



STATE OF NEW HAMPSHIRE
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION

Lindsey B. Courtney, J.D.
Executive Director

Bethany A. Cottrell
Director

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STANDING ORDER
AUTHORITY FOR STAFF TO REVIEW AND APPROVE APPLICATIONS

Pursuant to RSA 310-A:45, I, the Board of Architects (Board), in its discretion may, upon application and the payment of a fee, issue an architect's license to any person who holds a National Council of Architectural Registration Board certificate or to any person who holds an unexpired license or certificate of registration issued by any state, territory or possession or the United States, provided that the applicant's qualifications meet the requirements of applicable law and the rules established by the board.

Further, RSA 310-A:38 and Administrative Rule Arch 302 identify the requirements for licensure as an Architect, as well as the reasons an applicant may be denied licensure if the Board determines the applicant is not of good professional character. Administrative Rule Arch 304 identifies the requirements for licensure through reciprocity.

The Board traditionally meets every other month in a public meeting to review recently received applications as well as conducting other Board business. To ensure timely review of applications, the Board takes the following action, by Motion and Approval of the Board:

- The Board recognizes the necessity of timely review and action on applications.
- The Board recognizes that Office of Professional Licensure and Certification staff currently review all applications for completeness and meeting licensure requirements.
- The Board recognizes its responsibility to determine whether an applicant is not of good professional character based on reasons identified in RSA 310-A:38.
- The Board recognizes that NCJRB -- Blue Cover maintains records of candidates who have met the education, registration, examination, and experience requirements determined by NCARB.
- Therefore, the Board hereby authorizes the Executive Director of the Office of Professional Licensure and Certification, or designee, to act in accordance with this Standing Order.



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- The Board authorizes the review and approval of any application for whom the applicant is a NCARB record holder, categorized as a “blue cover”; meets licensing requirements; and does not have a criminal history or other reported incident that would put into question the applicant's good professional character.
- The Board shall review, within the timeframe established by RSA 541-A:29, any application for whom the applicant's good professional character is in question.
- This Standing Order shall remain in effect until the order terminates by operation of law or the Board/Commission votes to rescind the Order.

By: Order of the Board:

Date: 07 APRIL 2023

Sonya Misiaszek Monterose
Sonya Misiaszek-Monterose
Board Chair