

**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 prior to the established deadline. Submission of applications just prior to the deadline date may result in late notification of eligibility to sit for the scheduled examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

**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 - references must have known the applicant for at least one year;
- verification of NAAB-accredited professional degree; and
- If otherwise qualified, proof of enrollment or completion of 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 an 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 an 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;
- an NCARB Certificate Record that includes verification of current licensure in another state, jurisdiction, territory of the United States, or a province of Canada.

**Comity Applicants without an 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;
- 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 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.

#### Reinstatement Applicants (for those whose license expired five 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 - 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 an 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.

#### 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. 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

1801 K Street, NW, Suite 700-K

Washington, DC 20006

Telephone: (202) 783-6500

Website: [www.ncarb.org](http://www.ncarb.org)



**PRELIMINARY - PENDING APPROVAL**

**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](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	<input checked="" type="checkbox"/>
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 an NCARB-IDP Council Record?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
By Comity	1021	\$75.00	<input type="checkbox"/>
Are you applying with an NCARB Certificate Record?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reinstatement of VA Architect License Number that expired 5 or more years ago	4020	\$305.00	<input type="checkbox"/>

1. Have you ever held a Virginia Architect License?

No

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

VA License Number           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. 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

-   -

Virginia DMV Control Number

➤ 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

**PRELIMINARY - PENDING APPROVAL**

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

5. Mailing Address (PO Box accepted) \_\_\_\_\_  
 The mailing address will be printed on the license. \_\_\_\_\_  
 City State Zip Code

6. Street Address (PO Box not accepted) \_\_\_\_\_  
 PHYSICAL ADDRESS REQUIRED \_\_\_\_\_  
 City State Zip Code

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

7. Contact Numbers \_\_\_\_\_  
 Primary Telephone Alternate Telephone Fax

8. Email Address \_\_\_\_\_  
 Email address is considered a public record and will be disclosed upon request from a third party.

9. 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 two years after graduation. Those applicants submitting their NCARB Certificate Record or an 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.				

10. Are you applying to reinstate your license?  
 No   
 Yes  If yes, skip to question #13.

11. Are you applying through comity?  
 No   
 Yes  If yes, complete all parts of this question, then skip to question #13.

Are you applying with an 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 Forms 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.

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"/>		

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

12. Have you completed the National Council of Architectural Registration Boards' Intern Development Program (NCARB-IDP)?
- No  Initial applications MUST be enrolled in NCARB-IDP and provide verification of enrollment from NCARB. Applications for re-examination must meet the provisions contained in 18VAC-10-20-140.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 three 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.
13. 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](#).
14. 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 a misdemeanor in the last 10 years? Any plea of nolo contendere shall be considered a conviction.
- No
- Yes  If yes, complete the [Criminal Conviction Reporting Form](#).
15. 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 \_\_\_\_\_

ARCHITECTURAL REVIEW SUMMARY SHEET

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

Comments: