also provides the constitution and procedure of the Board and a Form (FORM A) for application for registration as an architect.

## **II. DEFINITION OF PRACTICE OF ARCHITECTURE**

The Architects Registration Act states that the “practice of architecture” means rendering one or more of the following professional services to clients - advice, consultation, evaluation, planning, design and minor engineering services, inspection of construction and other services where expert knowledge, skill and experience are required in connection with the erection, enlargement or alteration of any building or buildings, or the equipment or accessories thereof or with the creation of the building environment where public amenity is concerned or involved.

## **III. BARBADOS ARB AND ITS MANDATE**

The Architects Registration Act provides for the constitution and procedures of the Architects Registration Board. The board consists of the Chief Technical Officer, Ministry of Public Works and Transport, ex-officio or nominee; one person appointed by the Minister; and four registered architects appointed by the Minister on the nomination of the Barbados Institute of Architects. All members of the Board, other than the ex-officio member, shall hold office for a term of 3 years, but are eligible for re-appointment for a maximum of two consecutive terms. All such members are eligible for re-appointment after the expiration of one year thereafter.

Following the amendment of the Act The Board established a mandate based upon the board’s interpretation of the Architects Registration Act, 2003-5 regulations, section 19(1) (dated 21<sup>st</sup> April, 2003), and the Architects Registration (Amendment) Act, 2005-28 (dated 8<sup>th</sup> December, 2005) as outlined below:

*Regulations.*

- 19 (1) *The Board may, Subject to the approval of the minister, make Regulations*
- (a) regulating the conditions of architectural practice in Barbados;*
  - (b) specifying what institutions are approved by the Board for the purpose of section 5(2) - which states the qualifications for registration of an architect;*
  - (c) providing for the conduct of examinations and related matters and the fees to be paid for such examinations;*
  - (d) prescribing the procedure to be followed in respect of disciplinary proceedings against architects in relation to professional misconduct;*
  - (e) setting up for any period or ad hoc a disciplinary body to investigate and adjudicate upon any allegation of professional misconduct on the part of an architect and make recommendations in respect of the allegation;*
  - (f) providing for the publication of the recommendations of any body referred to in paragraph (d);*
  - (g) determining the constitution and membership and regulating the procedure of any body referred to in paragraph (d) and providing for any other matter which may be relevant to that body or its functions;*
  - (h) prescribing the fees payable in respect of any examination and registration under this act;*
  - (i) prescribing a code of professional conduct for architects;*
  - (j) providing for the stamping of drawings or other documents and the use of seals by an architect; and*
  - (k) carrying into effect generally the purposes for which the Board is constituted.*

**The Architects Registration Board's Mandate shall be as follows:**

1. Develop guidelines as required for the practice of architecture in Barbados based upon the Board's interpretation of the Act and provide for it's (the Act's) administration (*see section 19(1)(a) and (j) above*).
2. Establish requirements for academic and internship (practical training) qualifications (*see section 19(1)(b) above and section 5*).
3. Verify that all applicants, who are non-nationals, have obtained the necessary work permit to enable them to practice in Barbados (*see section 7(d)*).
4. Specify institutions approved by the Board for registration of architects as institutions that are approved by Barbados Institute of Architects (B.I.A.) (*see section 19(1)(b) above*).
5. Implement and conduct a written examination to be known as the Barbados Architects Registration Examination (BARE) and prescribed the associated fees (*see section 19(1)(bb) and (g) above and section 5A*).

6. Provide for the design, assignment, acquisition and general use of seals by architects *(see section 19(1)(i) (above). Designate the approved manufacturer of the standardized architects seal; assign the license numbers to be reflected on the respective seals and issue the associated certificates to approved architects. Provide general guidance to registered architects, the general public and regulatory departments on the types of buildings that shall be designed and stamped by registered architects as indicated by the Architects Registration Act.*
7. Prescribe a code of professional conduct for architects in Barbados *(see section 19(1)(h) above).*
8. Serve as (or appoint as required) a disciplinary committee for disciplinary proceedings against architects in relation to misconduct and provide for the publication of the recommendations *(see section 19(1)(c),(d),(e) and (f)(above).*

#### IV. REQUIREMENTS FOR REGISTRATION AS AN ARCHITECT

Candidates desirous of becoming Registered Architects usually arrive from varied backgrounds, whether educational, work experience or both. To achieve a homogeneous environment for architectural professional practice in Barbados, a minimum standard for architects' registration has been established. This also serves as a basis for attaining regional and international reciprocity, to enable our architects to practice around the globe.

The candidate shall complete a formal architectural program approved by the A.R.B. Council/Architects Registration Board. It is here that the candidate will be taught the basic principles of architecture in four to six years.

Following this formal education period and arriving from different architectural schools/programs, candidates shall complete an internship with an architect(s) who is registered to practice architecture in a jurisdiction approved by the A.R.B. It is here that the candidate learns the practical side of the profession. This "nuts and bolts" phase is aimed at exposing the candidate to how real buildings are constructed, discover how real projects are developed and how real business is practiced. Knowledge, ability and continuing education are what make an architect a professional who is valuable to Barbados and the world at large. Three years is the minimum internship period allotted for candidates to acquire the required experience. This internship is only recognized:

- (a) If it has been completed after completion of a professional degree/diploma approved by the A.R.B. Council/Architects Registration Board, or
- (b) If up to one year (12 months) has been completed after an approved undergraduate degree/diploma and a minimum of two years have been completed after completion of a professional degree/diploma

This is to ensure that the candidate is armed with a basic knowledge of architecture, before exposure to a meaningful internship. This also avoids premature internships, which can prove to be futile for both candidate and supervising architect(s).

Once a candidate has fulfilled the required education and internship requirements, the final step is the **Barbados Architects Registration Examination (B.A.R.E.)**. It is important to note that the completion of three years approved internship does not allow a candidate automatic qualification to take the B.A.R.E.

To qualify for registration as an architect, an applicant shall fulfil the following requirements:

**1. APPLICATION**

File an application for registration to the Secretary of the Architect Registration Board in *Form A* set out in the *Second Schedule* of the Architects Registration Act. Evidence of the applicant's qualifications and experience along with proof of his/her identity and immigration status shall accompany the application. The A.R.B. might require additional information that they deem as necessary for verification of documents submitted.

**2. AGE**

Meet no specific age requirement. There is currently no minimum or maximum age restriction for the practice of Architecture in Barbados.

**3. CITIZENSHIP**

Be a Barbadian citizen, a legal resident of Barbados or holder of a work permit granted under section 17 of the *Immigration Act* of Barbados. To qualify for registration each applicant shall be required to present one of the following documents to the A.R.B. as proof of this: Barbados Birth Certificate, Barbados National Identification Card, Barbados Passport, Barbados Work Permit or any other document that is verifiable by the Chief Immigration Officer.

**4. CHARACTER**

Be of good moral character as verified by employers via *letters of reference* submitted to the A.R.B. for determination

**5. EDUCATION**

Have received an education that includes a Professional Degree/Diploma in Architecture satisfactory to the A.R.B. Examples of professional degrees in Architecture are *Bachelor of Architecture (B.Arch)*, *Master of Architecture (M.Arch)* and *Diploma of Architecture (Dip. Arch)* accredited by the National Architectural Accrediting Board (NAAB), the Canadian Architectural Certification Board (CACB), the Royal Institute of British Architects (RIBA) or the equivalent. Undergraduate Degrees/Diplomas such as *Bachelor of Science (B.Sc.)*, *Bachelor of Arts (B.A.)*, *Bachelor of Technology (B.Tech)*, or *Higher National Diploma (H.N.D.)* in Architecture or related studies are not considered professional degrees/diplomas and do not satisfy the minimum educational requirement. *An applicant who is a chartered or a registered Architect in another jurisdiction shall be given special consideration.*

## 6. EXPERIENCE

Have practical experience (internship) satisfactory to the A.R.B. in appropriate architectural work and of sufficient amount for a period of *not less than three years*. This period (of internship) is to be completed after the applicant has attained a Professional Degree/Diploma approved by the A.R.B. However, a maximum of one year internship can be approved after completing an undergraduate degree/diploma in an Architectural program approved by the A.R.B. *An applicant who is a chartered or a registered Architect in another jurisdiction shall be given special consideration.* Interns must work for at least 20 hours per week for periods of six consecutive months. Each period of Internship must be attained under the direct supervision of an Architect, who is registered in the jurisdiction that the training took place and whose practice encompasses the comprehensive practice of Architecture, including each of the training areas outline in the *Intern Training Unit Guide* overleaf. Training activities that are not verified by registered architects will not qualify. Before the candidates apply to take the B.A.R.E, they should have completed the minimum-training units required as outlined in the Guide (*one training unit equals eight hours of acceptable experience*).



## Intern Training Unit Guide

<b>Training Requirement Category</b>	<b>Minimum Training Units Required</b>
<b>Design &amp; Construction Documents</b>	
1. Programming	10
2. Site and Environmental Analysis	10
3. Schematic Design	15
4. Engineering Systems Co-ordination	15
5. Building Cost Analysis	10
6. Code Research	15
7. Design Development	40
8. Construction Documents	135
9. Specification & Materials Research	15
10. Documents Checking & Coordination	10
<i>Elective units in this category</i>	75
<b>Minimum Training Units Required</b>	<b>350</b>
<b>Construction and Administration</b>	
11. Bidding & Contract Negotiation	10
12. Construction Phase - Office	15
13. Construction Phase - Observation	15
<i>Elective Units in this category</i>	30
<b>Minimum Training Units Required</b>	<b>70</b>
<b>Management</b>	
14. Project Management	15
15. Office Management	10
<i>Elective Units in this category</i>	10
<b>Minimum Training Units Required</b>	<b>35</b>
<b>Related Activities</b>	
16. Professional and Community Services	10
17. Teaching, Research, Post Professional Degree	0
18. Other Related Activities	0
<b>Minimum Training Units Required</b>	<b>10</b>
<b>All Categories Minimum Total Training Units Required</b>	<b>465</b>
<b>Elective Units from any category listed (including supplemental educational units)</b>	<b>235</b>
<b>TOTAL TRAINING UNITS REQUIRED</b>	<b>700</b>

## 7. EXAMINATION

Pass the Barbados Architects Registration Examination (B.A.R.E) or an examination, in the opinion of the A.R.B., that is no less exacting than the B.A.R.E. *Special consideration would be given to an applicant who is registered as an Architect in another country (see section IV-9 below).*

## 8. QUALIFICATION UNDER THE GRANDFATHER CLAUSE

Satisfies the requirements stipulated under section 6(1) of the Architects Registration Act. This allows consideration to be given to candidates who do not possess the education specified in 04 (b) above but who has had before 21<sup>st</sup> April, 2003, not less than 10 years experience in the practice of architecture. Under this section of the act, consideration is given only to candidates who made application to the A.R.B. before 8<sup>th</sup> December 2006 (*i.e. within one year of the commencement of the Architects Registration (Amendment) Act*). **No new applications can be considered under this section.**

## 9. REGISTRATION OUTSIDE OF BARBADOS/ PROFESSIONAL INTERVIEW

Is registered as an architect in another country whose requirements for registration are, in the opinion of the Board, no less exacting than those required for registration in Barbados. This allows consideration for exemption from the BARE to be given to candidates who qualify. This Determination will be made by the Board only after subjecting the candidate to a ***Professional Interview***. The Interview is aimed at determining the applicant's understanding of ethics and professionalism within the practice of architecture in Barbados. All candidates (*including candidates with most of their practical experience outside of Barbados*) will be questioned on their understanding of the general conditions, statutory organisations and the relevant legislation that influence the practice of architecture in Barbados. This does not suggest that knowledge of every government authority, legislation, etc is required. However, the candidates understanding of the basic conditions surrounding the practice of architecture is necessary in order for him/her to be able to provide competent professional Architectural advice.

## 10. FEES

Pay a fee of two hundred and fifty dollars (\$250.00) to the A.R.B. upon approval to take the BARE. This fee is only required after the initial application has been completed to the satisfaction of the A.R.B. and the applicant is informed of his eligibility to take the exam. Each Applicant that is approved by the Board for architectural registration is issued a certificate of approval (license). This license entitles the bearer to obtain a *certificate of registration* from the Registrar of the Supreme Court.

## 11. REGISTRATION CERTIFICATE

After approval by the A.R.B., the candidate is responsible for paying Architects registration fee of *twenty five hundred dollars* (\$2,500.00) to the Registrar of the Supreme Court, annually, in order to attain and to maintain registration as an Architect in Barbados. A *certificate of registration* is issued annually upon payment of these fees. This is the sole responsibility of candidates approved by the A.R.B. It is important to note that it is acquisition of the certificate of registration issued by the Registrar that is the final step in the registration process. This is not to be confused with the certificate of approval (license) issued by the A.R.B.

## V. VERIFICATION OF EDUCATION

Applicants will be asked to submit evidence of graduation from a college program of architecture approved by the A.R.B. Applicants must submit *notarized* copies of professional educational credentials, including diplomas. All documents not printed in English must be accompanied by an acceptable original translation that includes all written and printed matter on the originals and performed by a qualified translator. A *notarized Affidavit of Accuracy* must accompany the translation. In some cases candidates will be requested to provide official transcripts or the equivalent. A detail program description might be requested in some instances.

## VI. VERIFICATION OF EXPERIENCE/ INTERNSHIP

Every training activity, the setting in which it took place, and the time devoted to the activity must be verified by a responsible person who supervised the candidate's activity. If the person verifying the training activity is not a registered architect approved by the A.R.B., the work setting will not qualify or be acknowledged. This should be recorded in a log book and is referred to as an *Intern Development Log Book (IDL)*.

Candidates will be asked to complete the Intern Development Log-book (IDL) prior to application. The typical application process consists of documenting transcripts, work experience and recommendations from professionals. This process can take many months to complete, especially if you have attended more than one university and/or had many employers. If you have completed the IDL you will find that the exam application process is relatively easy since most of the required documents have been compiled over the course of the internship. There are many reasons to begin compiling your IDL early in your career. By starting the record compilation process now, you can document your experience as you earn it. All relevant employment experiences must be verified in order to be eligible for admissions, and, many people find it easier to document their experience early in their careers instead of having to recall job descriptions and previous employers at a later date.

In-lieu of a completed IDL, the A.R.B. might accept *letters of job verification* from employers who are approved registered architects in the jurisdictions that the training took place. Such

letters shall clearly outline the architectural tasks performed by the candidate and the durations. The verifying architect's seal (irrespective of jurisdiction) shall be affixed to all such letters.

**All applications submitted after December 2013 will be required to be accompanied by a completed IDL.**

## **VII. VERIFICATION OF FOREIGN LICENSURE/REGISTRATION**

Applicants must submit *notarized* copies of professional certificates of registration/licensure from jurisdictions outside of Barbados. An official letter must be sent from the certifying/registration board directly to the A.R.B. This letter is to provide the candidate's current status of license and the requirements/results of any examination/evaluation which formed the basis for licensure. All documents not printed in English must be accompanied by an acceptable original translation that includes all written and printed matter on the originals and performed by a qualified translator. A *notarized Affidavit of Accuracy* must accompany the translation. In addition to these requirements, the A.R.B. may request *letters of job verification* from the candidate's previous employers who are approved registered architects in the jurisdictions that the candidate is registered. Such letters shall clearly outline the architectural tasks performed by the candidate and the durations. The verifying architect's seal (irrespective of jurisdiction) shall be affixed to all such letters.

## **VIII. EVALUATION PROCESS USED FOR CANDIDATES UNDER SECTION 6 OF THE ARCHITECTS REGISTRATION ACT ("GRANDFATHER'S CLAUSE")**

Section 6 of the Architects Registration (Amendment) Act, 2005 -28 reads as follows:

*"(1) Notwithstanding section 5, a person who does not possess the qualifications specified in that section but who, on application made to the Board within one year of the commencement of this Act, satisfies the Board that*

*(a) he is a fit and proper person to be registered as an architect; and*

*(b) he has had before 21<sup>st</sup> April 2003, not less than 10 years experience in the practice of architecture; and*

*is entitled upon compliance with the requirements of this Act and on payment of the first registration fee to be registered as an architect.*

*(2) In determining whether a person satisfies the requirements of subsection (1), the Board may conduct such investigation relating to the experience in architecture of such person as it considers necessary, and may require such person to undergo a written or oral examination in architecture or both including draughtsmanship, design, detailing, basic engineering, specification and professional practice.*

*(3) Where the Board determines that a person is not entitled to be registered as an architect pursuant to this section, that person may appeal to the Tribunal established pursuant to section 16A.”*

It was incumbent on the A.R.B. to establish a structure for evaluating applicants under this section of the act. In the first part, the process examined the legitimacy of the claim of having practised architecture through one of the available options that existed prior to 2003. Completed Programs in the *study of architecture* were not considered to be the *practice of architecture*. In the second and third parts, the processes examined the candidates for the minimum competency required to adequately perform the duties of a registered architect in respect to the health, safety and welfare of the public in Barbados. No further consideration was given to candidates who did not provide legitimate proof of having practised architecture.

Because of revisions to this section of the act in the amendments on 8<sup>th</sup> December, 2005, applications under this section were considered until 8<sup>th</sup> December, 2006 (i.e. one year after the amendment).

After 8<sup>th</sup> December, 2006 no applications are considered under this section.

Following is a copy of the guidelines that were used to evaluate applicants under this section of the act:

## **THE EVALUATION PROCESS**

This process is a three stage progressive process comprising (1) outline resume submission; (2) projects presentation and (3) oral exam. Candidates progress to each subsequent stage only after completion of each stage (1 - 3) to the satisfaction of the Board.

### **1. OUTLINE RESUME SUBMISSION**

Candidates will be required to submit an outlined resume at the request of the A.R.B. This resume must include:

- a. A comprehensive work history for a minimum period of ten years prior to the commencement of the Act, clearly identifying specific tasks completed.
- b. Verification of job description as an architect. This can be done by one of the following: (1) submit proof of registration as an architect under the “Profession, Trade and Business Registration Act” for the stated period; (2) submit proof of registration of an architectural practice where the candidate is listed as a Director under the “Companies Act of Barbados” for the stated period and (3) submit a letter from a registered Architect (Barbados) verifying that the candidate has worked within a Consulting or Sub-Contracted capacity as an Architect for the architect, for his firm or for an approved institution for the stated period. Please note that a combination of the stated verification is acceptable but parallel periods will not be accepted in aggregate.

- c. A comprehensive listing of buildings completed in Barbados prior to the commencement of the Act (not to include private residences or warehouses) where the candidate was responsible for the Architectural Services. Each project must include building type, addresses and names of clients, contractors, engineers and design/specialty consultants involved in each project along with contact information. A brief description of each project must be included (including the address).

## **2. PROJECTS PRESENTATION**

Candidates will be required to make a face-to-face presentation to the Board with three projects from their submitted project list upon request.

Presentation of each project must include Site Plan, Floor Plan(s), Sections, Elevations and photographs as a minimum. 3-D Renderings, Models, etc. are optional.

The candidate will be evaluated for a minimum level of competency in site planning, building planning, and building technology (including an understanding of structural design, the use of materials and methods, and the integration of building services).

## **3. ORAL EXAM**

Candidates will be required to undergo an oral assessment by the Board to evaluate for a minimum level of competency in professional practice and management.

This oral exam shall test for: (1) knowledge in specific subject areas, (2) the ability to make sound decisions, (3) the ability to consolidate and use information to solve a problem, and (4) the ability to co-ordinate the activities of others on the building team.

All candidates who complete each stage to the satisfaction of the Board will be approved for architect registration.

## **IX. GUIDELINES FOR THE B.A.R.E. (latest revision December, 2011)**

### **A. INTRODUCTION**

The B.A.R.E. is administered by the Architects Registration Board as partial fulfilment of the requirements for architects' registration. The examination is scheduled for March and September of each year. This coincides with a mandatory minimum six-month waiting period between failed divisions. If a candidate failed a division, this allows him/her to spend the time between test administrations gaining additional knowledge, skills and abilities in the appropriate areas of practice. Candidates are encouraged to apply at least two months before the scheduled dates. The A.R.B. currently requires applicants to hold an accredited professional degree in architecture (*B.Arch, M.Arch, Dip.Arch*) and have three years approved internship in the offices of architects before they are allowed to begin the examination sequence. Upon passing all divisions of the B.A.R.E. a candidate will be recognized by the A.R.B. as a *licensed architect*. The purpose of the strenuous evaluation procedure is to assure the public that all persons who are approved by the A.R.B. possess the needed levels of knowledge and skills. Those levels are the minimum necessary to provide competent architectural practice, for the protection of the public health, safety and welfare. Keep in mind that the writers of the B.A.R.E. use the same specifications to develop exam questions. Since the B.A.R.E. is designed to be practice-based, and because the writers are practicing architects the questions are focused primarily on practice conditions, not academic principles. If you can't find good practice-based study materials, ask an architect you work with to explain a particular task or tasks to you. The questions are directed at the knowledge, skills and abilities that an architect - at a minimum level of competency - should process. The information about the problem and requirements to be incorporated in the solution are put into a format that is as clear and concise as possible. The requirements set forth are simply what they say and nothing more. There are no trick questions or hidden meanings in any question on the examination. The B.A.R.E. has been designed and developed to test a candidate's entry-level competence to practice architecture and its' contents relate as closely as possible to the situations encountered in practice. The examination's intention is to test for the kind of knowledge, skills and abilities required of an architect, with particular emphasis on those services that affect public health, safety and welfare. In order to accomplish these objectives, the exam shall test for: (1) knowledge in specific subject areas of the profession, (2) the ability to consolidate and use information to solve a problem, and (3) the ability to manage the project including the ability to make decisions and to coordinate the activities of others on the building team. To this end the examination is divided into three parts: **PART 1 – The Components of Architecture**, **PART 2 – The Composition of Architecture**, and **PART 3 – The Management of Architecture**. These three components of the examination incorporate seven divisions with each one focusing on specific areas of architectural knowledge and problem-solving ability. The BARE has replicated some divisional names and organizational content of Architects Registration Examinations Guidelines previously published by National Council of Architects Registration Boards (NCARB) and by Royal Institute of British Architects (RIBA). This was deliberate with the intention of allowing easy reference of the components of the BARE with the examinations conducted by these two established and respected International organizations. *A list of suggested study references is included in this document* which may or may not be required, based upon a candidate's academic and/or internship experience.

The Examination involves seven hours of testing and is divided into three Parts - Part 1, 2 and 3.

### **PART 1 - THE COMPONENTS OF ARCHITECTURE**

This is the **written component** of the examination and comprises five divisions with fifty multiple choice questions in each area. The questions shall be scientifically based with only one possible answer to avoid conflicts of subjectivity. There are based upon basic knowledge that should have been acquired during the candidate's internship and education. This component of the BARE focuses on the individual aspects of the architectural profession (Programming, Planning & Practice, Structural Systems, Construction Systems, Building Services and Construction Documents and Services). These five exams test the candidate's understanding of these five individual building blocks of the profession upon which sound, practical architectural decisions are made.

### **PART 2 - THE COMPOSITION OF ARCHITECTURE**

This is the **project presentation component** of the examination and comprises a presentation of a building project by the candidate before the Examination Committee. *Candidates must pass all divisions of Part 1 in order to be approved to test for Part 2.* . It is at this stage of the examination process that the candidates' knowledge of Programming, Planning & Practice, Structural Systems, Construction Systems and Building Services are drawn together. He/She is assessed for their understanding of how these separate architectural components work together as an integrated whole while addressing the health, safety and welfare of the public.

### **PART 3 - THE MANAGEMENT OF ARCHITECTURE**

This is the **oral component** of the examination as well as the final stage of the examination process. It comprises an oral examination on architectural practice scenarios by and before the Examination Committee. *Candidates must pass Part 2 or be exempted from Parts 1 & 2 in order to be eligible to be tested for Part 3.*

The outline of the examination is as follows:

## **B. PART 1 – WRITTEN EXAMINATION DIVISIONS**

### **1. PROGRAMMING, PLANNING & PRACTICE**

There are fifty questions in this division with one hour allowed for this exam.

This division evaluates the candidate's ability to apply project development knowledge and skills relating to four general areas:

**PROGRAMMING & ANALYSIS:** Assess client needs and requirements to develop the master plan and program. Document design objectives including site characteristics, spatial and functional relationships, and building systems considerations. Establish preliminary project scope, phasing, budget, and schedule.

**ENVIRONMENTAL, SOCIAL, & ECONOMIC ISSUES:** Obtain and review site and building surveys. Assess physical, environmental, social, and economic issues and project impact. Develop project concepts utilizing sustainable principles, alternative energy systems, and new material technologies. Apply basic design principles and historic precedent.



**CODES & REGULATIONS:** Identify, analyze, and incorporate Building codes, Specialty codes, Town Planning regulations, Environmental Protection Department regulations, and other regulatory requirements. Manage regulatory approval process.

**PROJECT & PRACTICE MANAGEMENT:** Develop scope of services and project delivery method. Assess project budget and financing. Identify project team members including consultants. Document project meetings. Manage project schedule and design progress. Assist with construction procurement. Manage legal issues relating to practice - including fees, insurance and professional services contracts.

Following is an example of a past exam question from this division.

*What is the primary goal in designing good pedestrian circulation?*

- A. *speed*
- B. *safety*
- C. *economy*
- D. *permanence*

## 2. **STRUCTURAL SYSTEMS**

There are fifty questions in this division with one hour allowed for this exam.

This division evaluates the candidate's ability to identify and incorporate general structural and lateral force principles in the design and construction of buildings. The exam will evaluate the candidate's ability to perform the following:

**GENERAL STRUCTURES:** Apply general structural principles to the design and construction of buildings. Analyze the implications of design decisions in the selection of systems, materials, and construction details related to general structural design. Incorporate building codes, specialty codes, and other regulatory requirements in the design of general structural systems.

**LATERAL FORCES (general, seismic and wind):** Apply lateral forces principles to the design and construction of buildings. Analyze the implications of design decisions in the selection of systems, materials, and construction details related to lateral forces. Incorporate building codes, specialty codes, and other regulatory requirements related to lateral forces.

Following is an example of a past exam question from this division.

*Which structural member most likely would require superficial fireproofing?*

- A. *Reinforced concrete block wall*
- B. *concrete beam*
- C. *steel column*
- D. *prestressed concrete slab*

### 3. CONSTRUCTION SYSTEMS

There are fifty questions in this division with one hour allowed for this exam.

This division evaluates the candidate's ability to analyze the implication of design decisions in the selection of systems, materials, and methods incorporated in building design and construction. The exam will evaluate the candidate's ability to perform the following:

- Identify the properties and characteristics of masonry structural and finish materials.
- Identify the properties and characteristics of structural and miscellaneous metals.
- Identify the properties and characteristics of wood structures, rough carpentry, finish carpentry, and millwork assemblies.
- Identify the properties and characteristics of concrete structures and finishes.
- Identify the properties and characteristics of miscellaneous systems, assemblies, membranes, claddings, coatings, and finish materials (e.g. plastics, composites, glass, paints, protective coatings, etc.).
- Analyze and select adhesives, accessories, equipment, and fittings.

Following is an example of past exam question from this division.

*Wired glass is generally required when what is a concern?*

- A. *privacy*
- B. *sound attenuation*
- C. *fire*
- D. *wind loading*

### 4. BUILDING SERVICES

There are fifty questions in this division with one hour allowed for this exam.

This division evaluates the candidate's ability to evaluate, select, and integrate mechanical, electrical and specialty systems in building design and construction. The exam will evaluate the candidate's ability to perform the following:

- **CODES & REGULATIONS:** Incorporate building codes, specialty codes, and other regulatory requirements in the design mechanical, electrical, and specialty systems.
- **ENVIRONMENTAL ISSUES:** Apply sustainable design principles to the selection, design and construction of building systems.
- **PLUMBING:** Evaluate and select materials and construction details related to plumbing systems.
- **HVAC:** Evaluate and select materials and construction details related to heating, ventilating, and air conditioning systems.
- **ELECTRICAL:** Evaluate and select materials and construction details related to electrical systems.

- **LIGHTING:** Evaluate and select materials and construction details related to natural and artificial lighting systems.
- **SPECIALTIES:** Evaluate and select materials and construction details related to Acoustics, Conveying Systems, Communications & Security, Fire Detection & Suppression.

Following is an example of past exam question from this division.

*Where does a stack vent within a plumbing system generally terminate?*

- A. *the roof*
- B. *the water storage tank*
- B. *the suck well*
- C. *the manhole*

## 5. **CONSTRUCTION DOCUMENT & SERVICES**

There are fifty questions in this division with one hour allowed for this exam.

This division evaluates the candidate's ability to apply project management and professional practice knowledge and skills, including the preparation of contract documents and contract administration. . The exam will evaluate the candidate's ability to perform the following:

- **CODES & REGULATIONS:** Incorporate building codes, specialty codes, zoning, and other regulatory requirements in construction documents and services.
- **ENVIRONMENTAL ISSUES:** Incorporate sustainable design principles, adaptive reuse concepts, alternative energy systems, new material technologies and hazardous material mitigation in construction documents.
- **CONSTRUCTION DRAWINGS & PROJECT MANUAL:** Prepare and coordinate construction drawings including building systems, product selection, and constructability. Prepare, coordinate, and review general and supplementary conditions and technical specifications.
- **PROJECT & PRACTICE MANAGEMENT:** Prepare estimates of probable construction cost. Consider cost implications of design decisions. Prepare and manage project schedule and coordinate all contract documents including those of consultants. Establish project delivery method. Provide contract administration documentation and services. Review and administer professional services and construction contracts. Consider issues pertaining to practice including risk management and professional and business ethics.

Following is an example of past exam question from this division.

*When would you issue a change order?*

- A. *during the schematic design stage*
- B. *during the construction document stage*
- C. *before the award of the contract*
- D. *after the award of the contract*

## **C. PART 2 – PROJECT PRESENTATION DIVISION**

Candidates are required to pass all five divisions in Part 1 in order to participate in this part of the examination process. Part 2 comprises Division 6 (Building Design and Technology) of the BARE. One hour is allocated for this exam. The candidate shall be allocated a maximum of thirty minutes for his/her presentation with thirty minutes allocated for questions and assessments by the Examination Committee. To be considered for this part of the BARE the candidate is required to submit a Program Brief, Site Plan, Floor Plans, Exterior Building Elevations and a detailed description of the proposed project, all on letter size paper, along with the completed application form and other required documentation. *The candidate will be invited to this part of the examination by formal letter only after he/she has submitted a project that meets the A.R.B. approval.*

### **1. BUILDING DESIGN AND TECHNOLOGY**

The candidate will be required to do an oral presentation of an approved project to the Examination Committee as well as answer related questions from the Committee. The candidate is responsible for selecting a building project that would individually demonstrate his/her competency as required by the committee. Through visual and oral presentation he/she will be required to demonstrate a minimum competency in Site Planning, Building Design and Building Technology.

- **Site Planning**

During the candidate's project presentation he/she is asked several questions to determine his understanding of site analysis and site design. Consideration of topography, vegetation, climate, geographic aspects, and legal aspects of site development will be scrutinized and his/her ability to synthesize the programmatic and environmental requirements into a coherent concept for the placement of building(s) and /or other improvements on a site will be assessed.

- **Building Design**

During the candidate's project presentation he/she is asked several questions to determine his/her ability to integrate programmatic and environmental requirements into a coherent design product. The candidate's project shall be assessed for compliance with its intended function as it relates to the health, safety and welfare of its users.

- **Building Technology**

During the candidate's project presentation he/she is asked several questions to determine his/her understanding of the integration of technological systems within the building design product. He/she will be asked questions to ascertain his/her understanding of the impact of structural, mechanical, plumbing, electrical, lighting, acoustical and related systems and their incorporation into the projects presented.

## 2. **GUIDELINES FOR PROJECT SELECTION:**

The candidate is required to bring graphic documentation of a multi-storey building project for which he/she played a significant role in the design development and construction document phases. It is **mandatory** that the construction documents or the construction of selected project has been completed within five years prior to the candidates' application for PART 2. The following is a list of building types that will satisfy the A.R.B. for the Project Presentation Division.

1. **Agricultural Buildings.** These include barns, stables, animal breeding units, and other such buildings.
2. **Civic and Community Buildings.** These include communal halls, community centres, libraries, ambulance and fire stations, passenger terminals, bus stations, airports, cargo facilities, police stations, prisons, postal and broadcasting stations, civic centres, churches, temples, chapels, nightclubs, crematoria, concert halls, museums, art galleries, courts, theatres, opera houses, embassies, recreation centres, and other such buildings.
3. **Commercial buildings of more than 5000 square feet.** These include banks, shopping malls, shops, restaurants, and other such buildings.
4. **Educational Buildings.** These include schools, college & university complexes, college & university facilities, and other such buildings.
5. **Industrial Buildings.** These include storage sheds, factories, workshops, garages, petrol filling stations, showrooms, and other such buildings *but does not include warehouses*.
6. **Institutional Care and Medical Buildings.** These include clinics, homes for the elderly, health centres, accommodations for the disabled, hospitals, medical/ dental surgeries, general hospital complexes, medical laboratories, nursing homes, treatment centres, rehabilitation centres, mental health centres and other such buildings.
7. **Multi-Family/ Other Residential Buildings.** These include townhouses, apartment buildings, condominiums (*residential*), dormitories, hostels, and other such buildings.
8. **Recreational and Entertainment Facilities.** These include sports centres, swimming pools, stadia, grandstands, pavilions, bowling alleys, drive-in theatres, movie theatres, health clubs, gymnasiums, zoos, aquariums, indoor courts, clubhouses, indoor shooting ranges and other such facilities.

*Single Family dwellings and warehouses will not be considered.* Because this division evaluates the candidate's understanding of vertical access for emergency egress as one of its components, the A.R.B. requires the building project to be two or more stories in height. However, approval can be granted based upon the size and complexity of some one storey buildings.

## 3. **PRESENTATION REQUIREMENTS:**

The project should be presented on 24"x36" (or similar size) sheets mounted on form core or similar material. The drawing list must include: Location plan, Detailed Site Plan (including drainage), Detailed Foundation Plan, Detailed Floor Plans, Detailed Roof Plan, Detailed Building Sections, Typical Exterior Wall Sections, Detailed Building Elevations and Detailed Reflected Ceiling Plans. The drawings (by the use of colour, legends or other standard architectural presentation techniques) must clearly indicate how

the building is to be or has been constructed. There must be clear delineation/ specification of circulation paths (horizontal and vertical); exit points; fire rated walls sound attenuated walls; fire rated doors; provisions for the physically challenged; materials; structural walls, columns, beams & grid lines; service spaces; sewage system; storm water and surface drainage system; air-conditioning system(s) including ducts, registers, air-handling units, evaporators, cassettes, condensers, fire dampers, etc; electrical lighting layout including emergency lighting, exit signs, transformers, generators, etc; fire suppression systems including dry riser /standpipe with inlets and outlets, fire hoses, sprinkler system, smoke vent(s), etc; and Specialty systems such as escalators, elevator lifts, fire shutters, etc that would affect the safety, health and welfare of the occupants of the building. The Site Plan is to be presented at a minimum scale of 1/16"=1'-0" and all other drawings (excluding location plan) are to be presented at a scale of 1/8"=1'-0" or larger as appropriate.

#### 4. PROJECT PRESENTATION ASSESSMENT CARD

CANDIDATE NAME: \_\_\_\_\_

ID NO: \_\_\_\_\_

DATE: \_\_\_\_\_

EXAMINER: \_\_\_\_\_

(Please print)

\_\_\_\_\_

(Signature)

**GENERAL NOTES:**

A total mark of 75% is required in each of the three divisions in order to pass this examination (i.e. Part 2 of the BARE).

If a candidate fails to achieve a minimum of 75% in any one of the three divisions he/she will be required to retake, and to be re-assessed for all three divisions of PART 2 of the BARE.

Subject to the A.R.B. approval, a candidate would be allowed to present a project that was previously presented when retaking this part of the examination.

The candidate is required to have a practical understanding of the following:

SITE PLANNING	MAX MARK	CAND. MARK
<b>Building Placement</b> <ul style="list-style-type: none"> <li>Orientation, sun exposure adjacencies, topography, relationship to public, road(s), wind direction, mitigation against noise and dust, “view-in” and “view out” considerations.</li> </ul>	25	
<b>Codes And Regulations</b> <ul style="list-style-type: none"> <li>Building height restrictions, building line and road reserve, water zone classification, road classification, right-of-ways, easements, town &amp; Country Planning Office Regulations Environment Protection Department Regulations, sewage, waste disposal, etc.</li> </ul>	25	
<b>Parking</b> <ul style="list-style-type: none"> <li>Parking stall arrangement/parking structure, parking for the handicapped, service parking, etc.</li> </ul>	10	
<b>Vehicular Circulation</b> <ul style="list-style-type: none"> <li>Access/exit to and from public road, service/emergency access/exit, etc.</li> </ul>	10	
<b>Pedestrian Circulation</b> <ul style="list-style-type: none"> <li>Pedestrian/wheelchair access from public road to building, pedestrian/wheelchair access from parking area to building, etc.</li> </ul>	10	
<b>Site Surface Drainage &amp; Topography</b> <ul style="list-style-type: none"> <li>Site grading, retaining walls, water courses/wells, drainage, hardscapes, landscape areas, etc.</li> </ul>	10	
<b>Location Of Support Services</b> <ul style="list-style-type: none"> <li>Garbage area, transformer, sewage treatment plant/sewer discharge, water storage tank, fences, guard walls, etc.</li> </ul>	10	
	<b>TOTAL</b>	

<b>BUILDING DESIGN</b>	<b>MAX MARK</b>	<b>CAND. MARK</b>
<b>Building &amp; Space Functions</b> <ul style="list-style-type: none"> <li>• <b>Program requirements and satisfaction</b> Functional for human comfort in executing the required functions.</li> <li>• <b>Codes and Regulations Covering Building Functions</b> Town Planning, Draft Building Code, EPD Regulations, etc.</li> <li>• <b>Support Spaces</b> Toilet room layout, janitor closet, storage rooms, kitchen layout, plant/services rooms, specialty rooms, etc.</li> <li>• <b>Compartmentation &amp; Sound Shutters</b> Fire rated, Fire walls, fire doors, fire windows, provision for impact sounds, provisions for air-borne sounds, etc.</li> </ul>	30	
<b>Building Structure</b> <ul style="list-style-type: none"> <li>• Foundation type, column/bearing wall grid, beams, first floor framing, roof framing, stairways, elevator shafts, penetrations, etc.</li> </ul>	20	
<b>Accessibility And Circulation</b> <ul style="list-style-type: none"> <li>• <b>Horizontal accessibility and Circulation</b> Handicapped access and circulation, general access and circulation, service access, fire egress, doors and doorways, etc.</li> <li>• <b>Vertical Accessibility and Circulation</b> Access stairways design, fire exit stairways, elevator, lift/escalator, service access, roof access, etc.</li> </ul>	10	
<b>Natural Lighting &amp; Ventilation</b> <ul style="list-style-type: none"> <li>• Window sizing and placement, window shading devices, hurricane protection (laminated glass), vandalism protection (safety glass), insulated windows, provision for heat reduction, etc.</li> </ul>	10	
<b>Building Envelope And Weather Protection</b> <ul style="list-style-type: none"> <li>• Exterior wall composition and finishes, roof design in relation to weather protection, etc.</li> </ul>	10	
<b>Materials &amp; Construction Methods Used</b> <ul style="list-style-type: none"> <li>• Specialties, masonry, metals, wood, concrete, equipment, accessories, membranes, cladding, coatings, finishes, etc.</li> <li>• Understand sequence of construction process, scheduling, cost and risk management, etc.</li> </ul>	10	
<b>Environmental Issues</b> <ul style="list-style-type: none"> <li>• Thermal and moisture protection, sustainable design, hazardous material mitigation, salt air protection, etc.</li> </ul>	10	
	<b>TOTAL</b>	



<b>BUILDING TECHNOLOGY (SERVICES INTEGRATION)</b>	<b>MAX MARK</b>	<b>CAND. MARK</b>
<b>Ventilating &amp; Air Conditioning Systems</b> <ul style="list-style-type: none"> <li>A/c system (split, fan coil, etc.), duct runs and fire stopping, toilets, kitchen exhaust, air take systems, etc.</li> </ul>	25	
<b>Electrical</b> <ul style="list-style-type: none"> <li>Power provisions, transformers, generators, lighting protection, etc.</li> </ul>	15	
<b>Lighting</b> <ul style="list-style-type: none"> <li>General lighting, ceiling, walls, floor, concealed, emergency lighting, security lighting, task lighting, etc.</li> </ul>	15	
<b>Plumbing</b> <ul style="list-style-type: none"> <li>Water supply, fixtures, floor drains, soil stacks and vents, roof drains, irrigation systems, pumps, etc.</li> </ul>	15	
<b>Communication &amp; Security</b> <ul style="list-style-type: none"> <li>Telephone, intrusion detection, cctv, data, access control, etc.</li> </ul>	10	
<b>Fire Detection &amp; Suppression</b> <ul style="list-style-type: none"> <li>Smoke detectors, sprinkler systems, fire alarms, fire dampers, dry riser, pressurization system, fire hoses, etc.</li> </ul>	10	
<b>Conveying Systems</b> <ul style="list-style-type: none"> <li>Garbage chutes, elevators, escalators, dumb waiters, etc.</li> </ul>	10	
	<b>TOTAL</b>	

## **D. PART 3 – ORAL EXAMINATION DIVISION**

Candidates are required to pass Part 2 in order to participate in this part of the examination process. Part 3 comprises Division 7 (Professional Practice and Management) of the BARE. One hour is allocated for this exam. Candidates are required to submit completed application forms and all other required documentation in order to be considered for the part of the exam. To be considered for this part of the BARE the candidate is required to submit the completed application form along with all other required documentation. *The candidate will be invited to this part of the examination by formal letter only after his/her application meets the A.R.B. approval.*

### **PROFESSIONAL PRACTICE AND MANAGEMENT**

The candidate is required to have a minimum understanding of the associated laws of Barbados, A.R.B. code of professional conduct, contract administration, communication techniques and industrial organization in Barbados. It is at this stage of the examination process that the candidate's professional knowledge, judgment and competence are drawn together and assessed as a whole. This will be an interactive exam that will consist of the candidate being asked to respond to several problems rendered by the Examination Committee. These will be complex scenario-based, job and practice management problems, testing his/her ability to apply knowledge and make professional judgment in time limited situations. The candidate will be asked questions regarding 1. The Context for Practice, 2. The Management of Architecture and 3. The Management of Construction, in this part of the examination.

The following is a list of what will be required of the candidate for this part of the examination:

#### **1. THE CONTEXT FOR PRACTICE**

*Knowledge of:*

- The size and relative importance of the construction industry to other sectors of the national and international economy and the role of the profession relative to the industry.
- The overlapping interest of organisations representing the built environment and their relation to the role of architect.
- The range of ongoing specialists panels of advisory, consultative or government bodies which have the responsibility for developing policies which guide or control construction industry practices.

*Understanding of:*

- The social and economic context for investment in the built environment.

*Ability to:*

- Apply principles underlying the law relevant to architectural practice and building procurement.
- Act in accordance with the requirements of professional conduct and the concept of "professionalism".
- Follow codes and standards regulating the profession of architecture
- Demonstrate that health and safety matters are integral to every stage of the design process and execution for those aspects of design for which the architect is responsible.

## **2. THE MANAGEMENT OF ARCHITECTURE**

### *Awareness of:*

- Technical standards and sources of specialist information.

### *Knowledge of:*

- Legislation on health and safety and its application to design and construction.

### *Understanding of:*

- Appropriate fees, negotiation and fee bidding techniques, bearing in mind the funding and procurement basis for the project, and with reference to other factors listed below.
- Integrated project process and project team partnering.
- Relevant statutory bodies, construction and development legislation and consultative bodies, and their potential effect on programme, cost and quality of design.
- Methods and standards intended to ensure and manage quality standards.

### *Ability to:*

- Prepare, in consultation with the client, an acceptable brief and budget, including consultation with others as appropriate. Thereafter, to effectively communicate with the client at every stage of the project.
- Assess the variety and appropriateness of project procurement methods and their implication in relation to client requirements and the architectural and professional input required.
- Assess the architectural services required to deliver a project effectively and the establishment of appropriate scope of works for all members of the project team; to coordinate and integrate the work of other consultants and an awareness of the terms of their appointments.
- Programme and manage the flow of information among the members of the design team.
- Communicate effectively with each part of the client body and construction team.
- Operate quality assurance procedures which ensure the maintenance of design standards and intentions in relation to budgetary and programme control.
- Analyze the appropriateness and completeness for its purpose of forms of documentation including written and graphic communication.

## **3. THE MANAGEMENT OF CONSTRUCTION**

### *Knowledge of:*

- Site organization, mobilization and the establishment of appropriate lines of communication in relation to the specific responsibilities of the building team.
- Methods of dispute resolution, conciliation, adjudication, arbitration and litigation.

### *Understanding of:*

- Project planning, documentation and execution

- The range of methods of building procurement, tender types and codes of practice for procurement and an ability to identify an appropriate contract strategy and to create pre-contract information.
- Value engineering and the maintenance of adequate financial control for cost planning of projects.
- The implications of and ability to apply, collateral agreements such as nomination of sub-contractors and the position on domestic sub-contractors, suppliers, manufacturers and statutory undertakings in relation to standard forms of contract.
- Risk management in relation to construction and consultants contracts, liabilities, indemnities and insurance and awareness of mechanisms such as insurance to deal with liabilities.
- The value of post-completion assessment and appraisal and methods of debriefing.

*Ability to:*

- Analyze contract types in terms of their implications for time, cost quality, information flow and the procedures related to each.
- Assess and organize a quality control and programming system in relation to the architect's role in administering the building process.
- Prepare architect's instruction and certificates appropriately for standard forms of contract and to implement the procedures for the assessment and valuation of claims.
- Create maintenance manuals and post-completion information for clients and building users.

#### **4. BARE- PART 3 CRITERIA FOR ASSESSMENT**

Candidates in this part of the examination will be scored based upon:

1. Their understanding of the questions; 2. The completeness of their answers; and 3. Their expression of the answers. The scores are as follows:

1. Poor- the candidate did not understand the question
2. Fair- the candidate understood the question but did not explain well
3. Good- the candidate understood the question and gave a good response
4. Excellent – the candidate exhibited complete understanding of the question and render an excellent answer

#### **X. SUGGESTED STUDY REFERENCES**

*Study References for all divisions are interrelated and are as follows:*

1. **BIA Agreement for Minor Building Works Small ,**  
*Barbados Institute of Architects*
2. **BIA Standard Form of Agreement for the Appointment of an Architect,**  
*Barbados Institute of Architects*
3. **JCT Intermediate Form of Building Contract for works of simple content,**  
*Latest Edition, The Joint Contracts Tribunal Limited*

4. **Physical Development Plan,**  
*Latest Edition, Government of Barbados*
5. **Town and Country Planning Act, Cap.240, Development Order 1972,**  
*Government of Barbados*
6. **The Applicant's Handbook and Guide To Town Planning,**  
*Latest Edition, Town and Country Development Planning Office*
7. **Guidelines for Submission of Building Development Applications to the Environment Protection Department,**  
*EPD, Ministry of Housing, Lands and the Environment, Barbados*
8. **Barbados National Building Code,**  
*Latest Edition, Barbados National Standards Institute(BNSI)*
9. **National Electrical Code,**  
*Latest Edition, International Electrical Code Series*
10. **Architectural Graphics Standards,**  
*Latest Edition, John Ray Hake, Jar. FACIA, editor , John Wiley & Sons*
11. **Dictionary of Architecture and Construction,**  
*Cyril M. Harris, Editor, McGraw-Hill, 1993*
12. **Building Structures,**  
*Latest Edition, James Ambrose, John Wiley & Sons, 1993*
13. **Building Construction Illustrated,**  
*Latest Edition, Francis D. K. Chin, Van No strand Reinhold, 1991*
14. **Construction Principles, Materials and Methods,**  
*Latest Edition, Harold B. Olin, ASIA, John L. Schmidt, ASIA, and Walter H. Lewis, ASIA, revised by H. Leslie Simmons, ABACI, Van Nostrand Reinhold, 1990*
15. **Mechanical & Electrical Equipment for Buildings,**  
*Latest Edition, Stein / Reynolds / McGuinness, John Wiley & Sons*
16. **Small Works Contract Documentation and How To Administer It,**  
*latest edition, Jack Bowyer,*

## **XI. GRADING THE BARE**

The examination will be graded in three separate parts. *PART 1* shall be graded separately with a pass mark of 75% required in each division. The scaled, or converted scores, which are reported, are obtained by converting the number of questions answered correctly (raw, or actual score) in each division to a scale of 1 to 100, with 75 set as the minimum passing point. The reported scores are the percentage of questions answered correctly. All divisions must be passed individually and cannot be averaged. A Pass/Fail result is given for PARTS 2 and 3. The three parts of the exam are separate and distinct and Candidates are required to pass each part sequentially before moving on to the next one.

The graders for examinations are a selected group of practicing architects and form the admission's committee of the A.R.B. This committee is responsible for assuring that the grading criteria are applied properly. The criteria are set by the committee after coming to unanimous agreement over a representative sample of exam solutions. Having this process in place means that all exams solutions will be graded in the exact way regardless of who evaluates it.

The minimum passing percentage score of 75 is not based on a pre-determined percentage of failing candidates. A percentage score of 75 represents the minimum level of competency in each division. Each division of the examination is assessed by the A.R.B. Admissions Committee for its difficulty and for the ability of the borderline candidate to answer each question correctly.

The exam is scored on a "rights only" basis. Candidates are not penalized for guessing. If unsure about an answer, a candidate should choose what is believed to be the best answer anyway. Answer every question, if possible, and if necessary, guess.

The candidate will be notified of their results within two months of testing and their eligibility to retake the portions of the Examinations that they failed on the next scheduled date. Alternatively, they will be notified of their eligibility to apply for the next part of the BARE or their eligibility to register as a Architect in Barbados. However, if the candidate does not gain passing grades for all divisions within five years after his/her first attempt they would have to retake the entire examination.

A.R.B. keeps a record of exam results for statistical purposes; however, the results are confidential and will be released by A.R.B. only to registration boards. A.R.B. reserves the right to use test results and candidate questionnaire responses in research studies that preserve your anonymity.

## **XII. B.A.R.E. OVERVIEW**

One of the important means by which the A.R.B. fulfils their mission to safeguard the public health, safety, and welfare is the evaluation of candidates for architect registration. To become a registered architect, a person must demonstrate that he or she is qualified to render architectural services by meeting established education, training, and examination standards. The B.A.R.E. examines candidates for their knowledge, skills, and ability to provide the various services required in the design and construction of buildings. The BARE is the only examination prepared by A.R.B. and has been adopted for use as the requisite examination for candidates for architect registration.

No single examination can test for competency in all aspects of architecture, and the BARE is not designed for that purpose. The BARE concentrates on those services that most affect the public health, safety, and welfare and has been developed with specific concern for its fidelity to the practice of architecture; that is, its content relates as closely as practicable to the actual tasks an architect encounters in practice. In addition to testing for competence in specific subject areas, A.R.B. is aware of the responsibilities an architect may have for coordinating the activities of others involved in the design/construction process. This examination thus attempts to determine the candidate's qualifications not only to perform measurable tasks, but also to exercise the skills and judgment of a generalist working with numerous specialists. In short, the objective is to reflect the practice of architecture as an integrated whole.

The various divisions of the BARE are designed with this objective in mind. PART 1 consists of segregated divisions to assess or evaluate the candidate's ability to deal with the design process as well as the associated technical and programmatic aspects integral with design. Whereas PART 2 and PART 3 of the examination integrate the core functions of architectural practice (*Site Planning, Building Planning, Building Technology and Professional Practice and Management*) and are accorded fundamental importance. This exam approach helps to establish and measure the level and type of job-related performance encountered in practice.

## **XIII. REGULATIONS FOR TAKING THE B.A.R.E.**

1. Entry to the examinations is open only to those candidates who have previously obtained the Architects Registration Board (A.R.B.) letter of approval to take the part of the BARE that they are applying for. The A.R.B. letter of approval expires twelve (12) months after the date of approval. Candidates are required to write to the A.R.B. for renewal/deferment letters after this time.
2. Fees for the BARE are subject to periodic review and adjustment. The current fee will be indicated by the Secretary of the Board at anytime.
3. Completed Application Forms together with the appropriate fee and supporting documents must be received by the secretary of the Board four (4) weeks prior to the scheduled examination.

4. Part 2 and Part 3 of the BARE are by appointments only. Scheduled Appointments are confirmed by a letter from the A.R.B. only after receipt of all completed application forms, fees and supporting documents.
5. Non-submission of supporting documents and fees, or absence from any part of the examination will render the application null and void. However, special consideration will be given to persons providing a Medical Certificate prior to the day of the examination in relation to non-attendance.
6. Candidates will be observed at all times while taking the examination. They are not allowed to:

Copy or remove test materials from the test centre; refer to notes, language translation dictionaries, or reference materials during the administration of the exam; have cell phones, personal digital assistants (PDAs), calculators, weapons, pagers, recording devices, photographic devices, digital watches, briefcases, laptops, purses, wallets, books, coats, hats, food, beverages, and personal contents at their desk. A visually-accessible area located within the test centre will be designated for placement of candidates' bags containing their personal items. They are allowed to bring HB pencils, erasers and sharpeners to their exam desk.

7. Examination papers are to be returned at the end of the written examination.
8. No verbal results will be rendered to candidates. Notification of results of all sections of the BARE will be by post within two months of the respective examination.
9. The examination format is subject to change and candidates who were unsuccessful with particular divisions of the BARE will be required to take the appropriate substitute within the new format as determined by the A.R.B. whenever a change is made.
10. In observing these regulations the Chief Examination Invigilator reserves the right to refuse entry or re-entry to the Examination.



**XIV. BARE SAMPLE APPLICATION FORM**

**ARCHITECTS REGISTRATION BOARD**  
*Ministry of Transport & Works, Barbados, West Indies*  
**Barbados Architects Registration Examination**  
**(B.A.R.E.)**

*Please  
place photo  
here*

**SAMPLE APPLICATION FORM**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Gender:  Male  Female

Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Telephone No: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

*(Please check the appropriate box below)*

I hereby apply to:  Take/ Retake:

Part 1 - Divisions:  1  2  3  4  5  Part 2  Part 3

of the Barbados Architects Registration Examination scheduled for \_\_\_\_\_

I am enclosing the following supporting documents:

1. Two recent passport size photographs of myself, one (1) attached and One (1) notarized.
2. A notarized copy of proof of my citizenship/ residency/ work permit for Barbados.
3. Architects Registration Board letter of approval to take the part of the B.A.R.E for which I am applying.
4. Application fee as required.
5. A detailed description of my proposed project for Part 2 (Building Design and Technology) *(only applicable for candidates who have passed all divisions of Part 1)*.

I agree to abide by the stipulated regulations for taking the B.A.R.E.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

## **XV. BUILDINGS RECOMMENDED TO BE DESIGNED AND SEALED BY REGISTERED ARCHITECTS**

In the interpretation of the Architects Registration Act, 2003-5, the A.R.B. utilized several references:

**1. Section 12 (1) of the Architects Registration (Amendment) Act, 2005-28** states:

*Subject to section 13, nothing in this act shall prevent a person who is not an Architect from*

- (a) engaging in those aspects of the practice of architecture that include drafting or supervising works as owner, contractor, superintendent or clerk of works;*
- (b) performing the architectural work involved in minor alterations;*
- (c) providing architectural services for family dwellings; or*
- (d) providing architectural services for commercial structures of no more than 5000 square feet or 465 square metres where no more than two storeys are involved; where the interests of the public are not likely to be affected, or to require any person to become registered under this Act for the purpose of doing anything mentioned in this section.*

**2. The Town and Country Planning Development Order, 1972 CAP, 240** states:

*“a commercial building” means a building used as a shop as defined in Part IV of the Schedule, office, hotel, premises licensed for the sale of spirits for consumption on the premises, restaurant or warehouse, but does not include a petrol filling station or garage; “a dwelling house” means a building used or intended to be used for human habitation, but does not include a chattel house.*

The reference Order stipulates that a dwelling house shall not exceed 2 storeys or the height of the original dwelling-house and the aggregate ground floor area of any building within the same plot shall not exceed 40 percent of the total area of the plot on which the buildings are situated and no more than 1 dwelling-house shall be erected on each plot, but a single new building used for the purposes of 2 dwelling-houses shall be deemed to be 1 dwelling-house for the purposes of permission.

**3. General Definitions used in Architecture and Urban Planning:**

- (a) Single Family Dwelling* is a detached house containing one dwelling unit
- (b) Two Family Dwelling* is a detached house containing two dwelling units
- (c) Family Dwelling* is a detached house containing a single or a two-family dwelling (including a chattel house)
- (c) Multifamily Dwelling* is a building containing three or more dwelling units where families or households live independently of each other and do cooking within their own living quarters
- (d) Apartment Building* is a structure containing multiple living units which are rented to tenants
- (e) Townhouse* is one unit of a multi-unit dwelling structure in which the units share some common walls

(f) *Condominium (residential) Building* is a multi-unit structure, with individual ownership of a living unit and shared or communal ownership of the common areas and grounds

### **Recommendations**

Section 19 (1) (a) of the Architects Registration (Amendment) Act, 2005-28 states that “*The Board may, subject to the approval of the Minister, make Regulations regulating the conditions of architectural practice in Barbados*”.

In executing this mandate the Architects Registration Board reviewed the references and believes that in order to be consistent with:

- (1) the Architects Registration (Amendment) Act, 2005-28 ,
- (2) the Town and Country Planning Development Order, 1972 CAP, 240,
- (3) the General Definitions used in Architecture and Urban Planning and
- (4) the protection of the interest of the Public in Barbados,

the following terms referenced in section 12(1) of the ARA should be defined as follows :

1. *Family dwelling* means a detached chattel or non-chattel ,single or two family dwelling house *but does not include townhouses, apartments and residential condominiums.*
2. *Commercial structure* means a building used as a Shop, Office, Hotel, Bar, Restaurant or Warehouse, but does not include a Petrol Filing Station or Garage.

The Architects Registration Board recommends that the following building types be designed and sealed by a registered architect in an effort to protect the health, safety and welfare of the public in Barbados:

1. **Agricultural Buildings.** These include barns, stables, animal breeding units, and other such buildings.
2. **Civic and Community Buildings.** These include communal halls, community centres, libraries, ambulance and fire stations, passenger terminals, bus stations, airports, cargo facilities, police stations, prisons, postal and broadcasting stations, civic centres, churches, temples, chapels, nightclubs, crematoria, concert halls, museums, art galleries, courts, theatres, opera houses, embassies, recreation centres, and other such buildings.
3. **Commercial buildings of more than 5000 square feet or 465 square metres, or over two storeys in height,** or where 50 persons or more are to be accommodated or are likely to assemble, or where multiple tenants are to occupy, *or where it is determined that the interests of the public are likely to be affected.*
4. **Educational Buildings.** These include schools, college & university complexes, college & university facilities, and other such buildings.
5. **Industrial Buildings.** These include storage sheds, factories, workshops, garages, petrol filing stations, showrooms, and other such buildings *but does not include warehouses.*

6. **Institutional Care and Medical Buildings.** These include clinics, homes for the elderly, health centres, accommodations for the disabled, hospitals, medical/ dental surgeries, general hospital complexes, medical laboratories, nursing homes, treatment centres, rehabilitation centres, mental health centres and other such buildings.
7. **Multi-Family/Other Residential Buildings.** These include townhouses, apartment buildings, condominiums (*residential*), dormitories, hostels, estate housing (i.e. 3 or more detached houses on a parcel of land), and other such buildings.
8. **Recreational and Entertainment Facilities.** These include sports centres, swimming pools, stadia, grandstands, pavilions, bowling alleys, drive-in theatres, movie theatres, health clubs, gymnasiums, zoos, aquariums, indoor courts, clubhouses, indoor shooting ranges and other such facilities.
9. Any other building types that are not listed here and cannot be classified as a minor architectural alteration; a family dwelling; or a commercial building with a maximum floor area of 5000 square feet (465 square metres) or a maximum heights of two storey ; *where it is determined that the interests of the public are likely to be affected.*

*Please note that these recommendations serve as a guide and are subject to the approval of the Minister of Transport and Works in order to be regarded as regulations in Barbados. We recommend that you always adhere to the current regulations in Barbados.*

## **XVI. CODE OF PROFESSIONAL CONDUCT**

# **ARCHITECTS REGISTRATION BOARD CODE OF PROFESSIONAL CONDUCT BARBADOS-2008**

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- A -- Professional Standards
- B -- Commissions & Remuneration
- C -- Publicity
- D -- General Behaviour

### **PREAMBLE**

This Code indicates the minimum standard of conduct which the Architects Registration Board (ARB) expects of all Architects that they approved for registration.

It is important to note that an Architect approved by the ARB is considered a Licensed Architect and is not a Registered Architect in Barbados until he/she is properly registered with the Registrar of the Supreme Court. A Licensed Architect is only allowed to practise Architecture in Barbados for the period(s) that he/she is Registered. At the enactment of this code Architectural registration is required annual.

Any Architect whose conduct is found to be contrary to this Code or whose conduct is likely to bring the ARB or the profession into disrepute shall be liable to disciplinary action.

For the purpose of the application of this Code, the ARB may hold an Architect, acting through any organization, government body, corporate or unincorporated body or association, whether owned or controlled by the Architect, responsible for misconduct on the part of such groups if it is deemed that the action was within the control of the Architect.

Cases of unprofessional conduct not specifically covered by these clauses shall be dealt with by the ARB having regard to the particular circumstances of the case.

#### **A. PROFESSIONAL STANDARDS:**

##### **A.1 Integrity and Competence**

- (a) An Architect must show a proper sense of responsibility and integrity to his/her client, to his/her profession and to the public at large. He/she should seek continually to raise the standards of aesthetic excellence, architectural education, research, training and practice.
- (b) An Architect is required to perform his/her work with due care and diligence. He/She is required to have due regard for international, regional and local building codes as required for the prescription of acceptable health, safety and welfare standards in his/her practice.
- (c) An Architect must describe honestly his/her qualifications and competence to provide services to a client or an employer. He/She should not undertake or continue with work for which his/her training and experience have not adequately prepared him/her, without obtaining proper assistance and resources.
- (d) An Architect is allowed to use the title "Registered Architect" and the professional designation "RA" (which abbreviates "Registered Architect") after his name only for the period(s) that he/she is properly registered with the Registrar of the Supreme Court.
- (e) An Architect should not undertake professional work without adequate and appropriate professional indemnity insurance cover.
- (f) An Architect should preserve the security of monies entrusted to their care in the course of their practice or business.

A.2 Conflict of Interest

- (a) An Architect shall not assume or consciously accept or continue in a position in which his/her interest is in conflict with his/her professional duty.
- (b) An Architect shall declare to any client any business interest the existence of which, if not so declared, would or might be likely to raise doubts about his/her integrity by reason of an actual or apparent connection with or effect upon his/her engagement.
- ((c) An Architect may be architectural consultant, advisor, or assistant to building contractors, decorators, manufacturers, house and estate agents, estate development concerns or concerns trading in materials used in or whose activities are otherwise connected with the building industry, provided that he/she is paid by fee, salary or royalty and not by commission on sales or profits, and provided that he/she does not either directly or indirectly solicit custom for the concern involved.
- (d) An Architect shall not permit the insertion of any clause in tenders, bills of quantities, specifications, or other contract documents which provides for payment to be made to him/her by the contractor whatever may be the consideration unless with the full knowledge and approval of his/her clients (evidenced in writing).
- (e) An Architect shall not, when giving professional advice, put his/her own interest before that of his/her Client or Employer.

A.3 Impartiality:

- (a) An Architect shall act impartially in all cases in which he/she is acting between parties. Where he/she has responsibilities as Architect, under a building contract, he/she shall interpret the conditions of such contract with fairness.

A.4 Confidentiality:

- (a) An Architect shall not disclose information concerning the business affairs or technical processes or correspondence of Clients or Employers without their consent except when compelled to do so by a Court of Law or an appointed arbitrator.

A.5 Employee/Associate Relations:

- (a) An Architect employed as a salaried Architect/Officer by any Government/Government Agency, who is by reason of his/her office in a position to grant or influence the granting of any form of statutory or other approval, shall not undertake private work (notwithstanding any permission from his employing authority) unless his/her position and action in the matter can be shown to be free from any suspicion or suggestion of abuse.
- (b) An Architect shall have a proper regard for the professional obligations and qualifications of those from whom he/she receives or to whom he/she gives authority, responsibility or employment or with whom he/she is professionally associated. An Architect who employs architects shall define their conditions of employment, authority, responsibility and liability.

A.6 Improper Signing/Sealing of Drawings

- (a) An Architect shall not fix nor permit the fixing of his/her name, seal or stamp to any document or drawing that was not prepared by himself/herself or under his direction.
- (b) An Architect shall not fix nor permit the fixing of his/her name, seal or stamp to any document or drawing while he /she is not properly registered with the registrar at the time.

## **B. COMMISSIONS & REMUNERATION**

### **B.1 Obtaining Commission & Method of Remuneration**

- (a) An Architect shall be remunerated solely by the professional fees charged for the work entrusted to him/her.
- (b) An Architect shall render professional services to a client in accordance with the recognized method of remuneration and Conditions of Engagement of the **Barbados Institute of Architects (BIA)**, except in cases of an approved competition or works for charitable bodies, in which case prior approval of BIA shall be sought in writing.
- (c) An Architect shall not attempt to supplant another Architect by means of reduction of fees or other inducements. An Architect who is offering services as an independent consulting architect shall not revise a fee quotation to take account of the fee quoted by another Architect for the same service.
- (d) In order to influence or produce employment, an Architect shall not give or offer to any person any donation, rebate, discount, bonus, fee or commission which would, in effect, reduce the Architect's fee.
- (e) An Architect shall not attempt to obtain a commission by the submission of designs or provide any form of design service until he/she has been formally retained.
- (f) An Architect shall not provide professional services without a written agreement clearly defining the scope of his/her services and fees.
- (g) An Architect on being approached or instructed to proceed with work upon which he/she knows, or can ascertain by reasonable inquiry, that another Architect is or has been engaged by the same client shall notify the fact to such Architect by registered mail within seven (7) days, the receipt of which shall be acknowledged within seven (7) days. In the event of a response not being received within seven (7) days or if evidence is presented of a genuine dispute with the client then the facts may be presented to the ARB for direction.
- (h) An Architect should not compromise the quality or adequacy of the services to be provided in establishing remuneration.

### **B.2 Competitions: (Barbados only)**

- (a) An Architect shall not take part in an architectural competition which is not carried out in accordance with the BIA published guidelines for competitions, or such special conditions as may be subsequently approved by the ARB.
- (b) An Architect shall refrain from participation in, or immediately cease work on, a competition for which preliminary warning or instruction has been issued by the BIA or the ARB.
- (c) Architects asked to take part in a competition shall at once notify BIA, submitting particulars thereof.
- (d) No Architect may, except as a duly authorized competitor, attempt to obtain work for which an approved competition is in progress.
- (e) An Architect may not attempt to influence, directly or indirectly, the awards in any approved competition, except where he/she is a member of the jury appointed for such competition.

### **B.3 Acceptance Of Gifts Or Commissions:**

- (a) An Architect shall not accept any commissions, gifts, contribution or allowance, directly or indirectly, from contractors or other parties if these would reasonably appear to compromise the Architect's professional judgement or prevent the Architect from serving the best interests of his/her clients.

## **C. PUBLICITY**

### **C.1 Business Name:**

- (a) Architects' letterheads and other printed identification shall not mislead the public and may be subject to review by the ARB.

### **C.2 Office and Site Signs:**

- (a) An Architect may display his/her name or that of his/her firm at their place of business, provided that such name is not displayed ostentatiously. Lettering shall not exceed a height of 50mm.
- (b) An Architect may display a site sign not exceeding 305 x 1219mm. which shall state only the name, the address and the contact information of the Architect or of his/her firm and may be displayed only during the actual construction of the project up to practical completion.
- (c) An Architect may affix his/her name permanently in a discreet location to work for which he has been responsible, the lettering of which shall not exceed 25mm. in height.

### **C.3 Brochures:**

- (a) An Architect may prepare a written or audio-visual presentation or brochure for distribution to prospective clients, or a web page consisting of up to four pages, provided that the material consists solely of a description of the firm and personnel, factual outline of the activities of the firm, and illustrations and descriptions of selected work of the firm.

### **C.4 Advertisements in Press:**

- (a) An Architect may be permitted to advertise his/her name or services on a paid basis in the public press only in accordance with the following recommendations:
  - a1. A single advertisement where this is connected with the publicising of the completion of a particular building project with which the Architect or his/her firm has been involved. Such advertisement shall not exceed approximately four column inches in size, and shall contain only the name of the Architect or his/her firm, an indication of professional degrees and designations, business address and contact information.
  - a2. A modest notice dealing with the opening of a new practice, or any change of name, address, telephone number or the legitimate change of the make-up of a firm. Such notice shall be consistent in size and tone with the purpose of the notice.
  - a3. A suitably sized and phrased notice when seeking to hire persons for employment, or in the connection with a legitimate public notice such as calling for tenders.
  - a4. As part of a general listing authorised or sponsored by the ARB or BIA.
- (b) An Architect may allow his/her name, or that of his/her firm, to be used in connection with the publication or broadcast of legitimate news or professional reports.
- (c) An Architect shall not publish drawings of an indefinite or imaginary project unless it is clear that these are in no way intended as a means of obtaining a commission.
- (d) An Architect may allow his/her name or that of his/her firm to be listed as "patrons" in conjunction with affording financial support to educational, artistic or charitable organizations.

### **C.5 Product Endorsement:**

- (a) An Architect shall not give or permit any public endorsement of any building material or service by means of a statement to which his/her name is attached or with which his/her portrait is displayed.
- (b) The name of an Architect should only appear in a discreet manner in a product advertisement under a photograph of a building designed by that Architect and the Architect knowing of the intent of publication shall advise the advertiser accordingly of his/her approval, or otherwise.
- (c) An Architect shall not solicit or allow someone to solicit on his/her behalf, advertising for a publication promoting his/her work.



**D. GENERAL BEHAVIOUR:**

**D.1. Personal Behaviour:**

- (a) An Architect shall at all times conduct himself/herself in a manner befitting a Member of a learned and dignified profession.
- (b) An Architect shall report to ARB within 30 days if they are convicted of an indictable offence or sentenced to imprisonment in respect of any offence. Failure to make a prompt report may count against the Architect in the event of disciplinary proceedings.

**D.2 Public Comment:**

- (a) An Architect shall not injure falsely or maliciously, directly, or indirectly, the professional reputation of a fellow Architect or other person.

**D.3 Relationship With Other Architects:**

- (a) An Architect must not attempt to supplant another Architect by any means.
- (b) An Architect shall not copy or pass off the work of another Architect as his/her own and shall not claim authorship of the design of a project executed under a firm name other than his/her own, but he/she may identify his/her contribution to the project provided he/she acknowledges the author-firm by name.
- (c) An Architect shall not, without justification, refuse to provide to another Architect information of documents in his/her possession concerning a project in order to enable that other to continue or execute work relating thereto.
- (d) An Architect is required to notify the ARB of any alleged breach of this Code of which he/she has knowledge.

**D.4 Public Relations & Professional Involvement:**

- (a) An Architect should be willing to support the ARB in whatever way he/she may be best fitted so that its affairs are kept in good order and should assist and encourage other Architects so to do.
- (b) An Architect should endeavour to provide opportunities for continuing professional development of those entering the profession by assisting them to acquire a full understanding of the functions, duties and responsibilities of members of the profession.
- (c) An Architect should be willing to explain to the public at every opportunity the value and service of the Architect.
- (d) An Architect is not required but encouraged to support the development of Architecture in Barbados by joining the local professional association (BIA).

**D.5 Compliance With Regulations:**

- (a) An Architect must not be a party to any attempt to evade or circumvent or commit a breach of the provisions of the Architects Registration Act or regulations of the ARB.
- (b) An Architect shall respond within 30 days (or within such period as may be directed by ARB), to any letter received from the ARB relating to his/her professional conduct.
- (c) An Architect shall not refuse a request to appear before or to submit written documentation to Professional Conduct Committee of the Institute without proper justification.

**D.6 Disciplinary Proceedings**

- (a) The duty of investigating any alleged breach of this Code or other alleged unprofessional conduct shall be vested in the ARB and the Professional Conduct Committee of the ARB hereinafter referred to as "the Committee".
- (b) If the Committee considers that a matter requires investigating in pursuance of their duty aforesaid, particulars of the alleged breach of this Code or other alleged unprofessional conduct shall be sent in writing to the Architect concerned with a request for his/her observations.
- (c) The Committee shall not proceed with its investigation until the Architect's observations have been received and considered or a period of six weeks has elapsed without reply from the Architect.

- (d) Without prejudice to an Architect's rights or the Committee's duty, the Committee may invite the Architect concerned, or accept an offer from him/her, to discuss the matter with the Committee or with members or officers thereof. It may also invite the complainant or such other persons as it so wishes to discuss the matter with the Committee, or with members or officers thereof, and the complainant or any representative that he/she may choose.
- (e) The Committee shall not recommend any disciplinary action to the ARB without first notifying the Architect concerned of the recommendations proposed, with the reason or reasons therefore, and giving him the opportunity within a period of six weeks of such notification, to make written representations to the Committee or a sub-committee thereof in person or through any representative that he/she may choose.
- (f) When its investigation is completed and subject to the last preceding paragraph, the Committee shall report to the ARB on whether or not a breach of this Code or other unprofessional conduct had been proved.
- (g) In the event of the Committee reporting that no breach of this Code or other unprofessional conduct has been proved, such report shall be received by the ARB for information only and shall conclude the matter, subject only to the Architect and complainant concerned being notified in writing of the findings.
- (h) In the event of the Committee reporting that a breach of this Code or other unprofessional conduct has been proved, the Committee may recommend disciplinary action within the powers of the ARB as hereinafter set out.
- (i) If the ARB is satisfied on a report from the Committee that a breach of this Code or other unprofessional conduct has been proved the Council may:
  - 1) Warn the Architect as to his future conduct;
  - 2) Reprimand the Architect;
  - 3) Suspend the Architect's Licence to practise architecture in Barbados for such period as the ARB shall determine; or
  - 4) Terminate the Architect's ARB Licence (thus prohibiting him/her from any future registration to practise Architecture in Barbados) forthwith or from such date as the ARB shall specify; provided that the Council shall not decide to take more severe disciplinary action against the Architect than any recommended by the Committee without first notifying the Architect concerned of the proposed action and giving him/her a further opportunity to make representations or to appear before the ARB or the Committee in person or through any representative that he/she may choose.
- (j) The ARB decision shall be conveyed to the Architect and complainant concerned in writing and shall be final.
- (k) The ARB reserves the right, in the event of a finding that there has been a breach of this Code or other unprofessional conduct, to give such publicity thereto and to any disciplinary action taken thereon as it may see fit in the interest of both the ARB and the Public.

**END OF CODE**  
**BARBADOS ARCHITECTS REGISTRATION BOARD**

## **XVII.COMPLAINTS ON PROFESSIONAL MISCONDUCT OR OTHER INFORMATION**

The profession of Architecture operates by set of laws, rules, and regulations. While the Architect Registration Board employs a stringent evaluation process to help ensure that only qualified individuals are authorized to serve the people of Barbados, sometimes registered professionals do not meet the standards of conduct required of them. Professional misconduct includes any breach of the standards outlined in the A.R.B. *Code of Professional Conduct*. Any person who believes a registered architect has committed misconduct or know of someone who is not a registered architect that is practicing architecture should file a complaint. Complaints should be filed by writing a letter to the A.R.B. identifying the alleged act of misconduct and the name of the person that has committed it.

## **XVIII. DISCIPLINARY PROCEEDINGS IN CASES OF MISCONDUCT**

The procedure for Disciplinary proceedings shall be as follows:

- (a) Following the report of professional misconduct, the Registered Architect is informed of the complaint lodged against him/her. This will be done by a registered mail which also, shall invite him/her to present their formal response at one of the regularly scheduled A.R.B. meetings, as long as the invitation is served at least 21 days before the required meeting.
- (b) At the regularly scheduled meeting a quorum is required in order to conduct the investigation. Any member of the A.R.B. who might be prejudice in making a decision shall be excused from the proceedings. An Attorney assigned to the Board shall be invited to witness the proceedings and serves only as an advisor to the Board. The accused Architect is then required to present his response to the complaint. Members of the Board are then required to ask pertinent questions to assist their investigations.
- (c) After the investigation is completed the accused Architect is dismissed. The Board then consults with the Attorney and determine whether enough information is evident or whether further investigations are required in order to make a final decision. After completion of all the required investigations and under the guidance of the attorney, the Board then determines the action to be taken. This is done via a majority vote where the Chairman (or acting chairman) of the Board shall have an original and a casting vote. If substantial evidence of misconduct is found, an appropriate disciplinary action will be pursued. Outcomes range from a warning letter for the least serious misconduct to license revocation up to one year for the most serious. Fines up to \$5,000.00 for each instance of misconduct can also be imposed.

- (d) The accused architect is then informed of the Board's decision via a registered mail within 21 days after the proceedings.

Cases of illegal (unlicensed/unregistered) practice of architecture may be handled administratively by the ARB, or they may be referred after investigation to the Attorney General for criminal prosecution. Persons who file complaints are informed of the status and outcome of their cases. A person who is found guilty of illegal practice of architecture is liable: for a first offence, to a fine of \$10,000.00 or imprisonment for 2 years and for each subsequent offence, to a fine of \$25,000.00 or to imprisonment for 3 years.

The Board shall arrange for the publication of its decisions as required and under legal guidance.

## **XIX. APPEALS AGAINST DECISIONS MADE BY THE A.R.B.**

An appeal against any decision made by the Board, other than a decision with respect to the entitlement of a person to be registered under section 6 of the Architects Registration (Amendment) Act 2005-28, shall lie to a *Judge in Chambers*. Every appeal shall be made within such time and such form, and shall be heard in such manner, as may be prescribed by the rules of court. The Act provides for the establishment of an *Architects Registration Appeals Tribunal*, which is referred to as the Tribunal. The purpose of the Tribunal is to hear appeals in connection with the registration of architects pursuant to section 6 of the Act. Section 6 of the act makes provisions for the registration of persons who do not possess the stipulated education requirements. Such persons should have had before the 21<sup>st</sup> April, 2003, not less than 10 years experience in the practice of architecture and should have applied to the ARB for consideration before 8<sup>th</sup> December, 2006. Where the ARB determines that a person is not entitled to be registered as an architect pursuant to section 6 of the act, that person may appeal to the Tribunal.

**END OF GUIDE TO BECOMING A REGISTERED ARCHITECT IN BARBADOS**