

**#13362, (eff 4-6-22)**

**Readopt with amendments Arch 301.01, effective 8-5-15 (Document #10904), to read as follows:**

Arch 301.01 Application Process.

(a) Each person wishing to become licensed as an architect shall submit the following:

(1) An “Application for Initial New Hampshire Licensure as an Architect” form revised 2/2022 which contains the information specified in Arch 301.02;

(2) The certified copy of transcripts from all post-secondary institutions attended, as described in Arch 301.02(b)(4)c., if applying directly from another state and without NCARB certification;

(3) The references, as specified in Arch 301.03 and Arch 301.04, if applying directly from another state and without National Council of Architectural Registration Boards (NCARB) certification;

(4) License verification, if applying direct from state and without NCARB certification; and

(4) The application fee as specified in Arch 305.02.

(b) An application for licensure, which is not signed by the applicant, or is not accompanied by a certified check, money order, or credit card payment for the application fee shall not be accepted and shall be returned to the applicant.

(c) A person whose qualifications for licensure do not meet the requirements specified in RSA 310-A:38 shall be denied a license.

(d) If the application for licensure is denied, the applicant shall be provided an opportunity to request a hearing on the deficiency issues identified by the board in the same manner as for motions for rehearing pursuant to Arch 213. Any such request shall be made in writing and submitted to the board within 30 days of the receipt of the notification of denial.

(e) Applications for licensure, when there has been no communication by the applicant to the board for at least one year, shall be destroyed.

**Readopt with amendments Arch 301.02, effective 8-14-19 (Document #12847), to read as follows:**

Arch 301.02 Application for Licensure.

(a) Each applicant for licensure shall complete the “Application for Initial New Hampshire Licensure as an Architect,” form, revised 2/2022. NCARB certificate and record holders shall complete sections 1, 2, 3, 5, and 8 only. All others shall complete the entire form.

(b) The following information shall be provided on the form:

(1) Section 1, “Applicants General Information,” which includes:

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- a. How the applicant is applying for licensure by checking one of the following:
    1. NCARB certification/Record; or
    2. Direct to state by reciprocity;
  - b. Full legal name, including any names previously used;
  - c. Home mailing address, telephone number, and e-mail address;
  - d. Date of birth;
  - e. Social security number required pursuant to RSA 161- B:11, VI-a; and
  - f. Name of place of employment, address, and phone number;
- (2) Section 2, “Registration/Licensure Information,” which includes:
- a. Whether the applicant has ever taken the Architectural Registration Examination (ARE), and if so, the location, and date completed;
  - b. The state in which the applicant was first registered or licensed as an architect, if any, including:
    1. The date of licensure in that jurisdiction;
    2. The applicant’s license number in that jurisdiction; and
    3. Whether the applicant was licensed by the ARE, or, if not, how the applicant was licensed;
  - c. Whether the applicant still holds the registration or license listed in (b)(2)b<sub>1</sub> above and if not, the reasons why;
  - d. Whether the applicant has ever applied for an architect’s license in New Hampshire and, if so, the status; and
  - e. Whether the applicant is applying for facilitated licensure as a military spouse;
- (3) Section 3, “General Information Questions,” which includes:
- a. Whether the applicant has ever been convicted of any felony or any misdemeanor, or a violation involving architecture or the practice of architecture which was not annulled, and if so, the name of the court, the details of the offense, the date of conviction, and the sentence imposed;
  - b. Whether the applicant has ever lost or been denied registration or licensure as an architect or been disciplined or sanctioned by another licensing board in any other state or jurisdiction if so, an explanation of the circumstances;

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- c. Whether the applicant has ever held a NCARB certificate, and if so, whether the candidate has requested the NCARB certificate be transmitted to the board office and the date the transmission was requested;
- d. Whether the applicant has completed the Architectural Experience Program (AXP), and if so, the date completed, AXP number if applicable, and the date the candidate has requested the AXP record be transmitted to the board office; and

(4) Section 4, “Education,” regarding the applicant’s educational history, including:

- a. Whether or not the applicant has obtained their high school diploma or equivalency.
- b. The names of all post-secondary institutions attended;
- c. The dates of attendance, major and degrees awarded; and
- d. Certified copies of transcripts from all post-secondary institutions where architectural credit was obtained. If the applicant for licensure is a graduate of a non-United States or Canadian institution, the applicant shall have his or her transcripts sent directly from the institution to NCARB. The applicant shall request translation and authentication be sent from NCARB directly to the board office for evaluation by the board;

(5) Section 5, 5 individuals to be the applicants “References of Character and Qualifications,” which shall include:

- a. The names of the references;
- b. A complete addresses for each reference;
- c. A phone for each reference;
- d. The occupation of each reference; and
- e. Business relationship with the applicant as specified in Arch 301.03;

(6) Section 6, “Practical Experience,” which includes:

- a. The applicant’s dates of employment, character of employment, title, and present address of all employers;
- b. The applicant’s position title and description of duties for each position including types of work performed and degree of responsibility; and
- c. Name and present address of someone familiar with each position listed in (b)(6)b. above;

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(7) Section 7, “Supplementary Experience Record,” which includes a supplementary experience record of the architectural projects or assignments the applicant was involved in, including the following information:

- a. A brief description and identification of the project or assignment by job title, location, and total cost;
- b. An indication as to which of the employers listed in (6) above for which the project or assignment was undertaken; and
- c. An identification as what portion of the work the applicant was personally responsible for; and

(8) Section 9, “Affidavits”, which includes:

- a. An affidavit stating the following: “I have read the contents hereof and clearly understand that the correctness and truth of my statements as recorded in the application are material, not only to the issuance of the certificate of licensure, as applied for, but also to the retention of said certificate, if issued;” and
- b. The applicant’s signature and date.

(c) Applicants shall pay the application fee specified in Arch 305.02.

**Readopt with amendments Arch 301.04, effective 8-5-15 (Document #10904), to read as follows:**

Arch 301.04 Information from References.

(a) The person providing the reference shall complete the “Professional Reference Form” revised 2/2022.

(b) A completed Reference Form shall only be submitted with a completed Initial Licensure Application Form and not separately.

**Readopt with amendments Arch 302.02, effective 8-14-19 (Document #12847), to read as follows:**

Arch 302.02 Education and Training Standards. The board shall evaluate the candidates using the NCARB Certification Guidelines July 2021 edition as specified in Appendix B and NCARB Education Guidelines January 2021 edition as specified in Appendix B. All candidates for licensure shall have completed the training requirements of the Architectural Experience Program (AXP) through NCARB or have met the minimum requirements for NCARB certification pursuant to the NCARB Certification Guidelines July 2021 edition as specified in Appendix B. Applicants applying direct to the board who have received their license after July 1, 1996 from their original state of licensure shall have completed the IDP or AXP and received the record from NCARB.

**Readopt with amendments Arch 304.01, effective 8-14-19 (Document #12847), to read as follows:**

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Arch 304.01 Reciprocity.

(a) Candidates for licensure who are licensed or registered in another state, provided that the other state's licensure or registration requirements are consistent with Arch 302.01, the NCARB Certification Guidelines July 2021 edition as specified in Appendix B, and NCARB Education Guidelines January 2021 edition as specified in Appendix B, shall apply to the board for licensure on an application for licensure form as specified in Arch 301.02 and pay the fee set forth in Arch 305.02.

(b) Verification of licensure and examination shall be obtained by the candidate for licensure and submitted to the board by the applicant at the time of submitting the application.

**Readopt with amendments Arch 305.01, effective 8-5-15 (Document #10904), to read as follows:**

Arch 305.01 Application, Examination and Licensure Fees.

(a) Application and licensure fees shall be in the form of money order, bank draft, credit card, or check made payable to Treasurer, State of New Hampshire.

(b) The examination fees shall be paid by the applicant directly to the test administrator.

**Readopt with amendments Arch 305.02, effective 8-5-15 (Document #10904), to read as follows:**

Arch 305.02 Application and Licensure Fees. The application, licensure, and related fees shall be as follows:

(a) The application fee for licensure shall be \$155.00;

(b) The biennial renewal fee shall be \$155.00;

(c) The reinstatement fee shall be \$355.00;

(d) The application fee for certificate of authorization for architect business organizations shall be \$77.50 per year; and

(e) The biennial fee for retired status shall be \$77.50.

**Repeal Arch 305.03, effective 8-5-15 (Document #10904), as follows:**

~~[Arch 305.03 Replacement Fee. The fee for replacement of a lost or mutilated certificate of licensure shall be \$30.00.]~~

**Readopt with amendments Arch 308.01, effective 8-14-19 (Document #12847), to read as follows:**

Arch 308.01 Licensing for Active Duty Military Spouses.

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(a) Each applicant for licensure who is a military spouse pursuant to RSA 332-G:7, III shall apply to the board for licensure on an application for licensure form as specified in Arch 301.02 and pay the fee set forth in Arch 305.02.

(b) Each applicant for facilitated licensing as a military spouse shall provide a copy of the military member's orders showing proof of active duty status.

(c) Each applicant who applies for facilitated licensing as a military spouse shall be eligible to obtain a facilitated license if the military spouse is licensed or registered in another state or jurisdiction, provided that the other state's or jurisdiction's licensure or registration requirements are consistent with Arch 302.01, NCARB Certification Guidelines July 2021 edition as specified in Appendix B and NCARB Education Guidelines January 20201 edition as specified in Appendix B.

(d) License verification, if applying direct from state and without NCARB certification.

(e) A military spouse who obtains a facilitated license shall comply with all license renewal requirements pursuant to Arch 403.01.

**Readopt with amendments Arch 401.05, effective 8-14-19 (Document #12847), to read as follows:**

Arch 401.05 Reinstatement. An architect whose license to practice architecture in this state has been allowed to lapse for a period of 30 days or more shall:

(a) Submit to the board the "Application for Reinstatement of Licensure as an Architect," dated 2/2022, that includes the following:

- (1) The applicant's full name, including any names previously used, and date of birth;
- (2) The applicant's home mailing address, telephone number, and e-mail address;
- (3) The applicant's employers name, address, and telephone number;
- (4) Whether the applicant has ever been convicted of any felony or any misdemeanor, or a violation involving architecture or the practice of architecture, which has not been annulled or previously reported, and if so, the name of the court, the details of the offense, the date of conviction, and the sentence imposed;
- (5) Whether the applicant has lost or been denied registration or licensure as an architect or disciplined or sanctioned by another licensing board, which has not been previously reported, in any other state and if so, an explanation of the circumstances;
- (6) A statement attesting that the applicant has completed the minimum units required of approved continuing education, as specified in Arch 403.08;
- (7) The names, complete addresses, occupation, and business relationship with applicant of 3 references from licensed architects as defined by RSA 310-A:28, I;
- (8) The applicant's signature and date of signature below the following statement:

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“I have read the contents hereof and clearly understand that the correctness and truth of my statements as recorded in this application are material, not only to the issuance of the certificate of licensure, as applied for, but also to retention of said certificate if issued.”;

(b) A completed Reference Form shall only be submitted with a completed Application for Reinstatement of Licensure as an Architect and not separately; and

**Readopt with amendments Arch 403.04, effective 8-5-15 (Document #10904), to read as follows:**

Arch 403.04 Record Keeping.

(a) The licensee shall maintain records to be used to support continuing education units claimed.

(b) Records required shall contain attendance verification records in the form of either:

(1) Certificates of attendance; or

(2) Completed continuing education transcripts from a professional society or institution.

(c) The licensee shall retain attendance verification records for a period of at least 4 years. Such documentation shall be made available to the board for random audit and verification purposes. Documentation shall support continuing education units claimed. Failure to provide documentation for audit verification shall result in disciplinary action.

(d) Not less than 5% of the licensees shall be randomly selected each year by the board for compliance with Arch. 403.01.

**Adopt Arch 403.09 to read as follows:**

Arch 403.09 Continuing Education Requirements for Reinstatement.

(a) A reinstatement application shall not be accepted for filing unless the licensee indicates on the reinstatement application, and under penalty of unsworn falsification, that he or she has completed the minimum units required of approved education required by (b) below.

(b) Each reinstatement applicant shall attest that the applicant has completed at least 24 units of continuing education in the areas of health, safety, and welfare as a condition of reinstatement, completed within the 24 months prior to reinstatement submission.

(c) All reinstatement applicants' continuing education shall be audited pursuant to Arch 403.04(c).

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**APPENDIX A  
STATE AND FEDERAL STATUTES/REGULATIONS IMPLEMENTED**

<b>Rule</b>	<b>Statute</b>
Arch 301.01 and 301.02	RSA 310-A:32, I(a); RSA 310-A:38, I-III; RSA 310-A:39; RSA 310-A:42
Arch 301.04	RSA 310-A:32, I(a) and (b)
Arch 302.02	RSA 310-A:32, I(b); RSA 310-A:38; RSA 310-A:39; RSA 310-A:40
Arch 304.01	RSA 310-A:32, I(b); RSA 310-A:45
Arch 305.01 and 305.02; Arch 305.03 (repealed)	RSA 310-A:32, I(e); RSA 310-A:33
Arch 401.05	RSA 310-A:32 , I(d); RSA 310-A:46
Arch 403.04	RSA 310-A:32, I (d); RSA 310-A:46; RSA 310-A:46-a
Arch 403.09	RSA 310-A:32, I (d)

**APPENDIX B  
INCORPORATION BY REFERENCE INFORMATION**

<b>Rule</b>	<b>Title</b>	<b>Obtain at</b>
Arch 302.02 Arch 304.01(c) Arch 308.01 (c)	NCARB Education Guidelines January 2021 Edition	National Council of Architectural Registration Boards 1801 K Street NW Suite 700K Washington, DC, 20006 Phone: 202/879-0520 Fax: 202/783-0290 Available Free On-line at:  <a href="https://www.ncarb.org/sites/default/files/Main%20Website/Data%20&amp;%20Resources/Guidelines/EducationGuidelines.pdf">https://www.ncarb.org/sites/default/files/Main%20Website/Data%20&amp;%20Resources/Guidelines/EducationGuidelines.pdf</a>
Arch 302.02 Arch 304.01(c) Arch 308.01 (c)	NCARB Certification Guidelines [March] <b>July</b> 202[0]1 Edition	National Council of Architectural Registration Boards 1801 K Street NW Suite 700K Washington, DC, 20006 Phone: 202/879-0520 Fax: 202/783-0290 Available Free On-line at:  <a href="https://www.ncarb.org/sites/default/files/Certification_Guidelines.pdf">https://www.ncarb.org/sites/default/files/Certification_Guidelines.pdf</a>