



## **New Jersey Office of the Attorney General**

Division of Consumer Affairs  
New Jersey State Board of Architects  
124 Halsey Street, 3<sup>rd</sup> floor, P.O. Box 45001  
Newark NJ 07102



**CHRIS CHRISTIE**  
*Governor*

**JEFFREY S. CHIESA**  
*Attorney General*

**KIM GUADAGNO**  
*Lt. Governor*

**ERIC T. KANEFSKY**  
*Acting Director*

Mailing Address:  
P.O. Box 45001  
Newark, NJ 07101  
(973) 504-6385

### **“LICENSURE BY CREDENTIALS”**

Dear Applicant:

Please be advised that your file must contain the following documents before the Board's approval regarding “Licensure by Credentials” in the State of New Jersey.

Pursuant to N.J.S.A. 45:3-5 and N.J.A.C. 13:27-4.5, applicants who received their original license (from their base state) may be granted registration if they hold, subsequent to July 1, 1987, a **Bachelor's or Master's degree in Architecture from a National Architectural Accreditation Board (NAAB), accredited school or its equivalent.**

In addition to the degree requirement, all applicants for licensure in the State of New Jersey must document passing the Architectural Registration Examination (ARE), or a combination of exams, equivalent to the A.R.E. Licensure based on an oral interview or a foreign registration is unacceptable.

Applicants who obtained their licenses after January 1, 1998, must complete the Intern Development Program (IDP) training criteria and value units as administered by “**National Council of Architectural Registration Boards**” (NCARB) Applicants for registration shall present evidence of successful completion of IDP as administered by NCARB.

1801 K Street, NW, Suite 1100  
Washington, DC 20006-1310  
Telephone: 202/783-6500  
Fax: 202/783-3481  
[www.ncarb.org](http://www.ncarb.org)

**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](mailto: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 Division is precluded by law from disclosing to the public the place of residence of licensees or applicants, without their consent. You are, however, required to provide an address that may be released to the public in our directories or in response to other requests (by putting a check in the appropriate box). If you provide your place of residence as your public address of record, we will assume that you have consented to have that address be disclosed. If you do not consent to the disclosure of your place of residence, you should provide an address of record other than your place of residence that may be released to the public. One of your addresses must include 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. 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
8. 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.)

9. 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	_____

10. 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
11. 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
12. 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
13. 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
14. 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
15. 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
16. 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 7 through 16, 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



**For office use only:**

<b>Qualifications:</b>	<b>Recommendations:</b>	<b>Board Action:</b>	
<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 \_\_\_\_\_