

MONTANA BOARD OF ARCHITECTS
301 SOUTH PARK
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HELENA, MONTANA 59620-0513
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E-mail: dlibsdark@mt.gov
Website address: <http://www.architect.mt.gov>

INSTRUCTIONS FOR FILING AN APPLICATION FOR ARCHITECTURAL LICENSURE

An architect applicant can license in Montana in two ways:

1. **LICENSURE BY EXAMINATION:** The applicant must have an accredited Architectural degree and must have completed the Intern Development Process IDP and pass the National Architectural Registration A.R.E. examination. The applicant does not have to have any experience.
2. **LICENSURE BY RECIPROCTIY:** The applicant must have a current (NCARB) National Council of Architectural Registration Board, Blue Cover Council Certificate, and must hold a current license in another state.

3. **FEES:**

LICENSURE BY EXAMINATION

Original license fee \$40.00 Odd year
\$80.00 Even year

LICENSURE BY RECIPROCITY

Original License fee \$40.00 Odd Year
\$80.00 Even Year
Reciprocity application fee \$100.00

4. **PHOTOGRAPH:** A recent picture of the applicant must be affixed to the application.

6. **ADDITIONAL DOCUMENTS FOR LICENSURE BY EXAMINATION:**

- Verification of completion of IDP (internship) sent directly from NCARB
- Completion of the National Architectural Registration Examination (A.R.E.)

7. **EXAMINATION INFORMATION:**

- Exam applicants should contact the Board office at: 406.841.2367. Application fees will be required when the examination has been passed and completed
- All applicants must complete (IDP) in order to be eligible to sit for the National Architectural Registration examination (A.R.E.)
- When IDP is completed, the applicant will be requested by NCARB to claim their base state for licensure
- Applicants' IDP record will be sent to the requested state and information will be sent to the applicant regarding the examination process
- The National Examination (A.R.E.) consists of 9 separate sections. Fees are set by the exam administrator and a fee schedule will be included in the examination information sent to the applicant
- The A.R.E. must be completed within 4 years from the eligibility date

8. **ADDITIONAL DOCUMENTS FOR LICENSURE BY RECIPROCITY:**

- Completed application and appropriate fees
- The applicant must complete the **Supplemental Form-Reciprocity Licensure**, which is included in this packet, and return with application

- All reciprocal applications must meet a seismic force requirement for the State of Montana. Seismic force has been included in all NCARB examinations since December 1965, in the Western Conference states since June 1963 and in California since 1937. If it is determined during the review that you do not meet this requirement the applicant will be required to take a lateral force examination. This information is contained in the NCARB Blue Cover Certificate.
- All licensees who enter into partnerships, limited partnerships or profit corporations, sub-chapter S corporations or any other form of business entity in which their professional talent and services are utilized, must file a statement with the Board of the existence of the business entity and of their relationship to it. The applicant must complete the **Relationship Form** which is included in this packet, and submit with application.

9. **GENERAL INFORMATION:**

- The Montana Board does not have temporary licensure for architects
- Applicants may contact (NCARB) National Council of Architectural Registration Boards for any information required above at 202-783-6500 or the web site at <http://www.ncarb.org>
- A non-resident architect who holds a current, unexpired, unrestricted license to practice architecture issued by the state in which the architect's principal offices are located and who holds a current NCARB certificate, may, upon furnishing the board with verification of licensure from the other state licensing authority, and verification of NCARB certification, offer architectural services in this state, but may accept no commission or otherwise engage in the practice of architecture within the state until licensed by the board
- Nothing shall prevent a partnership (including a registered limited liability partnership), limited liability company or corporation (including a professional corporation) from performing or holding itself out as able to perform any of the services involved in the practice of architecture; provided, that two-thirds of the general partners (if a partnership), two-thirds of the managers (if limited liability company) or two-thirds of the directors (if a corporation) are registered under the laws of any United States jurisdiction or any foreign jurisdiction approved by the board as architects or engineers and that one-third of the general partners, managers or directors are registered as architects in Montana
- A completed application, which includes the current NCARB Council Certificate, will take approximately 10-15 days to issue a license.

Please make sure all required documents are submitted with a completed application. Incomplete applications cause delays in processing. Please do not send cash. Payment may be made by check or money order. Mail your completed application and supporting documents to the Board office address found on page one.