



STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION
Architectural Licensing Board
Telephone: (860) 713-6000

INSTRUCTIONS

FOR APPLICATION FOR ARCHITECT'S LICENSE BY WAIVER OF EXAMINATION

Methods by which licensure can be obtained by waiver of examination:

- 1.) Architects currently registered or licensed in another State applying with a *National Council of Architectural Registration Boards (NCARB) Certificate Record*. (See below for details.)
- 2.) Architects **currently** registered or licensed in another State presenting evidence satisfactory to the Board that such State has registration requirements substantially equal to the licensure requirements of the State of Connecticut and that they have been practicing in such other State for a period of ***at least ten continuous years***. This application procedure is also referred to as "**Direct Endorsement**". (See below for details.)

• **Applying with an NCARB Certificate Record**: Contact the *National Council of Architectural Registration Boards* and request a *Certificate Record (In Support of Application for State Registration)* be sent to the State of Connecticut Architectural Licensing Board.

Complete the "*Application for Architect's License*" and mail along with a check in the amount of \$100.00, payable to "*Treasurer, State of Connecticut*", to the address indicated on the form or apply online at: www.ct.gov/dcp

• **Applying by Direct Endorsement (Approved Experience)**: Mail the "*Architect's Certification from State of Licensure (Used a Basis for Direct Endorsement)*", Form (CPAR-02), to the state your using as basis for direct endorsement and request that it be completed and mailed directly to Connecticut.

In addition, mail the "*NCARB Examination Scores Reporting Form*" to the State(s) where you first applied and taken your *Architect Registration Examination* (as a candidate of that State). Request that it be completed and mailed directly to the Connecticut Architectural Licensing Board.

Complete the "*Application for Architect's License*" and mail along with a check in the amount of \$100.00, payable to "*Treasurer, State of Connecticut*", to the address indicated on the form or apply online at: www.ct.gov/dcp



FOR APPLICATION FOR ARCHITECT'S LICENSE BY WRITTEN EXAMINATION

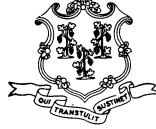
● **Applying by Written Exam:** Complete the "Application for Architect's License" and mail along with a check in the amount of \$72.00, payable to "Treasurer, State of Connecticut", to the address indicated on the form or apply online at: www.ct.gov/dcp

Requirements for admission:

1. Hold a National Architectural Accrediting board ("NAAB") accredited degree or have satisfied N.C.A.R.B.'s education requirements as specified in the N.C.A.R.B. education standard, as presently in effect.
2. Have satisfied the N.C.A.R.B. Architectural Experience Program (A.X.P.) training requirements, as presently in effect.
3. Any individual wishing to be admitted to the examination and does not have an *National Architectural Accrediting Board* accredited degree may apply to the Board for a determination of his/her eligibility for admission to the examination. The Board may allow such individual to be admitted to the examination if the Board determines that circumstances exist that warrant said individual's admission to that examination and the individual is determined, by the Board, to possess sufficient credentials in the areas of education, experience and training.

The Board requires that these applicants present their credentials to them, as a part of their application, in the form of a "Council Record With Application For Jurisdiction Registration Without Council Certification". This document shall contain all the applicant's work experience documented in the N.C.A.R.B.'s current AXP format. In addition, any education accrued shall be formally evaluated by NCARB (or other party as authorized by the N.C.A.R.B.) and records of this evaluation be included with this document.

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
LICENSE SERVICES DIVISION
450 Columbus Blvd, Ste 801
Hartford, CT 06103
Email: dcp.occupationalprofessional@ct.gov



APPLY ONLINE

For your convenience, we allow credit card payments.
Start yours at: www.ct.gov/dcp/apply

APPLICATION FOR ARCHITECT'S LICENSE

INSTRUCTIONS:

All spaces must be completed - please print in ink or type. When filing this application, it **must be accompanied by a check or money order for the appropriate fee. Fees are noted in the Instructions document and listed below.** Make checks payable to: "Treasurer, State of Connecticut". Applications and accompanying fees should be mailed to:
Dept. of Consumer Protection, License Services Division, 450 Columbus Blvd, Ste 801, Hartford, CT 06103

Application fees are non-refundable.

Application fees for license:

- By Written Examination: \$72.00
- By Waiver of Examination: \$100.00

PRIMARY EMAIL ADDRESS

Please list the primary email address to be used for all communication regarding this document, such as approval, rejection, and renewal notification:

Personal Information

Applicant's name:	
Residence address (Street, City, State & Zip)	
Business name:	Business telephone (w/ Area Code)
Business address (Street, City, State & Zip)	
Check preferred address for mailing: Business [] Residence []	Residence telephone (w/ Area Code)
Date of birth:	Social security number**:
<p>Have you been convicted of a felony crime? Yes [] No [] If yes, please attached a notarized statement indicating the type(s) of crime(s) for which you were convicted, the date(s) and court(s) where the convictions occurred and a description of the circumstances.</p> <p>Have you ever been previously licensed as an architect in Connecticut? Yes []* No []</p> <p>If Yes: License Number _____</p> <p>*If you have been previously licensed in Connecticut, contact dcp.occupationalprofessional@ct.gov for further instructions.</p>	

** The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to C.G.S. §17b-137a. If you choose not to disclose your Social Security Number your application can not be processed.

Method Of licensure

<p>I hereby apply for licensure as an architect by the following method: (Please check the appropriate box below)</p>	
<p><input type="checkbox"/> By Written Examination</p>	<p>Must: hold NAAB accredited degree; have satisfied NCARB's education requirements; satisfied NCARB Architectural Experience Program training requirements; OR apply to the the Licensure Board for determination - see Application Instructions</p>
<p><input type="checkbox"/> By Waiver of Examination with NCARB Certificate Record*</p>	<p>NCARB file number: _____ State of original licensure as an architect: _____ license number: _____</p>
<p><input type="checkbox"/> By Waiver of Examination - Direct Endorsement*</p>	<p>Has the applicant been licensed as an architect for at least 10 years? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>**For applicants currently or previously licensed in other states: Have you ever had an architect license refused, suspended, revoked or had a complaint filed against you in any State?? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, attach a statement providing the state(s) and the details regarding the type of action taken or nature of complaint.</p>	

PERSONAL AFFIDAVIT

The undersigned being duly sworn, upon his oath deposes and says that all information contained in this application to the best of his/her knowledge and belief are true and made in good faith.

<p>Signature of Applicant</p>
<p>Date</p>