

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 complete the form entitled “Application for Licensure as an Architect,” as amended 8/2019. National Council of Architectural Registration Boards (NCARB) certificate holders shall complete sections 1, 2, 3, 5, and 9 only. All others shall complete the entire form.

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

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

- a. The applicant’s name, including any names previously used;
- b. The applicant’s residence and business name and addresses, telephone numbers, and e-mail address;
- c. The applicant’s date of birth and place of birth; and
- d. The applicant’s social security number required pursuant to RSA 161- B:11, VI-a;

(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 Architectural Registration Examination (ARE), or, if not, how the applicant was licensed;
- c. Whether the applicant still holds the registration or license listed in (b)(2)b 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 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;

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, “Membership in Professional or Scientific Associations,” which includes a list of current memberships in professional or scientific societies which shall include:

a. Name of organization;

b. Location; and

c. Grades and dates of memberships;

(5) Section 5, “Education,” regarding 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. 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;

(6) Section 6, “References of Character and Qualifications,” which includes the names, complete addresses, occupation, and business relationship with the applicant of 5 references as specified in Arch 301.03;

(7) Section 7, “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)(7)b above;

(8) Section 8, “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 (21) for which the project or assignment was undertaken; and

c. An identification as what portion of the work the applicant was personally responsible for;

(9) Section 9, “Public and Community Service,” in which the application may choose to share any additional public or community service information the applicant wishes to provide; and

(10) Section 10, “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.

PART Arch 302 QUALIFICATIONS

Arch 302.01 Candidate Requirements.

(a) Candidates for the architectural registration exam (ARE) shall meet one of the following requirements:

(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 2018 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 2018 edition as specified in Appendix B;
- (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 2018 edition as specified in Appendix B; and
- (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 July 2018 edition as specified in Appendix B and NCARB Education Guidelines December 2018 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 2018 edition as specified in Appendix B.

PART Arch 303 EXAMINATIONS

Arch 303.01 Examinations. All candidates for licensure shall have successfully passed all divisions of the National Council of Architectural Registration Boards (NCARB) architectural registration examination (ARE).

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, the NCARB Certification Guidelines July 2018 edition as specified in Appendix B, and NCARB Education Guidelines December 2018 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 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 a form entitled “Application for Certificate of Authorization (COA) for the Practice of Architecture,” dated May 2019:

- (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 addresses 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) 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 2018 edition as specified in Appendix B and NCARB Education Guidelines December 2018 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 a form entitled “NH Architect License Renewal Form,” dated May 2019:

- (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 or 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 with the board a form entitled “Architect Reinstatement,” dated May 2019, that includes at least the following:

- (1) The applicant’s full name, including any names previously used, and date of birth;
- (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 or 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, 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 in the form of a “Continuing Education Unit Activity Log” that shows the applicant has complied with the continuing education requirements of Arch 403. The applicant shall supply the following information:
 - a. The nature of the activity for which the applicant is claiming credit, and the sponsoring organization;
 - b. The date or date range upon which the activity took place; and
 - c. The number of continuing education units claimed for this activity; and
 - (9) The applicant’s signature and date; and
- (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 in the areas of health, safety, and welfare 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) There is a provision for individual participant course or program registration including information required for record keeping and reporting; and
- (c) 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 continuing education units shall apply to activity on a state or national board of licensure;
- (b) Courses or 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 or programs awarded one college quarter hour shall equal 10 continuing education units;
- (d) Courses or 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 or technical society meetings shall earn continuing education credit for the actual time of each program;
- (f) Active participation in professional or technical societies shall equal 2 continuing education units and shall require that a licensee serve as an officer 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; and
- (g) 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
STATE AND FEDERAL STATUTES/REGULATIONS IMPLEMENTED

RULE	STATUTE(S) IMPLEMENTED
Arch 301.02	RSA 310-A:32, I(a); RSA 310-A:38, I-III; RSA 310-A:39; RSA 310-A:42
Arch 302.01 - 302.02	RSA 310-A:32, I(b); RSA 310-A:38; RSA 310-A:39; 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
INCORPORATION BY REFERENCE INFORMATION

Rule	Title	Obtain at
Arch 302.02 Arch 304.01(a) Arch 308.01 (c)	NCARB Education Guidelines December 2018 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: https://www.ncarb.org/sites/default/files/EducationGuidelines.pdf
Arch 302.01 (b) (1), (2), and (3) Arch 302.02 Arch 304.01 (a) Arch 308.01 (c)	NCARB Certification Guidelines January 2017 July 2018	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: https://www.ncarb.org/sites/default/files/Certification_Guidelines.pdf