

MEMORANDUM

TO: All Architectural Candidates

FROM: Jean Williams, Executive Director
Oklahoma Board of Architects

RE: Licensing and Testing Application Process

The Board requires completion of an accredited architectural degree and the start of an IDP record with NCARB. If you have not contacted NCARB you must do so in order to begin the IDP process. You can contact them by phone at (202) 783-6500 or www.ncarb.org. Once your training is completed, it is your responsibility to request your completed file be sent directly to our Board office. You are also required to submit the Oklahoma application with a passport quality photo and a check in the amount of \$50.00 for the application fee for evaluating your file in order that we may take it to the Board for action. **Make your check payable to the Oklahoma Board of Architects** and submit it, along with your Oklahoma application to us.

As you know, we have implemented the Computerized Architectural Registration Examination. This process allows you to schedule your testing six days per week at your convenience. Each division is offered to you twice per year in six-month spans. You may begin testing once the Board approves your application. The testing time is delayed some due to entering your information through Thompson Prometric and back to the Sylvan Learning Centers, where you actually test. Several weeks' delay is normal. This office submits the needed information to them on your behalf to ensure you are in their systems as quickly and smoothly as possible.

Thompson Prometric will send you a pre-examination packet containing information about each section of the exams. They will also send you examination tutorial information and a letter stating you have been authorized to test and may schedule your testing, along with your candidate identification number. You must call the Sylvan Learning Center to schedule your actual testing.

If you have any questions, please contact this office.

THE BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS OF OKLAHOMA

PO Box 53430
Oklahoma City, OK 73152
(405) 949-2383

Equivalent Standards

Application for Candidate Architect Registration

Email address _____ Social Security Number _____ - _____ - _____

Name in Full _____ Date _____

Business Address	Firm Name			
	Street			
	City	State	Zip	
	Telephone			
Residence Address	Street			
	City	State	Zip	
	Telephone			

Address for Correspondence Residence Business

Citizenship US Foreign Country of _____

Birth Date _____ Birth Place _____

I hereby apply for registration and license to practice architecture by the following method:

By Examination with Alternate standards
Duration of residency in State _____ Years _____ Months

Have you ever been convicted of a felony? Yes No

If yes, give details. (Attach a separate sheet if necessary)

Have you ever been registered in Oklahoma? Yes No

If yes, my registration number was: _____

The State of Oklahoma

Name in Full

D. Affidavit and Notarization

I swear that neither I nor a firm, association, corporation or partnership, which I am affiliated with, have performed or contracted to perform architectural services of any kind prior to the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers of Oklahoma issuing a license to practice architecture within the state of Oklahoma and where applicable, a certificate of authority to the firm, association, corporation or partnership. The undersigned, being duly sworn, upon his/her oath deposes and says that he/she is the person making the foregoing statements and that they are made in good faith and are true in every respect.

Signature of applicant

In the event you can not truthfully sign the statement above, attach an explanation and describe the services performed in detail.

State of:

County of:

I, _____ a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that

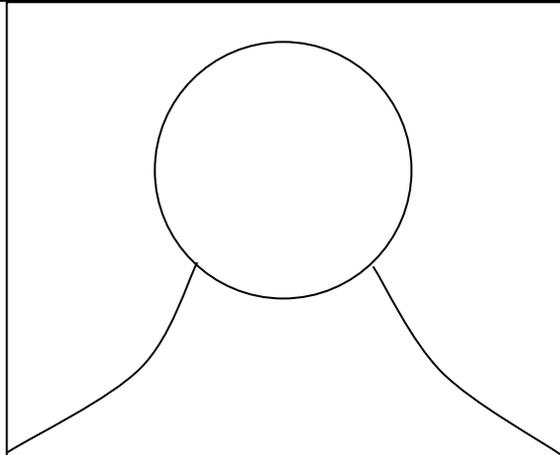
_____ Personally know to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledge that they signed, sealed and delivered the said instrument as their free and voluntary act, for the uses and purposes therein set forth.

GIVEN UNDER MY HAND AND NOTARIAL SEAL
THIS _____ DAY OF _____, 20____

NOTARY PUBLIC

MY COMMISSION EXPIRES _____

NOTARIAL SEAL



Affix Photo Here
Bust Only
Approximately 2 1/8 X 2 3/4"