

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

BOARD OF ARCHITECTURE AND INTERIOR DESIGNER



APPLICATION INSTRUCTIONS AND FORMS FOR AN ARCHITECT OR INTERIOR DESIGNER LICENSE IN THE DISTRICT OF COLUMBIA

Your interest in becoming licensed as an architect or an interior designer in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

This package contains the forms to apply for an Architect or Interior Designer license in the District of Columbia. Follow the instructions provided below and complete all sections. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

THE APPLICATION PROCESS

Upon submission of the required application documents and final approval, you will be issued a license to practice in the District of Columbia. If you submit an application that is incomplete or otherwise deficient, **Pearson VUE's** processing staff will notify you of the deficiencies. If the Board has questions or concerns, you will also be notified.

WHERE TO FILE

All license applications, supporting documents for licensure, and licensing fees should be sent to the following address:

PEARSON VUE
8201 Corporate Drive
Department DC – AR
Metro-Plex II, Suite 400
Landover, MD 20785

If you have any questions, call **Pearson VUE's toll-free** Customer Service lines at 1-877-687-8878 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications submitted without required notarization or with incorrect fees will be returned in their entirety, including fees. Please print or type all information except signatures.

EXAMINATIONS AND FILING REQUIREMENTS

All **Architect applicants** must pass the Architectural Registration Examination (A.R.E.) prior to applying for a license. The A.R.E. is administered on a year-round basis and scheduled through the National Council of Architectural Registration Boards (NCARB). For further information, call NCARB at (202) 783-6500. If you have access to the Internet, please contact the NCARB at www.ncarb.org.

All **Interior Design applicants** must pass the National Council for Interior Design Qualification (NCIDQ) Examination prior to applying for a license. For information regarding the examination, please contact the NCIDQ at (202) 721-0220. If you have access to the Internet, please contact the NCIDQ at www.ncidq.org. There is no reciprocity with any other jurisdiction.

Interior Design examinations are administered twice a year according to the following schedule:

Interior Design: **April** (Spring Exam) and **October** (Fall Exam)

For Both Architect and Interior Design Applicants - It is your responsibility to file the licensing application, fees and supporting documents correctly and completely. Applications submitted with incorrect fees or without notarization will be returned to the applicant.

Pending License Applications

Pending license applications will become invalid after 90 days if the application has not been completed due to failure to submit required materials. Should the applicant wish to pursue licensure after that time, she/he must submit and pay the required fee once again.

GENERAL REQUIREMENTS FOR ALL APPLICANTS FOR LICENSURE BY EXAMINATION

All applicants for an architect or interior design license by examination in the District of Columbia shall meet the following requirements:

1. Applicant must be at least 18 years of age; and
2. Applicant must not have been convicted of a crime or moral turpitude which bears directly on the applicant's fitness to be licensed; and
3. A complete and notarized application, including required supporting documents and **TOTAL FEE**. You will **not** be invoiced later for the license fee; and
4. Two passport-type photos of the applicant's face, measuring approximately 2" x 2" with the applicant's signature on the back. Home snapshots and computer photographs are not acceptable.

ADDITIONAL REQUIREMENTS FOR ALL ARCHITECT APPLICANTS FOR LICENSURE BY EXAMINATION

1. Applicant must be a graduate of a degree program in architecture from an accredited institution. Proof of a bachelor's of architecture degree, or a master's degree in architecture should be submitted to NCARB. Note: This information is then included in the NCARB (Green) Cover File; and
2. Applicant must complete the training requirements of the Mandatory Intern Development Program (IDP) administered by NCARB; and
3. Applicant must have received a passing score on **ALL** parts of the A.R.E. examination to be issued an architecture license. Upon completion of the IDP Program, NCARB will automatically register the applicant for the A.R.E. exam. Exam scores will be sent directly to **Pearson VUE** on behalf of the Board.

Note: The applicant should inform NCARB that they are taking the A.R.E. to become registered in the District of Columbia.

4. Applicant must request that the **NCARB Examination File** be sent to **Pearson VUE** on behalf of the Board when the applicant has successfully passed the examination

It is your responsibility to mail or request all of these items. All supporting documents must accompany the application.

ADDITIONAL REQUIREMENTS FOR ALL INTERIOR DESIGNER APPLICANTS FOR LICENSURE BY EXAMINATION

1. Applicants shall have successfully completed an educational program in Interior Design of at least two (2) academic years at a college, university, or an accredited institution.

2. An applicant must have received a passing score on **ALL** parts of the NCIDQ examination prior to applying for a District of Columbia license. An applicant taking the national examination for the first time must take **ALL** parts of the NCIDQ examination. Thereafter, an applicant may take one or more parts of the examination at subsequent administrations until a passing score is achieved on all parts of the examination. Applicants shall arrange to have the NCIDQ forward the applicant's test scores directly to **Pearson VUE** on behalf of the Board; and
3. Applicants must submit to NCIDQ, the NCIDQ Qualification Verification Form for completion and have the NCIDQ return it to **Pearson VUE** on behalf of the Board.
4. Applicants who hold licenses from other jurisdictions must have passed the NCIDQ examination.

ADDITIONAL REQUIREMENTS FOR ARCHITECT LICENSURE BY RECIPROCITY/ENDORSEMENT

1. You must apply for reciprocity/endorsement through the National Council of Architectural Registration Boards (**NCARB**). You must request that your **NCARB Examination/ Work History File** be sent directly to **Pearson VUE** on behalf of the Board.

COMPLETING THE LICENSE APPLICATION

Section 1. Requested License Type / Fees

- a. The methods for becoming licensed in the District of Columbia are outlined below. The one letter code/abbreviation for each origin is indicated in parenthesis. Write the correct origin code/method on the "**Method (Origin) of Application**" line in Section 1 of your new license application.

Examination (E) Prior successful completion of the NCARB-Architect or NCIDQ -Interior Designer Written Examination and meet other requirements.

Reciprocity/
Endorsement (N)
(Architects Only) Holds a license in good standing in another state or jurisdiction with standards comparable to DC's requirements.

- b. Write the abbreviation for the license type for which you are applying on the "Prefix" line provided on the application. Write the corresponding license description on the "License Description" line. Select from the following license types in the table below:

License Prefix	License Description
ARC	Architect
INT	Interior Designer

- c. You may pay the application and license fee by a single check or money order. It is recommended that you pay by check, so that you have ready proof of payment. Checks or money orders should be made payable to **Pearson VUE** and submitted with your application packet. Do **NOT** send cash. Please print your name on your check, if it is not pre-printed. The application portion of the fee is **NOT** refundable. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application request. In the latter event, you will have to file all documents again, should you subsequently decide to apply for licensure. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the application and license fee portions of each application method are listed below.

Line	License Type	Possible License Origins (Methods)		Application Fee	License Fee	Total Due
		Examination	Reciprocity / Endorsement			
1.	ARC	X	X	\$65	\$120	\$185
2.	INT	X	O	\$65	\$110	\$175

You have three (3) years from the time of the last application submission to meet the licensing requirements or you will have to re-apply as a new applicant. The **Total Enclosed** amount is the fee that must be paid for your DC license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208).

TERM OF LICENSES

DC Architect licenses expire on April 30 of even numbered years.

DC Interior Designer licenses expire on October 31 of even numbered years.

Section 2. Applicant Name / Demographic Information

Enter your name exactly as it should appear on the license. Due to the most recent amendment to the D.C. laws (DC Law 13-269 – “Child Support and Welfare Reform Compliance Amendment Act of 2000,” effective March 31, 2001), the Department of Consumer and Regulatory Affairs is now required to collect and maintain Social Security Numbers in licensee files. All applicants must be at least 18 years of age.

Section 3. Previous Names

List any other names you have used in the past on the lines provided. If your name has changed at any point since you first attended a college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, or court order.

Sections 4A. & B. Home Address / Business Address

Include both your home and business addresses in the sections provided. PO box addresses are **not** acceptable. You are required by regulation to report all changes of your business or residence address to **Pearson VUE** on behalf of the Board within five (5) days of the change. Should you fail to advise **Pearson VUE** of your current addresses, you may not receive your renewal notice.

Section 4C. Preferred Mailing Address

Place an “X” in the appropriate box to indicate your preferred mailing address. This will be the address to which all future licensing documents will be mailed. Regardless of the preferred mailing address you may designate on your application the address that will appear on your license is your BUSINESS address. Be sure to make any address changes with this in mind.

Section 5A. Professional Schools Attended

List all accredited college(s), university (ies), or accredited institutions that you attended in reverse chronological order, beginning with the most recent at the top.

Section 5B. Work Experience for Reciprocity/Endorsement

List all work experience since graduation from accredited college(s) or university (ies), in reverse chronological order, beginning with the most recent. Use the key provided to describe the "Type of Position."

1. Architecture applicants by the reciprocity/endorsement origin method must have at least three (3) years of practical architectural training experience, (Internship), as defined by the Architect's Registration Act. Such experience must be under the direction and supervision of a registered architect. The registered architect does not need to be a DC architect.

Section 5C. Professional Licenses In Other States / Jurisdictions

List all states and jurisdictions in which you have ever held a similar professional license.

Architects applying for licensure by reciprocity/endorsement in the District of Columbia must hold a: a) current valid license in another state or b) certification or registration issued by the National Council of Architectural Registration Boards (NCARB).

Section 6. Screening Questions

If you answer "no" to question A or "yes" to questions B through I, please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514.

Section 7. Applicant Affidavit

The application must be signed by the applicant and notarized. However, the notary does not have to be a District of Columbia notary.

Section 8. Sponsor's Affidavit

This section is not applicable for Architect or Interior Designer applicant licensing.

Section 9. Supporting Documents Required

The required supporting documents are listed in this section. Place an "X" in the "YES" box for each item you have included with your application package or requested to be sent under separate cover to **Pearson VUE** on behalf of the Board of Architecture or the Board of Interior Design.

Place an "X" in the "NO" box for each item that does not apply for the license type or licensure method for which you are applying. Keep a photocopy of all supporting documents for your records.

SUMMARY OF APPLICATION REQUIREMENTS

A chart showing the application submission requirements for all application methods follows. The law governing Architecture, *D.C. Law 9-184*, or Interior Design licensure, *D.C. Law 6-172*. The regulations governing Architecture or Interior Design licensure is included in *DC Municipal Regulations Title 17*, Chapters 32, 33 and 34. Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Occupational and Professional Licensing Administration, (202) 442-4320, if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit the Pearson VUE website at www.pearsonvue.com or call Pearson VUE Customer Service at (877) 687-8878 to order.

6609-48	Architect, Regulations (Chapter 34)
6609-49	Interior Design, Regulations (Chapter 32)
6709-82	Interior Design, General Rules (Chapter 33)
6609-47	Architect/Interior Design, New License Application
6609-55	Architect/ Interior Design, New License Instructions
6809-29	NCIDQ Qualification Verification Form

SUMMARY OF SUBMISSION REQUIREMENTS FOR DC ARCHITECT OR INTERIOR DESIGNER LICENSES

License Type	Application Method	Notarized License Application Form	Two 2" x 2" Photos	IDP Form ¹	Work Experience for Reciprocity/Endorsement ²	NCIDQ Form	NCARB Exam File	NCARB Reciprocity File	Copy of Government Issued I.D.	Check or Money Order ³
ARC	Examination	X	X	X	O	O	X	O	X	\$185
ARC	Reciprocity/Endorsement	X	X	O	X	O	O	X	X	\$185
ARC	Re-Exam	X	X	O	O	O	O	O	X	\$65
INT	Examination	X	X	O	O	X	O	O	X	\$175
INT	Re-Exam	X	X	O	O	O	O	O	X	\$65

X = Required
O = Not required

NOTE: The DC Board requires that each architect applicant's training include exposure to each of the IDP categories and training areas set forth in Appendix B, Intern Development Program (IDP).

¹ For an initial architect license, applicant must submit the Mandatory Intern Development Program (IDP).

² Applicant is required to provide necessary documentation of having at least three (3) years of experience.

³ Check or money order MUST be made payable to **Pearson VUE**.