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 NAAB-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
Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8506
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 prior to applying for licensure.

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

<table>
<thead>
<tr>
<th>Method of Licensure</th>
<th>Trans</th>
<th>Fee</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>By examination</td>
<td>1005</td>
<td>$75.00</td>
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<tr>
<td>Are this the first time you have applied in Virginia to take the exam?</td>
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<tr>
<td>Yes ☐ No ☐</td>
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<tr>
<td>Are you applying with a NCARB-IDP Council Record</td>
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<td>Yes ☐ No ☐</td>
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<tr>
<td>By comity</td>
<td>1021</td>
<td>$75.00</td>
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<tr>
<td>Are you applying with a NCARB Certificate Record</td>
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<tr>
<td>Yes ☐ No ☐</td>
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<tr>
<td>Reinstatement of VA Architect License Number 0401 that expired 5 or more years ago</td>
<td>4020</td>
<td>$305.00</td>
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</tbody>
</table>

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 reinstatement 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
   Alternate Telephone
   Facsimile

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<tr>
<th>FOR OFFICE USE ONLY</th>
<th>DATE</th>
<th>FEE</th>
<th>TRANS CODE</th>
<th>ENTITY #</th>
<th>APPLICATION #</th>
<th>FILE# / LICENSE #</th>
<th>ISSUE DATE</th>
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<tbody>
<tr>
<td></td>
<td>0401</td>
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</table>
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.*

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Major</th>
<th>MM/YY Completed</th>
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</thead>
<tbody>
<tr>
<td>Bachelor of Architecture</td>
<td>BS, BA...</td>
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<tr>
<td>Bachelors</td>
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<td>Master of Architecture</td>
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<td>Masters</td>
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<td>Ph.D.</td>
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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 minimum of three years of experience/training, 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 have 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.

<table>
<thead>
<tr>
<th>State/Jurisdiction</th>
<th>Did you pass a written exam?</th>
<th>License, Certification or Registration No.</th>
<th>Expire Date</th>
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<tr>
<td></td>
<td>YES ☐ NO ☐</td>
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<td>YES ☐ NO ☐</td>
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<td>YES ☐ NO ☐</td>
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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
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

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<tr>
<th>APPLICANT'S USE</th>
<th>BOARD USE</th>
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<tr>
<td>Colleges &amp; Universities</td>
<td>Years Attended</td>
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<td>Education</td>
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Comments