

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION
BOARD OF ARCHITECTURE, INTERIOR DESIGN, AND LANDSCAPE
ARCHITECTURE



**APPLICATION REQUIREMENTS
FOR ARCHITECT OR INTERIOR DESIGN LICENSE OR LANDSCAPE
ARCHITECTURE OR Professional DESIGN FIRMS IN THE DISTRICT OF
COLUMBIA**

Your interest in becoming a licensed Architect, Interior Designer, Landscape Architect, or Professional Design Firm in the District of Columbia is welcome. We look forward to providing expedient and professional service. Moreover, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid and cannot be transferred or refunded except as specified in these instructions.

Follow the instructions provided below and complete all sections in order to apply for an Architect, Interior Designer, Landscape Architect, and Professional Design license in the District of Columbia.

THE APPLICATION PROCESS

Upon submission of the required application documents and final approval, you will be issued a license to practice in the District of Columbia. If you submit an application that is incomplete or otherwise deficient, the **DC Board of Architecture, Interior Design, and Landscape Architecture's** processing staff will notify you of the deficiencies. If the Board has questions or concerns, you will also be notified.

Important Notice: In order to complete your application online, be prepared to upload all required documents at the time of application submission. **PRIOR TO BEGINNING YOUR ONLINE APPLICATION**, prepare all documents for uploading, i.e. scan and save documents in the following formats (PDF, JPG). Any missing documentation will cause a delay in the completion of your application.

WHERE TO FILE AN APPLICATION: <https://www.dkra.dc.gov/architects>

You may use any computer with internet access to file an application. If you have any questions, call the DC Board of Architecture, Interior Design, and Landscape Architecture's toll-free customer service line at 1-877-687-8878 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to

facilitate prompt processing of your application.

EXAMINATIONS AND FILING REQUIREMENTS

All **Architect applicants** must pass the Architectural Registration Examination (ARE) prior to applying for a license. The ARE is administered on a year-round basis and scheduled through the National Council of Architectural Registration Boards (NCARB). For further information, call NCARB at (202) 783-6500. If you have access to the internet, please contact NCARB at www.ncarb.org.

All **Interior Design applicants** must pass the National Council for Interior Design Qualification (NCIDQ) examination prior to applying for a license. For information regarding the examination, please contact the CIDQ at (202) 721-0220. All applicants must possess a CIDQ certificate showing they have met the CIDQ's education and experience requirements. If you have access to the Internet, please contact the CIDQ at www.ncidq.org. There is no reciprocity with any other jurisdiction.

Interior Design examinations are administered twice a year according to the following schedule: **April** (spring exam) and **October** (fall exam).

Landscape Architect **applicants** must pass the Landscape Architect Registration Examination (L.A.R.E.). This exam is a fully computerized exam and administered three times a year – **April, August and December**. For information regarding the examination, contact the Council of Landscape Architectural Registration Boards (CLARB) at (571)432-0332 or visiting their website at www.clarb.org

For all Architect, Interior Design, Landscape Architect Applicants and Professional Design Firms- It is your responsibility to file the licensing application, fees, and supporting documents correctly and completely.

Pending License Applications

Pending license applications will become **invalid after 90 days** if the application has not been completed due to failure to submit required materials. Should the applicant wish to pursue licensure after that time, she/he must submit a new application and pay the required fee again.

GENERAL REQUIREMENTS FOR ALL APPLICANTS FOR LICENSURE BY EXAMINATION

All applicants for an architect, interior design, or landscape architect license by examination in the District of Columbia must meet **all of the following requirements**:

1. Applicants must be at least 18 years of age;
2. Complete an online application, submitting required supporting documents and

- TOTAL FEE.** You will **not** be invoiced later for the license fee;
3. One passport-type photo of the applicant's face, measuring approximately 2"x2" and taken against a white background. Home snapshots and computer photographs are not acceptable.
 4. A U.S.-government-issued photo identification such as a driver's license.

ADDITIONAL REQUIREMENTS FOR ALL ARCHITECT APPLICANTS FOR LICENSURE BY EXAMINATION

1. Applicants must be a graduate of a degree program in architecture from an accredited institution. Proof of a bachelor's of architecture degree, or a master's degree in architecture should be submitted to NCARB; and
2. Applicants must complete the training requirements of the Mandatory AXP (Architect Experience Program) administered by NCARB.
3. Applicants must have received a passing score on **ALL** parts of the ARE to be issued an architecture license. Interested applicants are allowed to take parts of the ARE while completing the AXP. Exam scores will be sent directly to the Board. **NOTE:** An applicant may take portions of the ARE provided that all AXP requirements are completed before licensure is obtained.
4. Applicants must request that the **NCARB Examination File** be sent to the Board when the applicant has successfully passed the examination.

Note: The applicant should inform NCARB that they are taking the ARE to become registered in the District of Columbia.

ADDITIONAL REQUIREMENTS FOR ARCHITECT LICENSURE BY ENDORSEMENT (Applicants currently licensed in other jurisdictions)

Applicants applying by endorsement must complete an online application and contact NCARB to request that their NCARB Record be directly sent to the Board.

ADDITIONAL REQUIREMENTS FOR ALL INTERIOR DESIGNER APPLICANTS FOR LICENSURE BY EXAMINATION

1. Applicants must possess a current certificate from CIDQ showing that they have met CIDQ's education, experience, and examination requirements and must upload a CIDQ certificate. An applicant must have received a passing score on **ALL** parts of the CIDQ examination prior to applying for a District of Columbia license. An applicant taking the national examination for the first time must take **ALL** parts of the CIDQ examination. Thereafter, an applicant may take one or more parts of the examination at subsequent administrations until a passing score is achieved on all parts of the examination.
2. Complete an online application, submitting required supporting documents and **TOTAL FEE.** You will **not** be invoiced later for the license fee;
3. One passport-type photo of the applicant's face, measuring approximately 2"x2" taken against a white or off-white background. Home snapshots and computer photographs are not acceptable.

4. A U.S.government-issued photo identification such as a driver's license

ADDITIONAL REQUIREMENTS FOR ALL LANDSCAPE ARCHITECT APPLICANTS FOR LICENSURE BY EXAMINATION

1. Applicants must pass the Landscape Architect Registration (L.A.R.E.) administered by the Council of Landscape Architectural Registration Boards (CLARB). The examination is administered three times a year – **April, August, December**.
 1. CLARB will notify the Board of the examination results two business days before the applicants receive the results. If any portion of the exam is not passed the Applicant must contact CLARB to re-take that portion of the exam.
 2. If an applicant holds a baccalaureate degree in landscape architecture from a program accredited by the Landscape Architectural Accreditation Board (LAAB) or the Canadian Society of Landscape Architects Accreditation Council (CSLAAC), he or she shall be deemed eligible to sit for the L.A.R.E. without prior application to the Board. Such applicants must apply directly to the Council of Landscape Architectural Registration Boards (CLARB) to sit for the examination, and may apply to the Board for licensure after having passed the examination.
 3. If an applicant does not hold a baccalaureate degree in landscape architecture from a program accredited by LAAB or CSLAAC, he or she may not register or sit for the L.A.R.E. until the Board has established that the applicant is qualified to take the examination.
 4. To be eligible to sit for the examination, an applicant who requires prior approval in accordance with the aforementioned section must have attained a degree or completed combined coursework that is deemed by the Board to be substantially equivalent to programs that are accredited by LAAB, and shall submit with the application a transcript evaluation that has been prepared and submitted by a provider approved by the Board which shall serve as the Board's guide for assessment. The approved evaluation services are: Education Perspectives (www.edperspectives.org); Josef Silny Associates (www.jsilny.org); and Education Credential Evaluators (www.ece.org)

ADDITIONAL REQUIREMENTS FOR LANDSCAPE ARCHITECT LICENSURE BY ENDORSEMENT

1. Proof of current licensure as a landscape architect in another jurisdiction with requirements that are substantially equivalent to those of the District. Applicants who have Council Records with CLARB must request to have their Records transmitted to the Board. All records should be sent to Avis Pearson, Board Administrator – avis.pearson@dc.gov, Leon Lewis, Executive Director – leon.lewis@dc.gov or licensing@dcopla.com
2. Applicants who **do not have** Council Records must provide verification that they are licensed and in good standing as a landscape architect in a jurisdiction of the United

States.

3. Proof that the applicant has met any other requirements established by the Board to ensure the applicant is qualified to engage in the practice of landscape architecture.
4. The Board will waive the examination requirement for an applicant when the applicant holds a current and valid certification issued by CLARB or other proof of having previously passed the LARE. **Those Applicants who did not attend an accredited program will have to obtain an academic evaluation by one of the Board approved services.** The approved evaluation services are: Education Perspectives (www.edperspectives.org); Josef Silny Associates (www.jsilny.org); and Education Credential Evaluators (www.ece.org)

ADDITIONAL REQUIREMENTS FOR PROFESSIONAL DESIGN FIRMS

All supporting documents for licensure must be uploaded before review for approval by the Board. In addition to a letter of good standing from the Division of Corporations, the below must be included by an authorized agent of the applicant:

- (a) Proof that the applicant exists and is properly organized under applicable District and federal law;
- (b) Proof that at least one (1) partner, officer, shareholder, member, or manager is an architect, interior designer, or landscape architect who is licensed and is in good standing in the District of Columbia. Acceptable proof of ownership may include, but is not limited to, the following:
 - (1) Stock certificates;
 - (2) Corporate registration documents;
 - (3) Articles of organization;
 - (4) Partnership agreements; or
 - (5) Tax forms
- (c) If the applicant is a corporation, the names and street addresses of each of its directors and principal officers, and a copy of the certificate of incorporation; and
- (d) If the applicant is a partnership, the names and street addresses of each of the general partners.

Designate at least one (1) member who is licensed and in good standing as an architect, interior designer, or landscape architect in the District of Columbia to assume responsible charge of all professional design services solicited or provided by the firm.

COMPLETING THE LICENSE APPLICATION

Section 1. Requested License Type/Fees

- a. The methods for becoming licensed in the District of Columbia are outlined below.

Examination	Prior to registration of the Architecture Registration Examination (ARE) – Architect or NCIDQ – Interior Designer or L.A.R.E – Landscape Architecture Registration Examination Written Examination Applicant must meet requirements
Endorsement (Architects and Landscape Architects only)	Holds a license in good standing in another state or jurisdiction with standards comparable to DC's requirements.

- b. You may pay the application and license fee by credit/debit card online. The application portion of the fee is **NOT** refundable. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application. In the latter event, you will have to file all documents again should you subsequently decide to apply for licensure. It will take approximately ten weeks after denial or withdrawal for you to receive your refund. For your information, the application and license fee portions of each application method are listed below.

License Prefix	License Description
ARC	Architect
INT	Interior Designer
LA	Landscape Architect
DF	Design Firm A/I/L

Line	License Type	Possible License Origins (Methods)		Application Fee	License Fee	Total Due
		Examination	Endorsement			
1.	ARC	X	X	\$65	\$120	\$185
2.	INT	X	O	\$65	\$110	\$175
3.	LA	X	X	\$65	\$120	\$185
4.	FIR	O	O	\$65	\$120	\$185

The **Total Due** amount is the fee that must be paid for your DC license to be processed. Your new license fee includes one new license print showing the new effective date and

expiration date.

TERM OF LICENSES

DC Architect licenses expire on April 30 of even-numbered years.

DC Interior Designer licenses expire on October 31 of even-numbered years.

*DC Landscape Architecture licenses expire on April 30th of **odd** numbered years.

*DC Professional Design Firms license expire April 30th of **odd** numbered years.

Section 2. Applicant Name/Demographic Information

Enter your name exactly as it appears on the license. Due to the most recent amendment to the D.C. laws (DC Law 13-269 – “Child Support and Welfare Reform Compliance Amendment Act of 2000,” effective March 31, 2001), the Department of Consumer and Regulatory Affairs is now required to collect and maintain social security numbers in licensee files.

Section 3. Previous Names/Alias Information

List any other names you have used in the past. If your name has changed at any point since you first attended a college or university, you must provide a copy of a legal name change document for each time that it has changed. Acceptable documents include a marriage certificate, divorce decree, or court order.

Sections 4A. & B. Home Address/Business Address

Include both your home and business addresses in the sections provided. P.O. Box addresses are **not** acceptable. You are required by regulation to report all changes of your business or residence address to the DC Board of Architecture, Interior Design, and Landscape Architecture on behalf of the Board within 30 days of the change.

Address changes must be made via the online service at <https://www.dcopla.com/design>. Should you fail to update your account with any change of address, telephone number or email address you may not receive your renewal notice. All notices will be sent electronically.

Section 4C. Preferred Mailing Address

In the address section, select “Mailing” and enter your preferred mailing address. It’s mandatory to enter a preferred mailing address to receive your license.

Section 5A. Professional Schools Attended

List all accredited college(s), universities, or accredited institutions that you attended in reverse chronological order, beginning with the most recent. **(THIS INFORMATION IS PROVIDED BY NCARB.)**

Section 5B. Work Experience for Endorsement (Refers to Non Record Holders only)

List all work experience since graduation from accredited college(s) or universities, in reverse chronological order, beginning with the most recent.

Section 5C. Professional Licenses in Other States/Jurisdictions

List all states and jurisdictions in which you have ever held a similar professional license.

Architects applying for licensure by endorsement in the District of Columbia must hold

- a current, valid license in another state and a certification or registration issued by NCARB.

Landscape Architects applying for licensure by endorsement in the District of Columbia must hold

- a current, valid license in another state and be in good standing.

The Board will waive the examination requirement for an applicant when the applicant holds a current and valid certification issued by CLARB, or other proof of having previously passed the LARE in accordance with CLARB standards in effect at the time the applicant took the examination.

Section 6. Screening Questions

If you answer “no” to question 1 or “yes” to questions 2 through 9, please provide a complete explanation in the space provided. If more space is required to fully answer questions, upload information where indicated. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514.

Section 7. Supporting Documents Required

Upload required supporting documentation where indicated. Select the correct title from the drop down box to upload corresponding documentation.

Section 8. Applicant Affidavit

The application must be attested to by the applicant.

SUMMARY OF SUBMISSION REQUIREMENTS FOR DC ARCHITECT, INTERIOR DESIGN LANDSCAPE ARCHITECTURE AND PROFESSIONAL DESIGN FIRM LICENSES

License Type	Application Method	Completed Online Application	One 2" x 2" Photo	Government Issued Photo I.D.	NCARB Exam/Certification File (Green)*	NCARB Endorsement File (Blue)*	Work Experience for Endorsement **	CLARB EXAM	CLARB RECORD **	Credit/Debit Card
ARC	Examination	X	X	X	X	O	O	O	X/O	\$185
ARC	Endorsement	X	X	X	O	X	X	O	O	\$185
INT	Examination	X	X	X	O	O	O	O	X/O	\$175
LA	Examination	X	X	X	X	X	O	X	X/O	\$185
LA	Endorsement	X	X	X	X	X	X	X	X/O	\$185

X = Required

O = Not required

** If you have a CLARB record, you are not required to submit separate work experience. If you do not have a CLARB record, you must submit an official transcript, proof of completion of the LARE, and three or more years of work experience indicating that he or she is competent to practice landscape architecture. An applicant's work experience must be verified by one or more individuals who:

1. At the time the experience was gained, held a license as a landscape architect in the District or another jurisdiction;
2. Have obtained personal knowledge of the applicant sufficient to issue judgments concerning the applicant's experience, ability, character, or reputation;
3. Are not related to the applicant; and
4. Are not currently members of the Board

*It is your responsibility to contact the organization stated and ensure that the required documentation is forwarded to the Board of Architecture and Interior Design in order to complete your application.

SUMMARY OF SUBMISSION REQUIREMENTS FOR DESIGN FIRMS

		Completed Online Application	Licensed Design Profession	Responsible Charge Design Licensee	Letter of Good Standing	Verification of Licensure in Good Standing	Name Change Document	Payment Debit/Credit Card	
F	Firm	X	X	O	X	X	O	\$185	

The fee is \$185 for firms.