State of Minnesota

Board of Architecture, Engineering, Land Surveying,
Landscape Architecture, Geoscience, and Interior Design
85 E. 7th Place, Suite 160 | St. Paul, MN 55101

APPLICATION FOR LICENSURE BY COMITY -- ARCHITECT

This application is for those who wish to apply for licensure by comity as an Architect in Minnesota. According to Minnesota Statutes and Rules, an applicant for licensure must meet the Minnesota requirements for education, examination and experience in effect at the time of the applicant's original licensure in another jurisdiction.

REQUIRED APPLICATION AND DOCUMENTATION

☐ **Applicants with an NCARB-IDP Certificate Record, submit the following:**

- ✓ Complete the Board's Application for Licensure by Comity, parts 1 through 21 and part 26 (Affidavit) (Part 2.pdf);
- ✓ One signed copy of the *Rules of Professional Conduct* (Part 3.pdf);
- ✓ Non-transferable comity application fee of $100.00 (Make check payable to MN Board of AELSLAGID);
- ✓ Completed NCARB-IDP Record. Contact NCARB and request an electronic transmittal of your NCARB-IDP record to the Minnesota Board office.

☐ **Applicants without an NCARB-IDP Certificate Record, submit the following:**

- ✓ Complete the Board's Application for Examination, parts 1 through 26 (Affidavit) (Part 2.pdf);
- ✓ One signed copy of the *Rules of Professional Conduct* (Part 3.pdf);
- ✓ Non-transferable application fee of $100.00 (Make check payable to MN Board of AELSLAGID);
- ✓ Final, official transcript sent to the Board office directly from your graduating university/college, showing degree earned and date conferred. No copies accepted by applicant;
- ✓ Verification of Examination and Licensure. Send verification form included in Part 6.pdf of the application packet to the state board that can verify your exam results and status of current licensure. The state board will then send the completed verification form back to the Minnesota Board;
- ✓ Five completed reference letters (see special instructions for references in Part 4.pdf).

If the applicant wants another named-individual to be able to call the Board office and make an inquiry as to the status of the submitted application, the applicant must complete and sign the *Authorization to Release Applicant Information* (Part 7.pdf) and submit it with the application. It must be signed by the applicant; no exceptions.

Only complete applications, with all the above documentation, will be reviewed. Applications remaining incomplete after six months from receipt of application will be subject to closure. An applicant may then reapply under the same requirements.

A completed application file will be reviewed by the Board to determine if all requirements are met for licensure by comity as an Architect in Minnesota. The Board will notify the applicant by letter after the review. Note: Board members review files when they are in the Board office on Board meeting dates. See the Board's website for meeting dates.

If approved, the applicant will receive an approval letter along with a one-page license application form that is to be completed with a designated public address and returned with the licensure fee of $132.00 (license fee of $120.00 plus a 2009 Legislature-enacted surcharge of $12.00). Licenses are renewable by June 30th of even-numbered years and all continuing education requirements must be met. See the Board's website for links to statutes and rules.

Foreign-Educated Applicants:

Education Evaluation Services for Architects (EESA) is a program administered by the National Architectural Accrediting Board (NAAB) for NCARB. The EESA evaluates the credentials of foreign-educated and broadly experienced architects against the NCARB Education Standard. EESA provides assistance to individuals who do not have a professional degree in architecture from an NAAB-accredited school of architecture who wish to either apply for NCARB certification or for registration by an NCARB member board.

* * * * * * * * *

Minnesota law requires:

- If the applicant was licensed on or after July 2, 1990, a completed NCARB-IDP record is required.
- If the applicant was licensed on or after January 1, 1991, an NAAB-accredited Bachelor's of Architecture and/or Master's of Architecture is required.
- Prior to the above dates, an applicant is exempt from NAAB-accreditation and IDP completion.

An Architect licensed in another state is not permitted to practice their profession, sign plans or hold themselves out to be an Architect in Minnesota unless licensed by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (Board of AELSLAGID).

It is recommended that an applicant make a copy of any documentation submitted to the Board.

CONTACT:

Minnesota Board of AELSLAGID, 651.296.2388, www.aelslagid.state.mn.us.
Geri Britton, OAS Sr., Board Staff, 651.757.1518, geri.britton@state.mn.us.