Candidates applying for APE Parts 1, 2 and 3 must ensure that the documents submitted with the application comply with the format and order outlined below:

Document 1: **SUBMITTED AS ONE DOCUMENT IN PDF**

1. **Logbook** PDF generated via the AACA online Logbook Portal including:
   - APE Competency Summary with photo ID in portrait format (page 1)
     Note:
     (1) Do not upload an image of your passport with photo page

   - Non-Project Hours (page 2)
   - List of Projects and Experience Allocation (page 3)
   - Performance Criteria Summary (page 4)
   - Detailed project pages (from page 5 onwards)

2. **Statement of Practical Experience (SoPE)** including:
   - One-page summary Curriculum Vitae (CV). Your CV is not included in the 2000-3000-word count

     Notes:
     (1) Your submission will be rejected if your CV is more than 1 page.
     (2) You cannot use the term Graduate of Architecture/Architectural Graduate/Student of Architecture or Architectural Designer to describe your employment role in your CV or Statement of Practical Experience. Acceptable titles are architectural technician/architectural assistant/architectural drafter
     (3) Do not include a cover sheet with your CV
     (4) Do not include a headshot on your CV

   - 2000–3000-word detailed description of at least 2 projects cross-referenced to the NSCA 2021 Performance Criteria

     Notes:
     (1) Your submission will be rejected if your detailed description of projects exceeds 3000 words.
     (2) Do not include photographs in your Statement of Practical Experience

   Every project in your SoPE must be verified by an appropriate person
   Where experience has been gained in an architectural firm under architect supervision, every verification must state:

   "*I confirm the candidate's description of the project and the candidate's involvemen*t".

   The verification statement must also include the relevant supervising architect's full name, relevant State/Territory architect registration number and signature.

   Where experience has been gained under the supervision of an individual who is not a registered architect in Australia, such as work in an allied field, work overseas, or independent work, every verification must state "I confirm the candidate's description of the project and the candidate's involvement" and include the supervisors', other professionals', or clients' names, relevant professional credentials, signature and contact details.
   Clients should only be relied on for verification as a last resort.

   If you are unable to obtain a verification from your supervising architect, other supervisor, other professional, or client, you must still provide the name and contact details of that person together with an explanation as to why the verification could not be obtained.

3. **APE Performance Criteria Report**
   This document can be downloaded from the AACA website and completed for the projects included in your SoPE. (This is not included in the 2000–3000-word count for your SoPE)

4. **References** if required (for allied industry employees, overseas employment and sole practitioners)
   If you are logging experience gained not as an employee of an architectural firm under the supervision of an architect, you must include references from two employers. At least one reference should be from a referee within your current workplace. References should note the projects where the referee worked with you, and your *applied level role* in those projects.

   If you are logging experience gained while self-employed, you must include references from 2 professionals within the construction industry that you have worked closely with, such as a structural engineer, builder, or other consultant or (as a last resort) the client.

   References should note the projects where the referee worked with you and your *applied level role* in those projects.

Document 2: SUBMITTED AS ONE DOCUMENT IN PDF

1. **A copy of your MArch Degree Testamur** or letter/certificate of completion of an alternative pathway.

   You must ensure that the full face of the testamur or letter of completion of an alternative pathway is submitted and the academic qualification must be specifically mentioned in the NSW Statutory Declaration. Alternatively, you may provide a copy of the degree testamur or letter of completion of an alternative pathway that is certified by a Justice of the Peace.

2. **Evidence of your legal name.**
   You must lodge your application in your legal name and provide evidence of that legal name (eg. Drivers Licence or Birth Certificate – 100 points of ID is not required)

3. **Evidence of change of name, if relevant.**
   If your academic qualification or letter of completion of an alternative pathway no longer reflects your legal name, you must provide evidence of your name change such as a Marriage Certificate or Change of Name Certificate issued by the Register of Births, Deaths and Marriages. The Certificate of Name Change must be specifically mentioned in the NSW Statutory Declaration. Alternatively, you may provide a copy of the certificate that has been certified by a Justice of the Peace.

4. Current NSW Statutory Declaration signed by a Justice of the Peace, Notary Public or Legal Practitioner that declares that the documents are true and correct records of your architectural experience and qualification.

   Notes:
   (1) You must submit a NSW Statutory Declaration (eighth or ninth schedule) which must be signed by a Justice of the Peace, Notary Public or Legal Practitioner.
       No-one else can sign a NSW Statutory Declaration.
   (2) Your submission will be rejected if you rely on a Commonwealth Statutory Declaration.
   (3) Do not use the Statutory Declarations on the AACA website – these are Commonwealth Statutory Declarations and refer to other assessment pathways eg Experienced Practitioner/Locally Experienced Practitioner

APE Submissions that do not comply with the format and order of Documents 1 and 2 as outlined above will be rejected