

Step 1: Join the ACHA Candidate Program (required)



Who can join:

- Candidates must be involved in healthcare architecture and have or be working towards a US architectural license or an NCARB recognized reciprocal license.

How to join:

- Create a Candidate account on the ACHA website.
- Pay the \$25 annual candidate fee.



Step 2: Meet Eligibility Requirements



- Licensure: Must hold an architect license for at least 3 consecutive years.
- Minimum 6,000 hours of healthcare architecture work in the last 5 years.
- Up to 2,000 pre-licensure hours may count.
- Eligible for 5 consecutive years for completion of exam and portfolio submission.



Step 3: Apply for Certification



- Submit an online application via the ACHA certification portal.
- Pay the \$400 application fee (non-refundable)
- Obtain appeal
- Eligible to complete the Examination and/or Portfolio/Exhibit Submission in any order.



Step 4 and 5



Pass Examination

- Pass a multiple-choice test measuring knowledge and skills in healthcare architecture.

Annual Exam Schedule:

- Application deadline: April
- Exam window: June
- Portfolio Review: Quarterly

Portfolio/Exhibit Submission & Approval

- Requirements: Letters of recommendation, and healthcare project documentation by portfolio.
- ACHA Certification Committee approves your submission.



Step 6: Approved for Certification

