

**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 package 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 prior to the established deadline.

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. Once the application is received by the Board office, the examination will be forwarded to the applicant and must be completed and returned for scoring. Applicants will only be notified if they did **not** achieve a passing score on this examination.

REQUIREMENTS FOR LICENSURE

➤ **Applying by Examination***

(The exam eligibility period is approved for 3 years.)

- submit a completed *Architect License Application*, application fee; and
- three *Architect Reference Forms* (less than one year old) completed by licensed Architect who has known the applicant for at least one year, and who has been associated with the applicant within the last 5 years;

* **Applying to become Re-eligibility for Examination**

If an applicant's original exam eligibility period has expired, the applicant may reapply using this application. The original eligibility period must be expired (for **less than 6 months**) and the applicant must have taken at least one examination during the previous eligibility period. If the applicant does not meet these requirements, they are required to resubmit new references with this application, along with a new application fee.

➤ **Applying by Comity 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)

- submit a completed *Architect License Application*, application fee; and
- a NCARB Certificate Record that includes verification of current licensure in another state, jurisdiction, territory of the United States, or a province of Canada.

➤ **Applying by Comity 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)

- submit a completed *Architect License Application*, application fee;
- three *Architect Reference Form* (less than one year old) completed by licensed Architects who have known the applicant for at least one year, and who has been associated with the applicant within the last 5 years;
- a completed *Experience Verification Form* or *Client Verification Form* (at a minimum, three client forms are required) 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.

★ *Applicant applying for licensure by comity without an 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's office.*

► Applying to Reinstate a license

(for those whose license expired five or more years ago)

- a completed *Architect License Application*, reinstatement fee;
 - documentation showing successful completion of 16 hours of continuing education completed in the last 2 years;
 - three *Architect Reference Form** (less than one year old) completed by a licensed Architect who have known the applicant for at least one year, and who has been associated with the applicant within the last 5 years; and
 - completed *Experience Verification Form* or *Client Verification Form** (three client forms are required) to document experience from the **date of expiration** of the license to the **present**.
- * An NCARB certificate record may be submitted in lieu of references and experience.

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. 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 for Non-NCARB Applicants and Exam Applicants

All applicants are required to submit three references on the *Architect Reference Form* from a licensed architect who has known the applicant for at least one year and who has been associated with the applicant within the last 5 years. 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 an NCARB certificate. If the applicant does not meet those requirements or possess an 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. A score of 20 or better is required in each exam category. Score reports shall not be more than two years old at the time of application.

EXAMINATION

Additional information concerning the examination is available at:

National Council of Architectural Registration Boards

1401 H Street, NW, Suite 500

Washington, DC 20005

Telephone: (202) 783-6500

Website: www.ncarb.org



**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](#) 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 prior to applying for licensure.

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

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

1. Have you ever held a **Virginia Architect License**?

No

Yes If yes, provide the license number and expiration date below

VA License Number

0	4	0	1						
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 Expiration Date _____

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

For an Architect license that **expired 5 or more years ago**, you are required to complete this application and pay the reinstatement fee of \$305.00.

2. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

 Last (required) First (required) Middle Generation

3. Provide at least one of the following identification numbers*:

Social Security Number and/or

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Virginia DMV Control Number

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➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

* 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.

4. Date of Birth _____
 MM/DD/YYYY

5. Maiden or Former Name(s) _____

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
				0401		

6. Mailing Address (PO Box accepted) _____
 The mailing address will be printed on the license. _____

City _____ State _____ Zip Code _____

7. Street Address (PO Box not accepted) Check here if Street Address is the same as the Mailing Address listed above.
PHYSICAL ADDRESS REQUIRED _____

City _____ State _____ Zip Code _____

⇒ If you are using your business address, include business name, full street address and any floor or suite number.

8. Contact Numbers _____
 Primary Telephone _____ Alternate Telephone _____

9. Email Address _____
 Email address is considered a public record and will be disclosed upon request from a third party.

10. Are you re-applying for exam eligibility?
 No
 Yes If yes, review the requirements below and then skip to question #15.

Requirements for re-applying for exam eligibility:
*The original eligibility period must be expired (for **less than 6 months**) and the applicant must have taken at least one examination during the previous eligibility period. If the applicant does not meet these requirements, they are required to **resubmit new references with this application.***

11. Are you applying to **reinstate** a license? (Reinstating a Virginia license that has **expired 5 or more years ago.**)
 No
 Yes If yes, provide the following and then skip to question #15:

1) Training certificates or other documentation showing successful completion of 16 hours of CE requirements; 2) three *Architect Reference Forms** documenting your competence and integrity to engage in the practice of architecture; and 3) *Architect Experience Verification Form(s)* or *Architect Client Experience Form** (three client forms are required) documenting the required experience from the time of expiration to the present.

* An NCARB certificate record may be submitted in lieu of references and experience.

➤ The board will evaluate the application and all supporting documents to determine if the applicant remains **qualified** to be a regulant of the board.
 Skip to question #15.

12. **EDUCATION** - Complete the following table for your educational experience:

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

13. Are you applying through comity?

- No If no, skip to question #14.
 Yes If yes, complete the following questions and then skip to question #15:

A. Are you applying with a National Council of Architectural Registration Board (NCARB) Certificate?

No If no, provide the following documents:

1. *Architect Experience Verification Form(s)* or *Architect Client Experience Form(s)* documenting the required training/experience of a minimum of three years or more, depending on your education;
2. Three *Architect Reference Forms* documenting competence and integrity to engage in the practice of architecture;
3. An *Architect Degree Verification Form* is required for all applicants who hold an NAAB-accredited professional degree in architecture. All other education must be verified with an **original** official school transcript; and
4. *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 or AXP is required.

Yes If yes, your NCARB Certificate Record must be transmitted directly to the Board office.

B. List all current **Architect** Licenses, Certifications and Registrations you hold in another state, jurisdiction, possession or territory of the United States, or a province of Canada: (Then skip to question #15.)

State/Jurisdiction	Did you pass a written exam?	License, Certification or Registration Number	Expiration 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"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

14. Have you enrolled in the NCARB's Architectural Experience Program (NCARB-AXP)?

No If no, initial applicants **MUST** be enrolled in NCARB-AXP and provide verification of enrollment prior to examination approval. You do **not** qualify for the examination at this time.

Yes If yes, provide the following:

1. Request that your eligibility information be transmitted to the Board through the NCARB "My Examination" portal; and
2. Three *Architect Reference Forms* documenting competence and integrity to engage in the practice of architecture.

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

- No
 Yes If yes, complete the [Disciplinary Action Reporting Form](#).

16. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? *Any plea of nolo contendere shall be considered a conviction.*

- No
 Yes If yes, complete the [Criminal Conviction Reporting Form](#).

B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor**? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

17. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession 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 _____