AMENDATORY SECTION (Amending WSR 21-01-127, filed 12/15/20, effective 1/15/21)

WAC 308-12-028 What is the application process for initial licensure as an architect? (1) If you have an NAAB accredited architectural degree, **or are enrolled in an IPAL program**:

(a) Contact NCARB to register for the AXP and the ARE. You will pay the fees for examination and reexamination directly to NCARB.

(b) When you have finished the AXP and the ARE:

(i) Have NCARB transmit your council record directly to the board office, showing evidence of your qualifications, and successful completion of the AXP and the ARE.

(ii) Complete the board's official application form with the application fee and initial license fee and submit it to the board office. ((~~The application fee is not refundable.~~))

(iii) Satisfactorily complete the Washington state law review exam.

(2) If you do not have an accredited architectural degree:

(a) Complete the board's official application form with the application and initial license fee and submit it to the board office. ((~~The application fee is not refundable.~~))

(b) Contact NCARB to register for the AXP and the ARE. You will pay the fees for examination and reexamination directly to NCARB.

(c) Using the board's application forms, have the licensed architects who have reviewed your practical work experience provide verification of your experience directly to the board office.

(d) If applicable, have your college or university submit, directly to the board office, official sealed transcript(s) showing any applicable courses you have taken.

(e) Once you successfully complete all education/experience requirements, the AXP and the ARE have NCARB transmit your council record directly to the board office.

(f) Submit the initial license fee to the board office.

(g) Satisfactorily complete the Washington state law review exam.

AMENDATORY SECTION (Amending WSR 21-01-127, filed 12/15/20, effective 1/15/21)

WAC 308-12-055 What is the application process if I am already licensed in an NCARB recognized jurisdiction? (1) If you are currently licensed and have an NCARB certificate:

(a) Complete the board's official application form and submit it to the board office with the reciprocity application fee and the initial license fee. ((~~The application fee is not refundable.~~))

(b) Have NCARB transmit evidence of your certification directly to the Washington board office.

(c) Satisfactorily complete the Washington state law review exam.

(2) If you are licensed in an NCARB-recognized jurisdiction and do not have an NCARB certificate:

(a) Complete the board's official application form and submit it to the board office with the reciprocity application fee and the initial license fee. ((~~The application fee is not refundable.~~))

(b) Request certification be sent directly from the issuing jurisdiction to the board office, verifying you have successfully passed the ARE, and:

(i) Have held an active license for eight or more years; or

(ii) Have held an active license for less than eight years and have either:

(A) An NAAB accredited architectural degree, as shown by an official sealed transcript sent directly to the board office by the college or university and have completed the AXP as shown by your AXP record sent directly to the board office from NCARB;

(B) A combination of education and experience, including completion of the AXP, totaling eight years, as shown by:

(I) An official sealed transcript showing any applicable courses you have taken from a community college, technical college, or university. The transcript must be sent directly from the college or university to the board office;

(II) Verification of practical architectural work experience, on the board's application forms, completed by licensed architects who have reviewed your practical work experience and sent directly to the board office; and

(III) Your AXP record sent directly to the board office from NCARB.

(3) Satisfactorily complete a review of Washington state law review exam.

AMENDATORY SECTION (Amending WSR 11-11-019, filed 5/9/11, effective 7/1/11)

WAC 308-12-085 Does my business need to register with the board? If your business offers architectural services in Washington state, you must apply for and be granted a certificate of authorization from the board.

(1) To apply for a certificate of authorization, register your business with the master license service by submitting:

(a) The certificate of authorization application and license fee. ((~~The application fee is not refundable.~~))

(b) A certified copy of a resolution, if a corporation, or a formal statement naming the designated architect(s) of your business. In lieu of a certified copy of the resolution, the board will accept a formal statement in a documented format provided by the board.

(2) The designated architect(s):

(a) Is responsible for the practice of architecture by your business and provides the full authority to make all final architectural decisions on behalf of your business with respect to work performed by your business in Washington.

(b) Is responsible for the practice of architecture by your business and must be regularly employed in the office having direct knowledge and supervisory control of such work.

(3) If your business changes designated architects, you must notify the board on a form provided by the board of the new designated architect within thirty days of the effective date of the change.

(4) Your architect certificate of authorization renewal is due annually. The expiration date is the same as your renewal date for your business registration from Washington's secretary of state's of-

fice or department of licensing's master licensing service. The department will send a courtesy renewal notice.

(5) You must notify the board in writing of any address changes.

AMENDATORY SECTION (Amending WSR 22-24-037, filed 11/30/22, effective 12/31/22)

WAC 308-12-205 ((~~Architect~~)) Fees. The following fees shall be charged by the business and professions division of the department of licensing:

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~~Title of Fee~~	~~Fee~~
~~Examination application~~	~~$105.00~~
~~Reciprocity application~~	~~410.00~~
~~Initial licensure~~	~~104.00~~
~~License renewal (2 years)~~	~~109.00~~
~~Late renewal fee~~	~~36.00~~
~~License print fee~~	~~5.00~~
~~Business entities:~~	
~~Certificate of authorization~~	~~292.00~~
~~Certificate of authorization renewal~~	~~146.00~~))

Title of Fee	Fee
Application fee	$25.00
License fee	$184.00
Reciprocity application fee	$25.00
Reciprocity license fee	$489.00
Renewal fee (2 years)	$109.00
Late renewal fee	$36.00
License print fee	$5.00
Business entities:	
Certificate of authorization application fee	$267.00
Certificate of authorization license fee	$25.00
Certificate of authorization renewal	$146.00