

Direct Applicants - License by Credentials prior to January 1, 1998: Applicants applying for License by Credentials directly from their base state, in addition to filing the attached application and fee must furnish the Board with the following:

1. **Letter of Certification**, sent directly from you base state to this office, stating how your license was obtained, by what examination and the grades received. This letter of Certification is made at the request of the applicant to his/her base state of license.
2. **College Transcripts** sent directly from the college(s) to this office. This again is at the request of the applicant.
- 3.. **Work References** from three architects who are personally acquainted with your professional abilities. The person seeking to practice architecture must provide a list of the names and addresses on the application and the Board will forward the work reference form to the individuals to be completed and returned to the Board.

NCARB Applicants - License by Credentials after January 1, 1998: Applicants must be certified by the National Council of Architectural Registration Boards (NCARB), in addition to filing the attached application and fee. Please contact NCARB and have your file (Blue Cover Record) forwarded directly to this office, if you have not already done so.

All foreign architectural degree holders and non-**NAAB**-accredited degree holders, prior to filing their application, are advised to forward their college transcripts for evaluation to:

The National Architectural Accrediting Board, Inc.
1735 New York Avenue, N.W.
Washington, DC 20006
Tel:(202) 783-2007
Fax:(202) 783-2822
email: info@naab.org
<http://www.naab.org>

Should you meet the above requirements, please complete and return the attached application with your check or money order in the amount of \$75.00, payable to the New Jersey State Board of Architects. **Please note that your application will not be accepted without the required \$75.00 application fee.**

Please be advised that false information, if proven at any time, may subject applicant to revocation of license. If there are any questions, do not hesitate contacting this office.

Very Truly Yours,
NJ STATE BOARD OF ARCHITECTS

Beverly A. Rankin
Management Assistant

Attachments

Attach a clear, full-face passport-style photograph (2"x 2") of your head and shoulders, taken within the past six months.

A photograph is required with each application.

Do not use staples to attach the photograph.



New Jersey Office of the Attorney General

Division of Consumer Affairs
New Jersey State Board of Architects
124 Halsey Street, 3rd Floor, P.O. Box 45001
Newark, New Jersey 07101
(973) 504-6385

FOR OFFICE USE ONLY

Application number:

Application for Registration as an Architect

Date: _____

A nonrefundable Architect Registration Examination application filing fee of \$50 in the form of a check or money order made out to the State of New Jersey, must be submitted with this application. (Applicants should understand that if the application filing fee is paid with a personal check, and the check is returned by the bank due to insufficient funds, the next step in the licensure or certification process will be delayed until the fee is paid.) If you are registered as a licensed architect in another state or jurisdiction, and you are now seeking **licensure by credentials in New Jersey, you must submit with this application a nonrefundable application filing fee of \$75.**

The Board maintains, as part of its responsibilities, a record of your home address, business address and mailing address. You may choose which of these addresses will be considered as your "address of record." If you do not indicate (by putting a check in the appropriate box) which address should be used as your address of record, your mailing address will be considered to be your address of record. A post office box may be used as your address of record, but only if you provide another address which includes a street, city, state and ZIP code.

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

Please print clearly. You must answer all of the questions on this application.

Personal Information

Date of birth: _____
Month Day Year

Place of birth: _____
City State

1. Name Mr. Mrs. _____ (_____)
 Ms. Last name First name Middle initial Maiden name

2. Address Home: _____
Street or P.O. Box City State ZIP code County

Telephone number (include area code) E-mail address

Business: _____
Name of company Telephone number (include area code)

Street City State ZIP code County

Mailing: _____
Street or P.O. Box City State ZIP code County

3. Social Security Number

You **must** disclose your Social Security number for the reasons stated below. Failure to do so may result in a denial of licensure or certification or license or certificate renewal.

*Social Security Number: _____ - _____ - _____

*Pursuant to N.J.S.A. 54:50-24 et seq. of the New Jersey taxation law, N.J.S.A. 2A:17-56.44e of the New Jersey Child Support Enforcement Law, Section 1128E(b)(2)A of the Social Security Act and 45 C.F.R. 60.7, 60.8 and 60.9, the Board is required to obtain your Social Security number. Pursuant to these authorities, the Board is also obligated to provide your Social Security number to:

- a. the Director of Taxation to assist in the administration and enforcement of any tax law, including for the purpose of reviewing compliance with State tax law and updating and correcting tax records;
- b. the Probation Division or any other agency responsible for child support enforcement, upon request; and
- c. the National Practitioner Data Bank and the H.I.P. Data Bank, when reporting adverse actions relating to health care professionals.

4. Citizenship / Immigration Status

Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. citizens or qualified aliens. To comply with this federal law, check the appropriate box below which indicates your citizenship/immigration status. If you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the office of U.S. Citizenship and Immigration Services (USCIS).

- U.S. citizen
- Alien lawfully admitted for permanent residence in U.S.
- Other immigration status

Questions about your immigration status and whether or not it is a qualifying status under federal law should be directed to the USCIS at: 1-800-375-5283.

5. Student Loan

Are you in default in regard to any student loan obligation(s)? Yes No

If “Yes,” you must obtain documentary evidence that you have reached an arrangement with the bank or with the entity that issued your student loan, for the eventual payment of the loan. You will not be able to obtain a license or certificate unless you provide the required documents concerning the plan for payment of your student loan.

6. Child Support

Please certify, under penalty of perjury, the following:

- a. Do you currently have a child-support obligation? Yes No
 - (1) If “Yes,” are you in arrears in payment of said obligation? Yes No
 - (2) If “Yes,” does the arrearage match or exceed the total amount payable for the past six months? Yes No
- b. Have you failed to provide any court-ordered health insurance coverage during the past six months? Yes No
- c. Have you failed to respond to a subpoena relating to either a paternity or child-support proceeding? Yes No
- d. Are you the subject of a child-support-related arrest warrant? Yes No

In accordance with N.J.S.A. 2A:17-56.44d, an answer of “Yes” to any of the questions a(1) through d will result in a denial of licensure or certification. Furthermore, any false certification of the above may subject you to a penalty, including, but not limited to, immediate revocation or suspension of your licensure or certification.

Applicant's name (please print)

Applicant's signature

Date

7. Medical Conditions Questions

Questions a through f pertain to medical conditions and use of chemical substances. Please read the definitions carefully. Your responses will be treated confidentially and retained separately. Please be aware that you have the right to elect not to answer those portions of the following questions which inquire as to the illegal use of controlled dangerous substances or activity if you have reasonable cause to believe that answering may expose you to the possibility of criminal prosecution. In that event, you may assert the Fifth Amendment privilege against self-incrimination. Any claim of Fifth Amendment privilege must be made in good faith. If you choose to assert the Fifth Amendment, you must do so in writing. You must fully respond to all other questions on the application. Your application for licensure or certification will be processed if you claim the Fifth Amendment privilege against self-incrimination. You should be aware, however, that you may later be directed by the Attorney General to answer a question that you have refused to answer on the basis of the Fifth Amendment, provided that the Attorney General first grants you immunity afforded by statutory law. (N.J.S.A. 45:1-20.)

“Ability to practice as an architect” is to be construed to include all of the following:

- a. The cognitive capacity to exercise the reasonable judgments of an architect and to learn and keep abreast of professional developments; and
- b. The ability to communicate those judgments and related information to clients and other interested parties, with or without the use of aids or devices, such as voice amplifiers; and
- c. The physical capability to perform the duties of an architect, with or without the use of aids or devices, such as corrective lenses or hearing aids.

“Medical Condition” includes physiological, mental or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional or mental illness, specific learning disabilities, H.I.V. disease, tuberculosis, drug addiction and alcoholism.

“Chemical substance” is to be construed to include alcohol, drugs or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber’s direction, as well as those used illegally.

“Currently” does not mean on the day of, or even in the weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one’s functioning as a licensee, or within the previous two years.

“Illegal use of controlled dangerous substance” means the use of a controlled dangerous substance obtained illegally (e.g. heroin or cocaine) as well as the use of controlled dangerous substances which are not obtained pursuant to a valid prescription or not taken in accordance with the directions of a licensed health care practitioner.

- a. Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? Yes No
- b. Are the limitations or impairments caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program**? Yes No Not applicable
- c. Are the limitations or impairments caused by your medical condition reduced or ameliorated because of the field of practice, the setting or manner in which you have chosen to practice? Yes No Not applicable
- d. Does your use of chemical substance(s) in any way impair or limit your ability to practice your profession with reasonable skill and safety? Yes No Not applicable
- e. Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism or voyeurism? Yes No
- f. Are you currently engaged in the illegal use of controlled dangerous substances? (Recall that “currently” is defined as “within the last two years.”) Yes No

If you answered “Yes” to question f, are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not engaging in the illegal use of controlled dangerous substances? Yes No

** If you receive such ongoing treatment or participate in such a monitoring program, the Board will make an individualized assessment of the nature, the severity and the duration of the risks associated with an ongoing medical condition so as to determine whether an unrestricted license or certificate should be issued, whether conditions should be imposed or whether you are not eligible for licensure or certification.

8. Have you ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trial intervention (P.T.I.); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly persons offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction? (Parking or speeding violations need not be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be.) Yes No
9. Have you ever been convicted of any crime or offense under any circumstances? This includes, but is not limited to, a plea of guilty, non vult, nolo contendere, no contest, or a finding of guilt by a judge or jury. Yes No

If "Yes," provide a copy of the judgment of conviction and the release from parole or probation. Please provide a complete explanation. (Attach additional sheets of paper to this application.)

10. Do you currently hold, or have you ever held, a professional license or certificate of **any** kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

If "Yes," for each license or certificate held, provide the date(s) held and the number(s). If the license or certificate was issued under a different name, please provide that name. _____

		Last name	First name	Middle initial
_____	Type of license or certificate	_____	Number	_____
_____	Type of license or certificate	_____	Number	_____
_____	Type of license or certificate	_____	Number	_____
_____	Type of license or certificate	_____	Number	_____

11. Have you ever been disciplined or denied a professional license or certificate of any kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No
12. Have you ever had a professional license or certificate of any type suspended, revoked or surrendered in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No
13. Has any action (including the assessment of fines or other penalties) ever been taken against your professional practice by any agency or certification board in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No
14. Have you ever been named as a defendant in any litigation related to the practice of architecture or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No
15. Are you aware of any investigation pending against a professional license or certificate issued to you by a professional board in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No
16. Are there any criminal charges now pending against you in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No
17. Have you ever been sanctioned by or is any action pending before any employer, association, society, or other professional group related to the practice of architecture or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

If the answer to any of the above questions, numbers 11 through 17, is "Yes," provide a complete explanation of the circumstances leading to the action, and any supporting documentation, on separate sheets of paper.

I hereby apply for registration and licensure to practice architecture by the following method:

- Written Licensing Examination
- Licensure by credentials: N.C.A.R.B. Certificate No. _____ State or jurisdiction _____ Registration No. _____
- Licensure by credentials: N.C.A.R.B. Record File No. _____ State or jurisdiction _____ Registration No. _____
- Licensure by credentials: Directly through original jurisdiction State or jurisdiction _____ Registration No. _____

- If you have previously applied to another state or jurisdiction for examination or licensure, and have not completed the process for any reason, identify the state or jurisdiction: _____ Application date: _____.
- If your application was rejected, please attach an explanation to this application.

C. Practical Experience

Provide the employer's full name and the firm's complete and current address. Identify the business or profession. Name your immediate supervisor and provide his or her title and license number. Begin with your most recent experience, including military and other occupations.**	Dates of employment		Total time employed		Check Appropriate Experiences											
	Month and Year	*Part Time	Full Time	Programming Research	Schematic Design	Design Development	Contract Drawings	Specifications and Cost Estimating	Contract Administration	Office Administration	Structural Design	Mech./Elec. Design	Interior, Landscape and Urban Planning	Teaching in Arch. School	Other Experiences	
	From	Years	Years													
	To	Months	Months													
	From	Years	Years													
	To	Months	Months													
	From	Years	Years													
	To	Months	Months													
	From	Years	Years													
	To	Months	Months													
	From	Years	Years													
	To	Months	Months													
	From	Years	Years													
	To	Months	Months													
	From	Years	Years													
	To	Months	Months													
	From	Years	Years													
	To	Months	Months													

* If part-time work is noted, indicate the average number of hours worked per week.

** If "other" kinds of work are noted, describe them on a separate sheet of paper.

D. Public and Community Service

E. Architect References

Name three architects who are personally acquainted with your professional abilities. Please provide a complete address for every architect listed.

Name			
Street address	City	State	ZIP code

Name			
Street address	City	State	ZIP code

Name			
Street address	City	State	ZIP code

F. Professional Status

- Individual practitioner
- Corporation director
- General partner
- Employee
- Limited partner or associate
- Professional service corporation

Firm name	Years (From - To)	
City	State	ZIP code

If you previously have been a principal in an architectural firm, complete the following:

Firm name	Years (From - To)	
City	State	ZIP code

Firm name	Years (From - To)	
City	State	ZIP code

AFFIDAVIT

This affidavit is to be executed by the applicant before a notary public:

State of: _____ }
County of: _____ } ss.

I, _____, in making this application to the New Jersey State Board of Architects for licensure or certification under the provisions of Title 45 of the General Statutes of New Jersey and the Rules of the New Jersey State Board of Architects, swear (or affirm) that I am the applicant and that all information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny licensure or certification or to withhold renewal of or suspend or revoke a license or certificate issued by the Board.

I further swear (or affirm) that I have read N.J.S.A. 45:3-1 et seq., together with the Rules and Regulations of the New Jersey State Board of Architects, N.J.A.C. 13:27-1.1 et seq., and fully understand that in receiving licensure or certification from the Board, I bind myself to be governed by them.

Furthermore, I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications for licensure or certification. I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, state, federal or foreign) to release any information, files or records requested by the Board.

Signature of applicant

Sworn and subscribed to before me this _____
day of _____, _____
Month Year

Name of Notary Public (please print)

Signature of Notary Public

Affix Seal Here

For office use only:

Qualifications:	Recommendations:	Board Action:	
<input type="checkbox"/> Education	<input type="checkbox"/> Interview	<input type="checkbox"/> Interview	Date _____
<input type="checkbox"/> Experience	<input type="checkbox"/> Admit Exam	<input type="checkbox"/> Withhold/Deny	Date _____
<input type="checkbox"/> Examination	<input type="checkbox"/> Certify	<input type="checkbox"/> Certify	Date _____

Certificate or License No. _____ Granted _____