



STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION
Architectural Licensing Board
Telephone: (860) 713-6145

INSTRUCTIONS

FOR APPLICATION FOR ARCHITECT'S LICENSE BY WAIVER OF EXAMINATION

Methods by which licensure can be obtained by waiver of examination:

- 1.) Architects currently registered or licensed in another State applying with a *National Council of Architectural Registration Boards (NCARB) Certificate Record*. (See below for details.)
- 2.) Architects **currently** registered or licensed in another State presenting evidence satisfactory to the Board that such State has registration requirements substantially equal to the licensure requirements of the State of Connecticut and that they have been practicing in such other State for a period of ***at least ten continuous years***. This application procedure is also referred to as "**Direct Endorsement**". (See below for details.)

• **Applying with an NCARB Certificate Record:** Contact the *National Council of Architectural Registration Boards* and request a *Certificate Record (In Support of Application for State Registration)* be sent to the State of Connecticut Architectural Licensing Board at the address listed below:

State of Connecticut
Department of Consumer Protection
Occupational and Professional Licensing Division
165 Capitol Avenue
Hartford, Connecticut 06106
ATT: Architectural Licensing Board

Complete the "*Application for Architect's License (Form CPAR-01)*" and mail along with a check in the amount of \$100.00, payable to "*Treasurer, State of Connecticut*", to the address indicated on the form.

• **Applying by Direct Endorsement (Approved Experience):** Mail the "*Architect's Certification from State of Licensure (Used a Basis for Direct Endorsement)*", Form (CPAR-02), to this State and request that it be completed and mailed directly to the Connecticut Architectural Licensing Board.

In addition, mail the "*NCARB Examination Scores Reporting Form*" to the State(s) where you first applied and taken your *Architect Registration Examination* (as a candidate of that State). Request that it be completed and mailed directly to the Connecticut Architectural Licensing Board.

Complete the "*Application for Architect's License (Form CPAR-01)*" and mail along with a check in the amount of \$100.00, payable to "*Treasurer, State of Connecticut*", to the address indicated on the form.



FOR APPLICATION FOR ARCHITECT'S LICENSE BY WRITTEN EXAMINATION

• **Applying by Written Exam:** Complete the "Application for Architect's License (Form CPAR-01)" and mail along with a check in the amount of \$72.00, payable to "Treasurer, State of Connecticut", to the address indicated on the form.

Requirements for admission:

1. Hold a National Architectural Accrediting board ("NAAB") accredited degree or have satisfied N.C.A.R.B.'s education requirements as specified in the N.C.A.R.B. education standard, as presently in effect.
2. Have satisfied the N.C.A.R.B. Intern Development Program (I.D.P.) training requirements, as presently in effect.
3. Any individual wishing to be admitted to the examination and does not have an *National Architectural Accrediting Board* accredited degree may apply to the Board for a determination of his/her eligibility for admission to the examination. The Board may allow such individual to be admitted to the examination if the Board determines that circumstances exist that warrant said individual's admission to that examination and the individual is determined, by the Board, to possess sufficient credentials in the areas of education, experience and training.

The Board requires that these applicants present their credentials to them, as a part of their application, in the form of a "**Council Record With Application For Jurisdiction Registration Without Council Certification**". This document shall contain all the applicant's work experience documented in the N.C.A.R.B.'s current IDP format. In addition, any education accrued shall be formally evaluated by NCARB (or other party as authorized by the N.C.A.R.B.) and records of this evaluation be included with this document.