

**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.

**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
- 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;
- 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. If the applicant does not meet these requirements, they are required to resubmit new references with this application, along with the 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)

- *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)

- *Architect License Application*, application **fee**;
- Three *Architect Reference Forms* (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;
- *Experience Verification Form* or *Client 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 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)

- 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 has known the applicant for at least one year, and who has been associated with the applicant within the last 5 years; and
  - Experience Verification Form or Client 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 references and 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 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 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.

### **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.

### **TOEFL iBT**

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 TOEFL iBT (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](http://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: <https://www.dpor.virginia.gov/Boards/APELS> 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"/>	<b>By Examination</b>	1005	\$185.00
	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"/>	<b>By Comity</b>	1021	\$185.00
	Are you applying with an NCARB Certificate Record? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<input type="checkbox"/>	<b>Reinstatement of VA Architect License that expired 5 or more years ago</b>	4020	\$375.00

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

No

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

VA License Number           Expiration Date \_\_\_\_\_

- ❖ If the license **expired more than 6 months ago, but less than 5 years**, you are required to **reinstate** the Virginia Architect License by completing an *Architect License Reinstatement Application*. **DO NOT COMPLETE THIS LICENSE APPLICATION.**
- ❖ For an Architect license that **expired 5 years or more**, you are required to complete this application and pay the reinstatement fee.

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

5. Maiden or Former Name(s) \_\_\_\_\_

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

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. 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 Forms\* 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, 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 *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**?

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 \_\_\_\_\_