



## Architect's Licensing Examination (ALE)

### **1. Introduction**

This Examination is concerned with assessing applied knowledge and skill in relation to professional conduct and competence to practice as an Architect.

- A graduate architect registered with PCATP shall acquire minimum of ONE year of professional experience to be eligible for Architect's Licensing Examination (ALE).
- A graduate architect registered with PCATP shall accumulate 2 credit points of CPD before applying for Architects Licensing Examination (ALE).

For assessment of competence, knowledge and skills of an applicant architect, PCATP shall arrange and hold an examination for the purpose. The ALE is an essential part of assessment for the title of PCATP Licensed Architect. Those who are successful in the ALE examination are eligible for registration under the Licensed Architect as per amended bye-law-2018.

The graduate Architects shall apply for PCATP registration after graduation. The Council shall enter the name of such graduate Architects in a register and shall be issued a registration number classified as (RA) Registered Architect. The Registered Architects shall be entitled to work in any PCATP registered architect or architectural firms / offices, government or semi government offices, construction companies, corporations, join academic institutions involved in research and teaching. He or she can pursue higher education and avail scholarships within or outside the country etc.

Those registered under this category shall not:

- (1) Indulge in independent practice; and sign submission/construction drawings.
- (2) Vote in any poll of the Members or in any election till such time they have passed the Architect's Licensing Examination (ALE) conducted by PCATP and entered as Licensed Architect.

### **2. Cut-off Date for enforcement of Architect's Licensing Examination (ALE)**

Reference to Islamabad High Court Order passed in WP 2990/2020:

"If the graduate after completion of Architectural degree has not registered himself/herself with the Council till the date of the judgment (March 08, 2021), He or She is required to go through the process referred in PCATP Bye-Law 78 (1-A) (Amended 2018)".

Bye-law 78 (1-A) is appended as below:

Any person possessing an architectural qualification from a PCATP accredited institution shall be eligible to apply to take the licensing examination after ONE year of practical experience"

- a. The candidate who clears PCATP examination shall be issued a License by PCATP to practice Architecture.
- b. Any person possessing an architectural / town planning qualification from a Foreign University / Institution not included in Second Schedule shall be eligible for registration as an Architect / Town Planner only if degree awarded by such institute is recognized / accredited by Accreditation Board of that country and subject to



fulfilling a minimum credit hours decided by the Board of Accreditation of the relevant discipline and on case to case basis. The foreign qualified candidates have to clear the PCATP Registration Examination.

### 3. **Eligibility**

1. Must be a graduate from PCATP accredited institution.
2. The following steps are to be followed:
  - a. Must be registered with PCATP.
  - b. Work under the direct supervision of a PCATP licensed Architect or a licensed Architectural firm, for a period of ONE year starting from registration with PCATP. (Ref: PEL Sheet)
  - c. The supervising Architect must have 5 years' experience after registration with PCATP.
  - d. Experience gained in any category of Architectural Firm will be acceptable to the Council.
  - e. Must provide documentary proof of acquiring 2 CPD points.

### 4. **Frequency of Architect's Licensing Examination (ALE)**

The ALE shall be held by PCATP twice a year.

### 5. **Process and Assessment**

The process of ALE will consist of the following;

Candidates will be required to make a documentary submission:

- A: Curriculum Vitae
- B: Evidence of 2 CPD points
- C: Professional Experience Log (PEL) Sheet (See Annexure-B)
  - Part-1: Professional Licensing Examination
  - Part-2: Interview

Interviews will be conducted only of the successful candidates for the written Professional Licensing Examination.

**Note:** For supervising the candidates in their offices Supervising Architect will acquire 2 CPD points per student over one year of certified supervision.

### 6. **Professional Experience Log (PEL)**

Candidates should have completed a minimum of 12 months' practical experience under the direct supervision of a PCATP Licensed Architect or PCATP Licensed Architectural Firm. The PEL Sheets will be filled on a monthly basis giving a summary of:

- i. Name of project
- ii. Nature of the project
- iii. Nature of work done supported by visual evidence
- iv. Status of work done (Participant or Observer)
- v. Quantum of work done (hours)
- vi. Name of Supervisor (with signatures)



**NOTE:**

- All Log Sheets will have to be signed by the candidate and verified, through signature, by the supervising architect. The log sheets will have to be accompanied by an annual summary.
- Any queries regarding the appropriateness and eligibility of experience should be directed to the PCATP Professional Development Board.
- The Logs must be submitted to PCATP on quarterly basis. (Every 3 months)

**7. Professional Licensing Examination**

The Professional Licensing Examination will test and evaluate the candidate's understanding of various aspects of Professional Practice Work. (See Annexure-A for the Scope of ALE)

**8. Interview**

The interview will take place after successful passing of written examination.

**9. How much does it cost?**

The fees to attempt ALE from 2022 and onwards is as follows:

Registration Fee for ALE is **PKR 5,000/-** (non-refundable). A candidate can make two (02) attempts within a period of one year by paying the requisite fee. Whereas, PCATP reserves the right to change the above-mentioned fees.

**10. How to apply?**

To apply please complete the PCATP-ALE Application Form (See Annexure – C) and submit duly completed form to the Council at mailing address mentioned on the form under an intimation to Registrar at [registrar@pcatp.org.pk](mailto:registrar@pcatp.org.pk) & [mail@pcatp.org.pk](mailto:mail@pcatp.org.pk)

**11. Attempts for Architect's Licensing Examination (ALE)**

There is no limit on the number of attempts that an applicant can make but any unsuccessful attempt will be followed by a gap of at least six (6) months during which the applicant is expected to hone his/her skills further.

**12. PCATP ALE Scope of Evaluation**

As defined in Annexure – A



## Annexure – A

### ALE Scope and Criteria of Evaluation

To be able to convey grasp of professional abilities, the candidate is expected to show a keen awareness of the construction industry and methods, management skills, professional aptitude and integrity. Communications skills (verbal, written as well as graphical) are critical. The scope and criteria of evaluation detailed below will provide a greater insight into what the evaluators are looking for.

#### **Professionalism**

PCATP has certain codes of professional conduct and expects its members to abide by the same. Apart from the basic necessity of professional competence, the candidate must show tendency to carry themselves with ethical, moral, financial integrity. The candidate is expected to have adequate ability to ensure effective communication, time management and self- management; show ability of autonomous working while making no compromise on professional standards of output. They must be keenly aware of their responsibility to the society in general, must be fully aware of limitations on their capacities, resources and experiences to ensure they do not enter situations beyond their control and grasp and, hence, keep themselves and the profession safe from disrepute.

#### **Communication Skills**

A candidate must be able to communicate the basics of interpersonal and business communication, effectively and with greater awareness and skill in both personal and business environments. *Communication is effective where there are no barriers to communication. The message should be clear and complete. The communication should always be consistent with the objectives, policies and programs of the enterprise.* Employers often identify “good communication skills” as a requirement in job descriptions. In fact, employers consistently list communication skills in their most highly desired skill sets in new and existing employees.

#### **Practice and Management**

A candidate must be able to communicate the basic understanding of management of an independent architectural practice and the relationship between the industry and the practice. The Candidate must show evidence of familiarity with resource management, administration, work load prioritizing, professional networking, legal business entities, taxation regimes, etc.

#### **Legal Framework and Processes**

The candidate must demonstrate significant awareness of the legal context in which the architect is expected to operate. To ensure that the ability of compliance is there and all the relevant legal requirements and standards are followed.

#### **Delivery of Services**

A candidate should be able to demonstrate an understanding of the range and nature services that an architect as well as the team usually under him/her is expected to provide and how these services are expected to be provided while maintaining and safeguarding the contractual and legal rights of the owner and other stake



holders. Evidence of the ability of the architect to deliver the required services in a timely and competent manner individually as well as a member of the design team is essential. All these aspects need to be backed up by a comprehension of relevant legislation, fee issues, remuneration of the rest of design team, their specific contracts etc.

### **Building Procurement**

The candidate must demonstrate a familiarity and understanding of construction procedures, rules and regulations, relevant procurement activities and responsibilities of types of personnel involved in the construction process. The candidate must show the potential and skill necessary to effectively plan various tasks of project execution, to communicate with the team with clarity and position of technical and legal soundness and have adequate knowledge to resolve routine construction related issues, claims and disputes. Knowledge of basics of contract administration and job-related responsibilities of various stake holders is important.

### **Details of Syllabus for Architect's Licensing Examination (ALE)**

Architect's Licensing Examination (ALE) shall cover the following components:

#### **i. Professionalism**

- (1) Professional regulatory structures and their implications
- (2) PCATP Code of ethics and professional obligation of architects
- (3) Memberships of Professional Institutions, their importance, responsibilities and expectations
- (4) Types of practices, their registrations and legal requirements
- (5) Different type of clients; individuals to companies, corporations and Governments
- (6) Management of relationship with different types of clients
- (7) Continuing professional development

#### **ii. Communication Skills**

- (1) Understanding the basic English
- (2) Principles of effective communication
- (3) Business messages

#### **iii. Practice and Management**

- (1) Marketing, fee calculation, bidding, negotiation and contract terms
- (2) Building bye laws, building approval process
- (3) Quality control and office administration
- (4) Human resource management

#### **iv. Delivery of Services**

- (1) PCATP Conditions of Architects' appointment
- (2) Responsibility of coordination between various design inputs



## PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS (ORDINANCE IX of 1983)

- (3) Billing, Verification, Invoicing
- (4) Intellectual property rights and copyright law
- (5) Professional indemnity including insurance, professional licensing, third party insurance requirements

### v. **Building Procurement**

- (1) Procurement systems and approvals
- (2) Procurement tendering systems, governmental procurement procedures
- (3) Compliance with specifications
- (4) Contingency preparations, quality certifications sampling



Annexure – B

**PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS  
PROFESSIONAL EXPERIENCE LOG (PEL) SHEET  
FOR ARCHITECT' S LICENSING EXAMINATION**

**GENERAL INFORMATION**

<b>APPLICANT DATA</b>	
Name of Applicant Architect	
PCATP Registration No.	
Period of Experience	
Institute of B. Arch. Studies	
Postal Address:	
Email	
Cell	
Landline	

<b>SUPERVISING ARCHITECT DATA</b>	
Name of Supervising Architect	
PCATP Registration No.	
Registration Year	
Firm Name	
Firm's PCATP Registration No.	
Firm Postal Address	
Email	
Cell	
Landline	
<b>Comments of Supervising Architect</b>	
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.....	
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-
<b>Signature of Applicant Architect</b>
Name: .....
.....

-
<b>Signature of Supervising Architect</b>
Name: .....
.....



**PROJECT(S) INFORMATION**

PROFESSIONAL EXPERIENCE LOG    /	
Name of Project	
Nature of Project	
Status of Work Done	
Quantum of Work done	
Name of Supervisor	

PROFESSIONAL EXPERIENCE LOG    /	
Name of Project	
Nature of Project	
Status of Work Done	
Quantum of Work done	
Name of Supervisor	

PROFESSIONAL EXPERIENCE LOG    /	
Name of Project	
Nature of Project	
Status of Work Done	
Quantum of Work done	
Name of Supervisor	

*(Use Additional Sheets where required)*



**PCATP- ARCHITECTS LICENSING EXAMINATION**

**Application Form**

**(Use Block Letters to Fill the Application Form)**

<p><b>Please apply to: The Registrar</b> Pakistan Council of Architects and Town Planners Office No. 7-12, First Floor, Usman Center, D-12 Markaz, Islamabad Tel: +92-51-2706668</p>	<p>Paste One Passport Size Photograph with White Background</p>
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**Section – I Personal Details**

Full Name			
Father's Name			
Nationality		CNIC no.	
PCATP Reg. No			

**Section – II Contact Details**

Residential Address	
Office Address	
Email Address	
Cellular Number	

**Section – III Academic Details**

Name of Institution	
Year of Passing	

**Section – IV Details of the Present Employment**

Name of Employer	
Address of Employer	
Duration	
Position Title	
Name of Supervising Architect	
PCATP Registration No.	



**Section – V Other Details**

Professional Memberships (if any)	
Special Skills	
Training / Awards / Certificate	
Freelance Work Details	
Evidence of CPD Points	

**Instructions:**

The Application Form should be filled in neat and legible writing preferably typed and ensure to attach following documents with the Application Form:

- a. CV
- b. Copy of CNIC
- c. Two latest passport size photographs – one should be pasted on the form and one spare should be stapled to the form.
- d. Letter of Employment
- e. Evidence of CPD Points
- f. Professional Experience Log Sheet
- g. Submit Declaration on Non-Judicial Stamp Paper (proforma enclosed)
- h. Registration and Application Form processing fee of **Rs. 5,000/- (Rupees five thousand only)**, can be paid at any of the mentioned PCATP Bank Accounts using conventional or online banking services.

	MEEZAN BANK, ISLAMABAD	UBL, KARACHI
<b>Account Title</b>	Pakistan Council of Architects & Town Planners	
<b>Account Number</b>	0104582807	0149-010-140-10
<b>Branch Code</b>	0333	0149
<b>IBAN No.</b>	PK42MEZN0003330104582807	PK24UNIL0112014901014010
<b>NTN No.</b>	3123405-4	

**OR**

Submit a **Bank Draft or Pay Order** along with Application Form in favor of  
**PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS**  
(Please ensure not to use short form i.e. PCATP)

- i. You are required to e-mail the receipt of the payment made at [mail@pcatp.org.pk](mailto:mail@pcatp.org.pk) and submit the hardcopy of same (in original) to below mentioned Council address:

**The Registrar**

Usman Center, 1st Floor, Office No. 7 – 12,  
D-12 Markaz, Islamabad.  
Phone: 051-2706668



**DECLARATION**  
**(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER)**

I (full name) s/d/w/ of (Father/Husband Name) having CNIC no. xxxx-xxxxxx-x do hereby solemnly declare that the particulars given on the Application Form (PCATP- ARCHITECTS LICENSING EXAMINATION) are true and correct to the best of my knowledge. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.

I also declare that if any information provided by me is found false/misleading, my candidature may be rejected at any point of time.

I further solemnly declare that result announced by Pakistan Council of Architects and Town Planners (PCATP) shall be final and acceptable to me.

I understand and accept that the result announced by PCATP cannot be challenged at any forum or Court of Law.

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Date: DD/MM/YYYY

Applicant's Signature

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For Office Use Only

Date of Receiving: DD/MM/YYYY

Signature and Stamp (PCATP)

Admit Card/ Roll No: