

**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
ARCHITECT INFORMATION SHEET**

Completed application packages must include all required documentation and fees. All additional information accompanying the certification application must be identified with the applicant's name. It is the applicant's responsibility to ensure that the Virginia Board receives the completed package.

Completed application packages must include all required documentation and fees and can be faxed to **(877) 340-9616** or mailed to:

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233

For credit card payments complete a [Credit Card Payment Form](#).

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.)
 - *Architect License Application*, application **fee**; and
 - Re-eligibility for **Examination**
To become exam-eligible again, 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.
- Applying by **Experience**
(for those who have a minimum of 10 years of qualifying work experience, education experience, or a combination of work and education experience)
 - *Architect License Application*, application **fee**; and
 - *Experience Verification Form* to document all required experience ;
 - *Degree Verification Form* or official transcript to document education experience ;
- Applying by **Endorsement 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)
 - *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 **Endorsement 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)

- Architect License Application, application **fee**;
- Experience Verification Form or Client Experience Verification Form to document all required experience ;
- Degree Verification Form; or Official Transcript and
- 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 endorsement 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 endorsement is received in the Board's office.

► Applying to **Reinstate a license**

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

- Architect License Application, reinstatement **fee**;
- Documentation showing successful completion of 16 hours of continuing education completed in the last 2 years; and
- Experience Verification Form or Client Experience Verification Form★ to document experience from the **date of expiration** of the license to the **present**.
 - ★ An NCARB certificate record may be submitted in lieu of experience.

EDUCATION & EXPERIENCE

Applicants must submit a Degree Verification Form or official transcripts for all education for which credit is sought. Applicants holding a NAAB-accredited professional degree in architecture are required to submit an Architect Degree Verification Form. All other education must be verified with an **original** official school transcript. Applicants who have earned an international degree must have their degree authenticated and evaluated by an education evaluation service if credit is sought. The Board reserves the right to reject any evaluation submitted by an applicant.

All work experience must be verified on an Architect Experience Verification Form or an Architect Client Experience Verification Form. Resumes or attachments are not acceptable. An Architect Client Experience Verification Form is available for 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.

Work experience must be gained under the supervision of a licensed architect and must include: architectural programming, site and environmental analysis, schematic design, construction cost analysis, code research, design development, construction documents, specifications and materials research, document checking and coordination, bidding procedures, construction administration, and project management.

For purposes of 18VAC10-20-105, "education experience" means credit awarded toward the alternative education requirement in subdivision B3 based on completed education, and "work experience" means credit awarded toward the alternative requirement in subdivision B3 based on completed work under the direct supervision of a licensed architect.

Applicants qualifying under the Alternative Education and Experience Pathway must have a minimum of 10 years of qualifying work experience, education experience, or a combination of work and education experience as provided in 18VAC10-20-105.

Applicants qualifying under the Alternative Education and Experience Pathway may combine education and work experience according to the table below:

| Education | Minimum Years of Work Experience Required |
|--|---|
| Architecture Baccalaureate Degree, to include Architectural Design | 6 years |
| Baccalaureate Degree in a Related Discipline, to include engineering, interior design, landscape architecture, and building construction | 7 years |
| Non-related Baccalaureate Degree | 8 years |
| Associate's Degree | 9 years |
| No Degree | 10 years |

*Methods in the table may not be combined if the lower-level degree was used as academic credit toward a higher-level degree.

*Applicants for original licensure must successfully complete the NCARB-administered Architectural Experience Program (AXP), which fulfills the experience requirement set forth in 18VAC10-20-35, in addition to any qualifying education or work experience.

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 *Client Experience Verification Form* is available for endorsement 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.

LICENSE AND EXAMINATION VERIFICATION

Applicants for licensure by endorsement 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 endorsement 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.

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

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.*

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; and 2) Architect Experience Verification Form(s) or Client Experience Verification Forms* documenting the required experience from the time of expiration to the present.

★ An NCARB certificate record may be submitted in lieu of 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** - Which of the following education/experience requirements have you met in order to qualify for the Architect License? Select only one.

NAAB Pathway
Holds a professional degree in architecture from a NAAB-accredited program. The program must be accredited no later than two years after graduation.

➤ **Required documentation:** Attached a completed Architect Degree Verification Form and official transcript.

Non-NAAB Pathway
Holds a degree in architecture or related field not accredited by NAAB, evaluated for equivalency to a NAAB-accredited professional degree in architecture. The board reserves the right to reject any evaluation submitted. *

➤ **Required documentation:** Official transcript and NCARB education evaluation report.

Architecture Baccalaureate Degree
Graduate of a baccalaureate degree in architecture, to include architectural design, **and** a minimum of 6 years of qualifying work experience.

➤ **Required documentation:** Official transcript and Architect Experience Verification Form(s).

Baccalaureate Degree in a Related Discipline

Graduate of a baccalaureate degree in a related discipline, including engineering, interior design, landscape architecture, or building construction, **and** a minimum of 7 years of qualifying work experience.

➤ **Required documentation:** *Official transcript and Architect Experience Verification Form(s).*

Non-related Baccalaureate Degree

Graduate of a non-related baccalaureate degree, **and** a minimum of 8 years of qualifying work experience.

➤ **Required documentation:** *Official transcript and Architect Experience Verification Form(s).*

Associate's Degree

Graduate of an associate's degree, **and** a minimum of 9 years of qualifying work experience.

➤ **Required documentation:** *Official transcript and Architect Experience Verification Form(s).*

Experience

Minimum of 10 years of qualifying work experience.

➤ **Required documentation:** *Architect Experience Verification Form(s).*

ALL EXPERIENCE MUST BE VERIFIED ON AN ARCHITECT EXPERIENCE VERIFICATION FORM AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.

13. Are you applying through **endorsement**?

No If no, proceed to question #14.

Yes If yes, complete the following questions (A & B) 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 Client Experience Verification Form(s) documenting the required training/experience of a minimum of three years or more, depending on your education;
2. 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
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 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"/> | | |

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:
Request that your eligibility information be transmitted to the Board through the NCARB "My Examination" portal.
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**?
- 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 non-marijuana **misdemeanor**?
- 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 _____