

## BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS

### Architect Information Sheet

All applicants must meet the current eligibility requirements at the time the completed application package is received at the Board office. Completed application packages must include all required documentation, references, verifications, and fees. All forms must be legible. It is the applicant's responsibility to ensure the Virginia Board receives the completed package.

#### EXAMINATION ON BOARD REGULATIONS & STATUTES

Applicants for licensure or certification are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* prior to applying for licensure or certification. Pursuant to Regulation 18VAC10-20-85, all applicants for licensure or certification must achieve a passing score on a Board-supplied examination pertaining to the Board's regulations and relevant statutes. After your application is received in the Board office, you will be sent an examination, which you are required to complete and return to the Board office for scoring; you will be notified if you do not achieve a passing score on this examination.

#### REQUIRED DOCUMENTATION

##### Examination Applicants \*

- ➔ a completed *Architect License Application* and fee;
- ➔ three current *Architect Reference Forms* (less than one year old) completed by licensed architects (in a jurisdiction or territory of the United States or a province of Canada) – references must have known the applicant for at least one year; and
- ➔ verification of a NAAB-accredited professional degree.
- ➔ And if otherwise qualified, proof of enrollment or completion in the NCARB-IDP pursuant to 18VAC10-20-140.A. of the Board's regulations
- \* *Individuals applying subsequent to enrollment in, but prior to completion of the NCARB-IDP, will be required to submit a NCARB-IDP Record, showing completion of NCARB-IDP in accordance with regulation 18VAC10-20-120 prior to a license being issued.*
- \* *Individuals applying for re-examination must meet the provisions contained in 18VAC10-20-140.I of the Board's regulations.*

*Note: Applicants who have previously passed any portion of the exam in another jurisdiction must contact that Board to request those scores be forwarded to the Virginia Board.*

**Comity Applicants with a NCARB Certificate Record** (for those who have been licensed in another state, jurisdiction, possession or territory of the United States, or a province of Canada)

- ➔ a completed *Architect License Application* and fee;
- ➔ three current *Architect Reference Forms* (less than one year old) completed by licensed architects (in a state, jurisdiction or territory of the United States or a province of Canada) – references must have known the applicant for at least one year; and
- ➔ a NCARB Certificate Record that includes verification of current licensure in another state, jurisdiction, possession or territory of the United States, or a province of Canada.

**Comity Applicants without a NCARB Certificate Record** (for those who have been licensed in another state, jurisdiction, possession or territory of the United States, or a province of Canada)

- ➔ a completed *Architect License Application* and fee;
- ➔ three current *Architect Reference Forms* (less than one year old) completed by licensed architects (in a jurisdiction or territory of the United States or a province of Canada) – references must have known the applicant for at least one year;
- ➔ completed *Experience Verification Forms* or *Client Verification Forms* to document all required experience;
- ➔ a completed *Degree Verification Form*; and
- ➔ a completed *Verification of Examination and Licensure Form* to verify a passing grade on a nationally-recognized examination which leads to licensure as an architect.

*Applicants applying for licensure by comity without a NCARB Certificate Record must meet the eligibility requirements in effect in Virginia at the time of their original licensure in another jurisdiction. If the applicant does*

not meet the Virginia requirements that were in effect at the time of original licensure, the applicant shall be required to meet the Virginia entry requirements current at the time the completed application for comity is received in the Board office.

**Reinstatement Applicants** (for those whose license expired 5 or more years ago)

- ➔ a completed *Architect License Application* and reinstatement fee;
- ➔ three current *Architect Reference Forms* (less than one year old) completed by licensed architects (in a jurisdiction or territory of the United States, or a province of Canada) – references must have known the applicant for at least one year; and
- ➔ completed *Experience Verification Forms* or *Client Verification Forms* to document experience from the date of expiration of the license to the present.

**EDUCATION for Non-NCARB Applicants**

An *Architect Degree Verification Form* is required for all applicants who hold a NAAAB-accredited professional degree in architecture. All other education must be verified with an **original** official school transcript. Only degrees or credits that an applicant wants to receive credit for should be submitted.

**EXPERIENCE for Non-NCARB Applicants**

All experience must be verified on either an *Architect Experience Verification Form* or *Architect Client Experience Verification Form*. Any experience verified on forms other than those provided by the Department of Professional and Occupational Regulation will not be considered. Resumes and attachments are not acceptable. A verification of experience is required for each engagement, including self-employment that a licensed architect employed in the firm or a primary client can verify. An *Architect Client Experience Form* is available for comity and reinstatement applicants verifying periods of self-employment. **A minimum of three *Architect Client Experience Verification Forms* must be submitted for each period of self-employment.** Applicants cannot verify their own experience. No credit is allowed for non-verified experience.

**REFERENCES**

All applicants are required to submit references on the *Architect Reference Form* from three licensed architects who have known the applicant for at least one year. Persons verifying experience are not eligible to serve as a reference.

**LICENSE AND EXAMINATION VERIFICATION**

Applicants for licensure by comity must meet the Virginia eligibility requirements in effect at the time of their original licensure in another jurisdiction or possess a NCARB certificate. If the applicant does not meet those requirements or possess a NCARB certificate, the applicant shall be required to meet the entry requirements current at the time the completed application for comity is received by the Board office. A *Verification of Architect Examination and Licensure Form* is available for the verification of out-of-state exams and licenses. It is the applicant's responsibility to ensure that the Virginia Board receives the verification along with other supporting documents as noted in these instructions.

**TOEFLiBT** (formerly known as TOEFL & TSE)

Applicants for licensure must be able to speak and write English to the satisfaction of the Board. Applicants from a non-English speaking country or a country where the primary language is not English, who have not graduated from a college or university in which English is the language of instruction, shall submit to the Board a TOEFLiBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. Score reports shall not be over two years old at the time of application.

**EXAMINATION**

Additional information concerning the examination is available from:  
National Council of Architectural Registration Boards  
1801 K Street, NW, Suite 700-K  
Washington, DC 20006  
Telephone: (202) 783-6500  
Web Site: [www.ncarb.org](http://www.ncarb.org)

Commonwealth of Virginia  
 Department of Professional and Occupational Regulation  
 9960 Mayland Drive, Suite 400  
 Richmond, VA 23233  
 (804) 367-8506 or 367-8512  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)



**Board for Architects, Professional Engineers, Land Surveyors,  
 Certified Interior Designers and Landscape Architects  
 ARCHITECT LICENSE APPLICATION**

**A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card insert available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> must be mailed with your application package.  
 APPLICATION FEES ARE NOT REFUNDABLE.**

All applicants are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* available at [www.dpor.virginia.gov](http://www.dpor.virginia.gov) prior to applying for licensure.

Select the **one** method by which you are applying for a Virginia Architect License.

Method of Licensure	Trans	Fee	X
By examination	1005	\$75.00	<input type="checkbox"/>
Is this the first time you have applied in Virginia to take the exam? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Are you applying with a NCARB-IDP Council Record Yes <input type="checkbox"/> No <input type="checkbox"/>			
By comity	1021	\$75.00	<input type="checkbox"/>
Are you applying with a NCARB Certificate Record Yes <input type="checkbox"/> No <input type="checkbox"/>			
Reinstatement of VA Architect License Number 0401 that expired 5 or more years ago	4020	\$305.00	<input type="checkbox"/>

1. Have you ever held a Virginia Architect License?

No

Yes \*  VA Architect License No. 0401 Expiration Date \_\_\_\_\_

\* If yes and your license expired more than 6 months ago, but less than 5 years ago, you are required to **reinstate** your Virginia Architect License by completing an *Architect License Reinstatement Application*. DO NOT COMPLETE THIS LICENSE APPLICATION.

\* If yes and your license expired 5 or more years ago, you are required to re-apply for licensure on this application and pay a reinstatement fee of \$305.

2. Name \_\_\_\_\_

Last First Middle Generation

3. Social Security Number or Virginia DMV Control Number \*    -   -

4. Date of Birth \_\_\_\_\_

5. Address (PO Box not accepted) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip Code

➔ If you are using your business address, please include business name, full street address and any floor or suite numbers.

6. E-mail Address \_\_\_\_\_

7. Contact Numbers Primary Telephone \_\_\_\_\_ Ext \_\_\_\_\_  
 Alternate Telephone \_\_\_\_\_ Ext \_\_\_\_\_  
 Facsimile \_\_\_\_\_

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
						<b>0401</b>	

8. Education. Attach an *Architect Degree Verification Form* for your first professional degree in architecture where the degree program has been accredited by NAAB no later than 2 years after graduation. Those applicants submitting their NCARB Certificate Record or a NCARB-IDP Council Record are not required to submit the *Architect Degree Verification Form*.

	Institution	Degree BS, BA...	Major	MM/YY Completed
Bachelor of Architecture				
Bachelors				
Master of Architecture				
Masters				
Ph.D.				

9. Are you applying to **reinstate** your license?

No

Yes  If yes, skip to question #12.

10. Are you applying through comity?

No

Yes  If yes, complete all parts of this question, then skip to question #12.

Are you applying with a NCARB Certificate?

Yes  If yes, your NCARB Certificate Record must be submitted directly to the Board office. Three *Architect Reference Forms* documenting your competence and integrity to engage in the practice of architecture must accompany your completed application.

No  If no, you must submit the following documentation with your application.

1. *Architect Experience Verification Form(s)* or *Architect Client Experience Form(s)* documenting the required experience/training of a minimum of three years or more, depending on your education;
2. Three *Architect Reference Form(s)* documenting your competence and integrity to engage in the practice of architecture; and
3. *Verification of Examination and Licensure Forms* from each jurisdiction in which you passed an architect examination and currently hold an Architect License, Certification or Registration.

➔ If you were initially licensed after January 1, 2001, proof of completion of the NCARB-IDP is required.

Enter **all** your current Architect Licenses, Certifications and Registrations in the following table. If you hold more than 3 licenses, attach a separate sheet of paper listing the information requested in the table.

State/Jurisdiction	Did you pass a written exam?	License, Certification or Registration No.	Expire Date
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		

11. Have you completed the National Council of Architectural Registration Boards' Intern Development Program (NCARB-IDP)?

No  Initial applicants **MUST** be enrolled in NCARB-IDP and provide verification of enrollment from NCARB. Applications for re-examination must meet the provisions contained in 18VAC10-20-140.I

Yes  If yes, the following documentation must accompany your completed application:

1. A copy of your NCARB-IDP Council Record;
2. *Architect Experience Verification Form(s)* documenting the required minimum of 3 years of experience/training (if not already included in your NCARB-IDP Council Record) in accordance with 18VAC10-20-120.A through C; and
3. Three *Architect Reference Forms* documenting your competence and integrity to engage in the practice of architecture.

12. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No

Yes  If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

13. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No

Yes  If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

14. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving my Architect License. I certify that I understand and have complied with all the laws of Virginia related to architects under the provisions of Title 54.1, Chapter 4 of the *Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

## ARCHITECTURAL REVIEW SUMMARY SHEET

Applicant's Name	Review No.
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APPLICANT'S USE				BOARD USE				
EDUCATION	COLLEGES & UNIVERSITIES	YEARS ATTENDED	DEGREE	CATEGORY	CREDITS		COMMENTS	
					EDU	TRAINING		
				TOTAL				
TRAINING	LIST EMPLOYERS	FULL TIME	PART TIME	CATEGORY	CREDITS		COMMENTS	
					EDU	TRAINING		
				TOTAL				
BOARD MEMBER	ACTION			INITIALS	DATE	COMMENTS		
	REINSTATE/EXAM/LICENSE	APPROVE	INCOMPLETE					

Comments