

## ARCHITECT LICENSE REINSTATEMENT PROCEDURE FOR LICENSES LAPSED THREE (3) YEARS OR MORE.

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- 1.) The Department of Consumer Protection must be in receipt of all past-due license fees, including late charges, for each year the license has been lapsed. Payment shall be in the form of a check or money order made payable to **“Treasurer, State of Connecticut”**.
- 2.) If originally licensed by Waiver of Examination (aka/Reciprocity), applicant must reapply to the Board either by *NCARB Certificate Record* or *Direct Reciprocity* (if qualified). The application is self-explanatory. Application is available at <http://www.ct.gov/dcp/cwp/view.asp?a=1622&q=446432>
- 3.) If originally licensed by Written Examination in Connecticut, the applicant needs to complete the CPAR-01 Form (*Application For Architect’s License*) part of the application only. Application is available at <http://www.ct.gov/dcp/cwp/view.asp?a=1622&q=446432>
- 4.) Applicant needs to submit a notarized letter stating that he/she has not signed or sealed any drawings or otherwise practiced architecture and/or offered architectural services in the State of Connecticut during the period in which his license was lapsed. If the applicant has practiced architecture and/or offered architectural services, then the letter must state such.

The letter must also state the reason why the applicant let his/her license lapse and be accompanied by a resume. This resume is required to demonstrate to the Board that the applicant has maintained sufficient credentials in the areas of education, experience, and training in architecture during the period in which his/her license lapsed. All work indicated on the resume must be accompanied by dates associated with each project and indicate, in detail, the applicant’s role, on each.

- 5.) Please send all correspondence to the following address:

State of Connecticut  
Department of Consumer Protection  
Occupational & Professional Licensing Division  
Architectural Licensing Board  
165 Capitol Avenue  
Hartford, CT 06106

ATT: Robert M. Kuzmich, R.A.