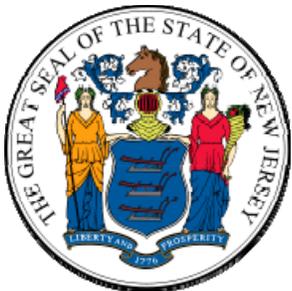


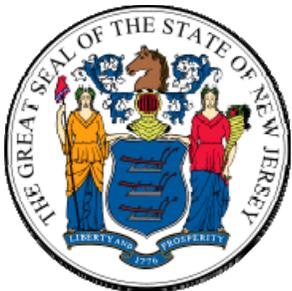
New Jersey State Board of Architects

Application Process Overview



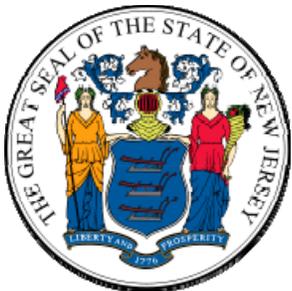
New Jersey State Board of Architects

- License qualified individuals
- Regulates the practice of architecture
- Investigates complaints and takes disciplinary action



License to Practice

- No one may practice as a registered architect without a current, active license
- You worked hard to complete your educational program, but you cannot practice unless you have a license
- Once you get your license, you need to keep it active and in good standing



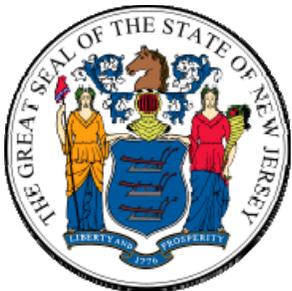
License to Practice

- To apply for Licensure by Credentials applicant needs to submit the following documents.
- College Transcript – Sent directly from the college to the Board at the request of the applicant.
 - Examination Scores – Sent directly from your base state to the Board at the request of the applicant.
 - Work References from three architects who are personally acquainted with your professional abilities.
 - NCARB Applicants – Applicants who are certified by NCARB must have their certification forward directly to the Board.
- How do you keep a license in good standing?
- By renewing the license biennially.



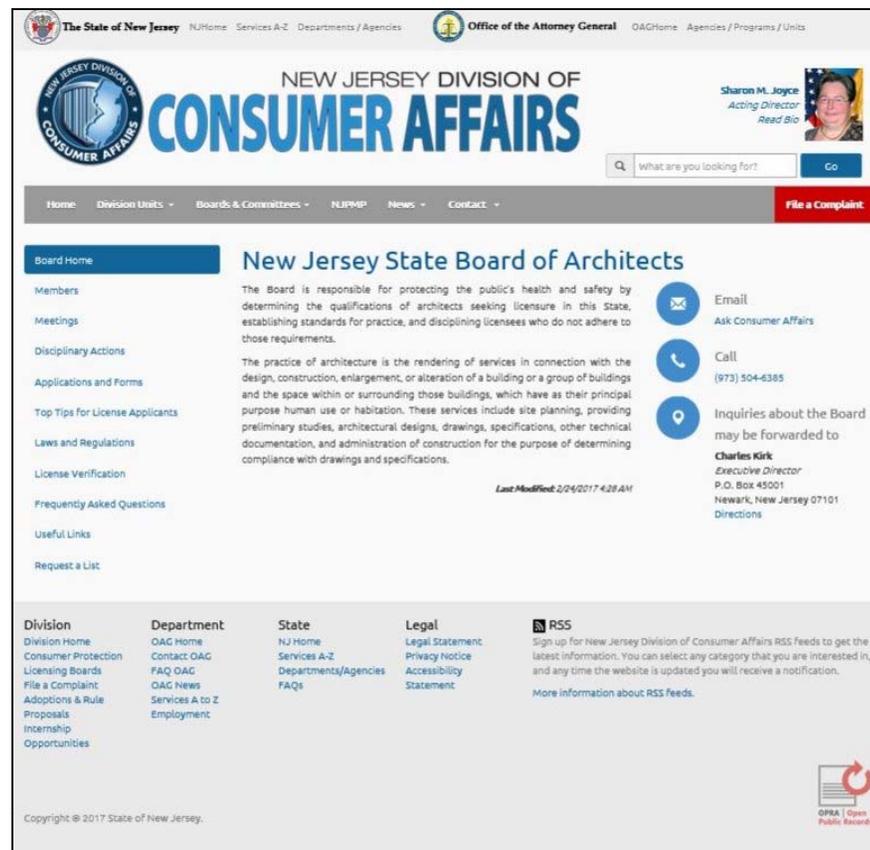
When should I begin the application process?

- Upon completion of educational, experience, examination, and licensure in your base state

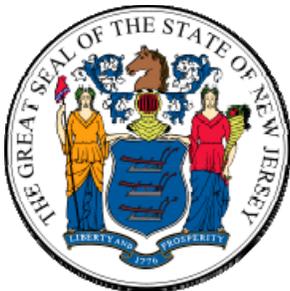


How do I get an application form?

Applications can be downloaded from the Board's website at:
www.NJConsumerAffairs.gov/arc

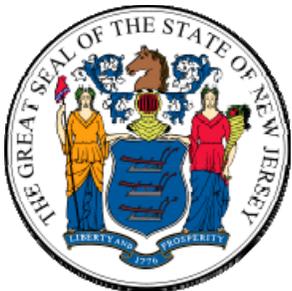


The screenshot displays the website for the New Jersey Division of Consumer Affairs, specifically the page for the New Jersey State Board of Architects. The page features a navigation menu with options like Home, Division Units, Boards & Committees, NJPMP, News, and Contact. A prominent red button labeled "File a Complaint" is visible. The main content area includes a "Board Home" section with a list of links such as Members, Meetings, and Applications and Forms. A central text block describes the Board's role in protecting public health and safety. To the right, there are contact options for Email, Call, and Inquiries, along with contact information for Charles Kirk, Executive Director. The footer contains a grid of links for various services and a copyright notice for 2017.



Application Process

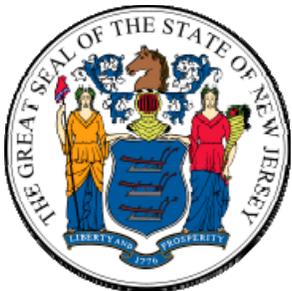
1. Submit an application (*\$75*)
2. Send supporting documents to the Board
3. Submit additional information (*as required*)



Application Fees

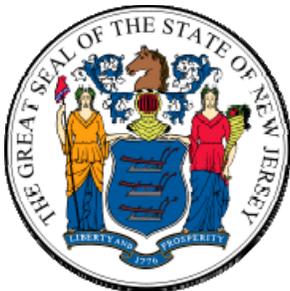
Application Fee:

- \$75
- Payable by check or money order
- ***NO CASH***



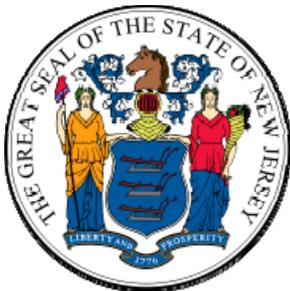
Application Questions

- Moral Character – Arrests / Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical / Cognitive
- Use of Illegal Chemical Substances



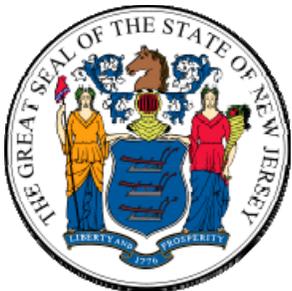
Jurisprudence Orientation

- FREE
- Offered online – available 24/7
- Helps you understand that regulations exist, what they say, and where to find them
- Statutes & Regulations are available on the Board's site:
www.NJConsumerAffairs.gov/arch
- Remember to review the statutes, regulations and uniform regulations



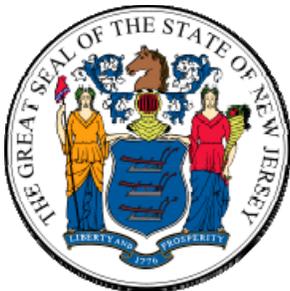
Initial Registration Fee

- Once the application is approved by the Board, applicant will receive a letter of approval requesting initial license fee.
- You must verify the information and return with the appropriate fee
(\$235 / \$155)



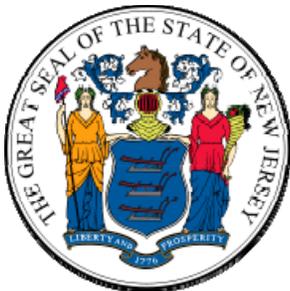
Keeping Your License Current

- Licenses are valid for two (2) years
- Every registered architect license expires in July of odd-numbered years
- You must keep your address current with the Board to receive renewal notices
- Renewals are done online and require a renewal fee (currently \$160.00)



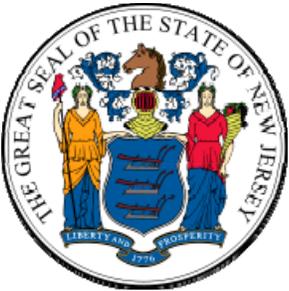
Continuing Education

- You must complete your continuing education prior to renewal (July 31st of odd-numbered year)
- Registered architect must complete 24 credits during each two-year period
 - 8 may be done as *“self-study”*
- You may be able to complete less continuing education during the first period in which you are licensed.



Communication

- If you get a letter from the Board
 - *read it*
- If the Board asks for you to respond to it
 - *do it in a timely fashion (duty to cooperate)*
- If you move, change your name or start working in a new location
 - *contact the Board and update your information*



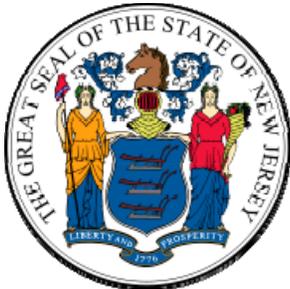
Where Do I Send Mail for the New Jersey Board of Architects?

Mailing Address

New Jersey Board of Architects
P.O. Box 45001
Newark, NJ 07101

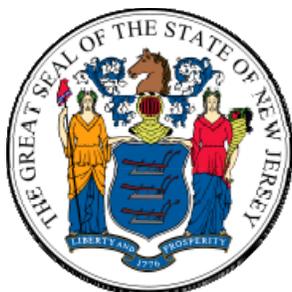
Physical Address

New Jersey Board of Architects
124 Haley Street
Newark, NJ 07102



Tips for the Application Process

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Use the P.O. Box to mail items to the Board
- Submit as much information as possible, if you answer “yes” to any of the questions



Useful Links

Board of Architects

www.NJConsumerAffairs.gov/arch

Application Status

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

License Verifications

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

