

**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 **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; and
  - *Degree Verification Form*; or Official Transcript.

➤ 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.

➤ 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.

## 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. An *Architect Client Experience 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.

## 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](http://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)  
**PHYSICAL ADDRESS REQUIRED**

Check here if Street Address is the same as the Mailing Address listed above.

\_\_\_\_\_

\_\_\_\_\_

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** - 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 **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 \_\_\_\_\_