

**Readopt with amendment Arch 301.02, Arch 302 -Arch 304, Arch 307, Arch 308, Arch 401.03, Arch 401.05, Arch 403.01, Arch 403.02, and Arch 403.03, effective 8-5-15 (Document #10904), cited and to read as follows:**

CHAPTER Arch 300 LICENSURE REQUIREMENTS

PART Arch 301 APPLICATION REQUIREMENTS

Arch 301.02 Application for Licensure.

(a) Each applicant for licensure shall provide, or cause to be provided, the following on an application for licensure form:

- (1) The applicant's name, including any names previously used;
- (2) The applicant's residence and business name and addresses, telephone numbers and e-mail address;
- (3) The applicant's date *of birth*, place of birth and citizenship;
- (4) The applicant's dates of employment, character of employment, title, and present address of all employers;
- (5) Position title and description of duties for each position including types of work performed and degree of responsibility;
- (6) Name and present address of someone familiar with each position listed in (5) above;
- (7) The applicant's educational history including:
  - a. The names of all high school and post-secondary institutions attended;
  - b. The dates of attendance, major and degrees awarded; and
  - c. Certified copies of transcripts from all post-secondary institutions attended;
- (8) A listing of every state or jurisdiction in which the applicant holds or has ever held registration or licensure as an architect;
- (9) Whether the applicant still holds the registration or license listed in (8) above and if not, the reasons why;
- (10) 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;
- (11) Whether the applicant has ever taken the Architectural Registration Examination (ARE), and if so, the location, and date completed;

- (12) Whether the registrations or licenses listed in (8) above as an architect were issued by examination;
  - (13) Whether the applicant has ever been convicted of any felony or any misdemeanor, or a violation involving architecture or the practice of architecture and if so, the name of the court, the details of the offense and the date of conviction and the sentence imposed;
  - (14) The names, complete addresses, occupation and business relationship with the applicant of 5 references as specified in Arch 301.03;
  - (15) A list of current memberships in professional or scientific societies which shall include:
    - a. Name of organization;
    - b. Location;
    - c. Grades and dates of memberships; and
    - d. Any additional public or community service information the applicant wishes to provide; and
  - (16) The applicant's social security number required pursuant to RSA 161- B:11, VI-a;
  - (17) Whether the applicant has ever held a NCARB [~~record~~] *certificate*, and if so, whether the candidate has requested the NCARB [~~record~~] *certificate* be transmitted to the board office;
  - (18) Whether the applicant has completed the [~~Intern Development Program (IDP)~~] *Architectural Experience Program (AXP)*, and if so, the date completed, [~~IDP~~] *AXP* number if applicable and whether the candidate has requested the [~~IDP~~] *AXP* record be transmitted to the board office;
  - (19) Whether the applicant has ever applied for an architect's license in New Hampshire and, if so, the status;
  - (20) Whether the applicant is applying for facilitated licensure as a military spouse;
  - (21) An affidavit acknowledging that the applicant has provided correct and true statements in the application;
  - (22) Each applicant for licensure who is a graduate of a non United States or Canadian institution shall have his/her transcripts sent directly from the institution to NCARB or a similar translation and authentication service which specializes in evaluating educational credentials for translation and authentication. The applicant shall request translation and authentication be sent from the translation and authentication organization directly to the board office for evaluation by the board; and
  - (23) The applicant's signature and date.
- (b) Applicants shall pay the application fee specified in Arch 305.01.

PART Arch 302 QUALIFICATIONS

Arch 302.01 Candidate Requirements.

(a) Candidates for the architectural registration exam (ARE) [~~who have not completed the National Council of Architectural Registration Boards NCARB Intern Development Program (IDP)~~] shall **meet one of the following requirements:** [~~have a National Architectural Accrediting Board or Canadian Architectural Certification Board accredited professional degree in architecture and shall meet the requirements established by RSA 310 A:38 I (a) and (b), before they can sit for the exam.~~]

***(1) Hold a professional degree from a school whose curriculum has been accredited by the National Architectural Accrediting Board (NAAB);***

***(2) Be a student actively participating in a NCARB accepted Integrated Path to Architectural Licensure (IPAL) option within a NAAB accredited professional degree program in architecture; or***

***(3) Have met the education and experience requirements outlined in Arch 302.01 (b) (2) or (3).***

(b) Qualifications for licensure shall be determined as follows:

(1) Candidates possessing National Architectural Accrediting Board (**NAAB**) or Canadian Architectural Certification Board (**CACB**) accredited professional degree in architecture shall have at least 3 years' architectural experience **and shall document completion of the NCARB Architectural Experience Program (AXP)** in accordance with the NCARB Certification Guidelines [~~July 2014~~] **January 2017** edition as specified in Appendix B;

(2) Candidates possessing a 4 year pre-professional degree in architecture shall have at least 7 years' architectural experience **and shall document completion of the NCARB Architectural Experience Program (AXP)** in accordance with the NCARB Certification Guidelines [~~July 2014~~] **January 2017** edition as specified in Appendix B; and

(3) Candidates possessing no degree shall have at least 13 years' architectural experience **and shall document completion of the NCARB Architectural Experience Program (AXP)** in accordance with the NCARB Certification Guidelines [~~July 2014~~] **January 2017** edition as specified in Appendix B;

(4) The candidate shall take the ARE prepared by NCARB and achieve a passing score.

Arch 302.02 Education and Training Standards. The board shall evaluate the candidates using the NCARB Certification Guidelines [~~2014~~] **January 2017** edition as specified in Appendix B and NCARB Education Guidelines [~~July 2014~~] **May 2017** edition as specified in Appendix B. All candidates for licensure shall have completed the training requirements of the [~~Intern Development Program (IDP)~~] **Architectural Experience Program (AXP)** through NCARB or have met the minimum requirements for

NCARB certification pursuant to the NCARB Certification Guidelines [~~July 2014~~] **January 2017** edition as specified in Appendix B.

PART Arch 303 EXAMINATIONS

Arch 303.01 Examinations.

(a) All candidates for licensure shall have successfully passed **all divisions of** the National Council of ~~[Examiners]~~ **Architectural Registration Boards (NCARB)** architectural registration examination (**ARE**).

~~[(b) The National Council of Examiners architectural registration examination may be taken at NCARB regional test centers on dates set by NCARB at any of its test centers in the USA and Canada.~~

~~(c) The 7 divisions of the examination may be taken in any sequence and at any available time at the test center.~~

~~(d) The examination shall be in the following areas:~~

~~(1) Program planning and practice which includes site zoning;~~

~~(2) Site planning and design which includes;~~

~~a. Site grading; and~~

~~b. Site design;~~

~~(3) Building design and construction systems which includes;~~

~~a. Accessibility ramp;~~

~~b. Roof plan; and~~

~~c. Stair design;~~

~~(4) Schematic design which includes;~~

~~a. Building layout; and~~

~~b. Interior layout;~~

~~(5) Structural systems which includes structural layout;~~

~~(6) Building systems which includes mechanical and electrical plan; and~~

~~(7) Construction documents and services which includes building section.]~~

PART Arch 304 RECIPROCITY

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 and the NCARB Certification Guidelines [~~July 2014~~] **January 2017** edition as specified in Appendix B and NCARB Education Guidelines [~~July 2014~~] **May 2017** edition as specified in Appendix B or 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 directly from the verifying state for approval.

PART Arch 307 ARCHITECT CERTIFICATES FOR BUSINESS ORGANIZATIONS

Arch 307.01 Business Organization Certificate Requirements.

(a) Business organizations offering architectural services in New Hampshire shall meet the requirements established pursuant to RSA 310-A:42-a.

(b) Persons designated as being responsible for the architectural activities of the business organization shall:

- (1) Be licensed as an architect in this state; and
- (2) Be employed exclusively by the business organization a minimum of 37.5 hours per week, except in the case of a business organization solely owned by a licensed architect.

(c) Applicants for a certificate of authorization for a business organization shall provide, or cause to be provided, the following on an application for certificate of authorization for the practice of architecture form:

- (1) The firm name, including any names previously used;
- (2) Certificate of authorization number for renewal applicants;
- (3) Whether the application is new or a renewal;
- (4) The applicant's business addresses and telephone numbers;
- (5) Names and addresses of corporate officers or partners;
- (6) Names and addressees, of person/s responsible for architectural activities and decisions;
- (7) NH license number, and status of person/s responsible for architectural activities and decisions;

- (8) Whether the person/s responsible for architectural activities and decisions is employed part-time or full-time;
  - (9) Name and e-mail address of contact person for the firm;
  - (10) ~~[An]~~ A statement acknowledging that the applicant has provided correct and true statements in the application; and
  - (11) Applicant's signature and date.
- (d) Applicants shall pay the application fee specified in Arch 305.02.

#### PART Arch 308 FACILITATED LICENSING FOR MILITARY SPOUSES

##### Arch 308.01 Licensing for Active Duty Military Spouses.

- (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 2014~~ **January 2017** edition as specified in Appendix B and NCARB Education Guidelines July ~~2014~~ **May 2017** edition as specified in Appendix B;
- (d) Verification of licensure and examination shall be obtained by the candidate for licensure and submitted to the board directly from the verifying state or jurisdiction for approval.
- (e) A military spouse who obtains a facilitated license shall comply with all license renewal requirements pursuant to Arch 403.01.

CHAPTER Arch 400 CONTINUED STATUS

PART Arch 401 RENEWAL OF LICENSE

Arch 401.03 Renewal Application. The applicant shall supply the following on the license renewal application:

- (a) The applicant's full name;
- (b) The applicant's business name and address and telephone number;
- (c) The applicant's home address and telephone number;
- (d) The applicant's e-mail address;
- (e) The applicant's license number and expiration date;
- (f) The renewal amount due;
- (g) A statement describing any disciplinary, sanctions or legal action brought against the applicant for his/her services as an architect *not previously reported*;
- (h) A statement indicating that the applicant has adhered to the ethical and professional standards of Arch 500;
- (i) Acknowledgment that the provision of materially false information in the application recklessly provided is a basis for denial and for disciplinary action by the board;
- (j) A statement indicating that the applicant has complied with the continuing education requirements of Arch 403; and
- (k) The applicant's signature and date.

Arch 401.05 Reinstatement. An architect whose license to practice architecture in this state has been allowed to lapse for a period of 12 months or more shall:

- (a) File a reinstatement application with the board that includes at least the following:
  - (1) The applicant's full name, including any names previously used;
  - (2) The applicant's business name, residence and business addresses, telephone numbers and e-mail address;
  - (3) A statement indicating any disciplinary or legal action brought against the applicant for his/her services as an architect *not previously reported*;
  - (4) A statement indicating that the applicant has adhered to the ethical and professional standards of Arch 500;

- (5) A representation that the applicant acknowledges that the provision of false information in the application is a basis for disciplinary action by the board;
  - (6) Whether the applicant has ever been convicted of any felony or any misdemeanor, or a violation involving architecture or the practice of architecture and if so, the name of the court, the details of the offense and the date of conviction and the sentence imposed;
  - (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) Documentation that the applicant has complied with the continuing education requirements of Arch 403; and
  - (9) The applicant's signature and date.
- (b) Applicants shall submit the application and reinstatement fees as specified in Arch 305.02.

#### PART Arch 403 CONTINUING EDUCATION

##### Arch 403.01 Renewal Requirements.

- (a) Continuing education units shall be earned pursuant to RSA 310-A:46-a.
- (b) A renewal application shall not be accepted for filing unless the licensee indicates on the renewal application, and under penalty of unsworn falsification, that he or she has completed the minimum required units of approved education required by Arch 403.01 (c).
- (c) Each licensee shall obtain at least 12 units of continuing education each year [~~consisting of 8 units~~] in the areas of health, safety and welfare [~~and 4 units of sustainable design~~] as a condition of biennial license renewal.
- (d) If a licensee exceeds the requirement, a maximum of 12 continuing education units may be carried forward into the subsequent renewal period.

Arch 403.02 Continuing Education Unit Requirements. Continuing education units shall meet the following criteria:

(a) Continuing education activities shall be relevant to the practice of architecture or no credit shall be awarded. Such continuing education activities may include technical, ethical, or managerial content;

~~[(b) Eight units of continuing education shall be in the area of health, safety and welfare which includes the following subject areas:~~

- ~~(1) Accessibility;~~
- ~~(2) Acoustics;~~



- ~~(3) Building design;~~
- ~~(4) Code of ethics;~~
- ~~(5) Construction administration;~~
- ~~(6) Construction contract laws, legal aspects;~~
- ~~(7) Construction documents, services;~~
- ~~(8) Construction functions, materials, methods, and systems;~~
- ~~(9) Energy efficiency;~~
- ~~(10) Asbestos, lead-based paint, toxic emissions;~~
- ~~(11) Environmental analysis and issues of building materials and systems;~~
- ~~(12) Building fire codes, flame spread, smoke contribution, explosives;~~
- ~~(13) Fire safety systems, detection and alarm standards;~~
- ~~(14) Insurance to protect the owners of property and injured parties;~~
- ~~(15) Interior design;~~
- ~~(16) Laws and regulations governing the practice of architecture;~~
- ~~(17) Life safety codes;~~
- ~~(18) Materials and systems: roofing/waterproofing, wall systems;~~
- ~~(19) Material use, function, and features;~~
- ~~(20) Mechanical, plumbing, electrical: system concepts, materials and methods;~~
- ~~(21) Natural hazards, earthquake, hurricane, flood, related to building design;~~
- ~~(22) Preservation, renovation, restoration, and adaptive reuse;~~
- ~~(23) Security of buildings, design;~~
- ~~(24) Site and soils analysis;~~
- ~~(25) Site design;~~
- ~~(26) Specification writing;~~

~~(27) Structural issues; and~~

~~(28) Surveying methods, techniques.~~

~~(c) Four units of continuing education shall be in the area of sustainable design which includes the following subject areas:~~

~~(1) Active solar thermal systems;~~

~~(2) Alternative energy;~~

~~(3) Alternative transportation~~

~~(4) Appropriate size and growth;~~

~~(5) Biomimicry, nature as a model;~~

~~(6) Building form;~~

~~(7) Building monitoring;~~

~~(8) Building orientation;~~

~~(9) Carbon offsets;~~

~~(10) Cavity walls for insulating airspace;~~

~~(11) Co-generation;~~

~~(12) Conserving systems and equipment;~~

~~(13) Contract documents related to sustainable design;~~

~~(14) Construction waste management;~~

~~(15) Cool roofs;~~

~~(16) Deconstruction and salvage materials;~~

~~(17) Daylighting;~~

~~(18) Earth sheltering;~~

~~(19) Efficient artificial lighting;~~

~~(20) Efficient site lighting systems;~~

~~(21) Energy modeling;~~

- ~~(22) Energy source ramifications;~~
- ~~(23) Energy saving appliances and equipment;~~
- ~~(24) Environmental education;~~
- ~~(25) Geoechange;~~
- ~~(26) Green roofs;~~
- ~~(27) High efficiency equipment;~~
- ~~(28) Indoor environmental quality;~~
- ~~(29) Integrated project delivery;~~
- ~~(30) Life cycle assessment;~~
- ~~(31) Mass absorption;~~
- ~~(32) Material selection and embodied energy;~~
- ~~(33) Natural ventilation;~~
- ~~(34) Open, active, daylit space;~~
- ~~(35) Passive solar collection opportunities;~~
- ~~(36) Photovoltaics;~~
- ~~(37) Prefabrication;~~
- ~~(38) Preservation/reuse of existing facilities;~~
- ~~(39) Radiant heating and cooling;~~
- ~~(40) Renewable energy resources;~~
- ~~(41) Rightsizing equipment;~~
- ~~(42) Safety and security systems defensive planting, innovative design, defensive space;~~
- ~~(43) Smart controls;~~
- ~~(44) Space zoning;~~
- ~~(45) Staff training technical training, only;~~
- ~~(46) Sun shading;~~

- ~~(47) Systems commissioning;~~
- ~~(48) Systems tune-up;~~
- ~~(49) Thermal bridging;~~
- ~~(50) Total building commissioning;~~
- ~~(51) Vegetation for sun control;~~
- ~~(52) Walkable communities;~~
- ~~(53) Waste heat recovery;~~
- ~~(54) Water conservation;~~
- ~~(55) Windows and openings;~~
- ~~(56) Green specifications; and~~
- ~~(57) Zoning, regulatory, codes.~~

~~(d) The content of each presentation shall be well organized and presented in a sequential manner;}~~

~~(b) [(e)]~~ There is a provision for individual participant course/program registration including information required for record keeping and reporting; and

~~(c) [(f)]~~ Self-directed learning activities shall include a written instrument which tests the licensee's comprehension of the content of that course or program.

Arch 403.03 Continuing Education Units. Continuing education units shall be credited as follows:

- (a) Four [~~health, safety and welfare~~] continuing education units shall apply to activity on a state or national board of licensure;
- (b) Courses/programs awarded one college semester hour of credit shall equal 15 continuing education units based on course credit established by the college or university;
- (c) Courses/programs awarded one college quarter hour shall equal 10 continuing education units;
- (d) Courses/programs awarded one continuing education unit shall equal 10 continuing education hours;
- (e) Credit shall be awarded for one unit of continuing education in course work, seminars, or professional technical presentations made at meetings, conventions, or conferences for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings shall earn continuing education credit for the actual time of each program;

~~[(f) Teaching or instructing qualifying courses or seminars or making presentations at technical meetings shall earn continuing education credit at twice that of participants. Teaching credit shall be valid for teaching a course or seminar for the first time only. Teaching credit shall not apply to full-time faculty;~~

~~(g) Each professional journal, published paper, article or published architecture textbook pursuant to Arch 403.02 (b) and (c) shall equal 12 continuing education units;]~~

~~(f) [(h)] Active participation in professional or technical societies shall equal 2 continuing education units and shall require that a licensee serve as an officer and/or actively participate in a committee of the organization. Continuing education units shall not be earned until each year of service is completed and shall be limited to 2 continuing education units per organization;~~

~~[(i) Three hours of self-directed learning activity through the use of audio or video tapes shall equal one continuing education unit; and]~~

~~(g) [(j)] Continuing education units shall not be recognized for any repeat program attended or completed.~~

**Adopt Arch 403.08 to read as follows:**

Arch 403.08 Requirements for Reciprocity. Licensees who are residents of jurisdictions other than New Hampshire that have equivalent or higher standards than New Hampshire shall meet the continuing professional development or equivalent requirements of their resident jurisdiction. The requirements for the State of New Hampshire shall be satisfied when a non-resident licensee provides evidence of having met the requirements of their resident jurisdiction. If licensees reside in a jurisdiction that has lesser continuing professional development requirement, the licensee shall provide evidence of having met the greater requirements of the State of New Hampshire.

**APPENDIX A**

| <b>RULE</b>                  | <b>STATUTE(S) IMPLEMENTED</b>  |
|------------------------------|--|
| Arch 301.02                  | RSA 310-A:32, I(a); RSA 310-A:38, I-III; RSA 310-A:39;<br>RSA 310-A:42 |
| Arch 302.01 - 302.02         | RSA 310-A:32, I(b); RSA 310-A:38; RSA 310-A:39;<br>RSA 310-A:40        |
| Arch 303                     | RSA 310-A:43   |
| Arch 303.01                  | RSA 310-A:32, I(c); RSA 310-A:43                                       |
| Arch 304                     | RSA 310-A:45   |
| Arch 304.01                  | RSA 310-A:32, I(b); RSA 310-A:45                                       |
| Arch 307.01                  | RSA 310-A:32, I(k); RSA 310-A:42-a                                     |
| Arch 308                     | RSA 332-G:7  |
| Arch 400                     | RSA 310-A:46   |
| Arch 401.05                  | RSA 310-A:32 , I(d); RSA 310-A:46                                      |
| Arch 401.05 intro. & (a) (8) | RSA 310-A:32, I (d), RSA 310-A:46-a                                    |
| Arch 403.01 – 403.03         | RSA 310-A:32, I (d), RSA 310-A:46, RSA 310-A:46-a                      |
| Arch 403.08                  | RSA 310-A:45   |

**APPENDIX B**

| <b>Rule</b>   | <b>Title</b>  | <b>Obtain at</b>  |
|---|---|---|
| Arch 302.02<br>Arch 304.01(a)<br>Arch 308.01 (c)  | NCARB Education<br>Guidelines May 2017<br>Edition         | National Council of Architectural Registration<br>Boards<br>1801 K Street NW Suite 700K<br>Washington, DC, 20006<br>Phone: 202/879-0520<br>Fax: 202/783-0290<br>Available Free On-line at:<br><br><a href="https://www.ncarb.org/sites/default/files/EducationGuidelines.pdf">https://www.ncarb.org/sites/default/files/EducationGuidelines.pdf</a>           |
| Arch 302.01 (b) (1),<br>(2), and (3)<br>Arch 302.02<br>Arch 304.01 (a)<br>Arch 308.01 (c) | NCARB Certification<br>Guidelines January 2017<br>Edition | National Council of Architectural Registration<br>Boards<br>1801 K Street NW Suite 700K<br>Washington, DC, 20006<br>Phone: 202/879-0520<br>Fax: 202/783-0290<br>Available Free On-line at:<br><br><a href="https://www.ncarb.org/sites/default/files/Certification_Guidelines.pdf">https://www.ncarb.org/sites/default/files/Certification_Guidelines.pdf</a> |