M E M O R A N D U M

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.
Make your check payable to the Oklahoma Board of Architects
and submit it, along with your Oklahoma application.

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 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.

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.

If you have any questions, please contact this office.

The State of Oklahoma

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

Application for Candidate Architect Registration

Email address Social Security Number - - .

Name in Full Date

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

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 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.

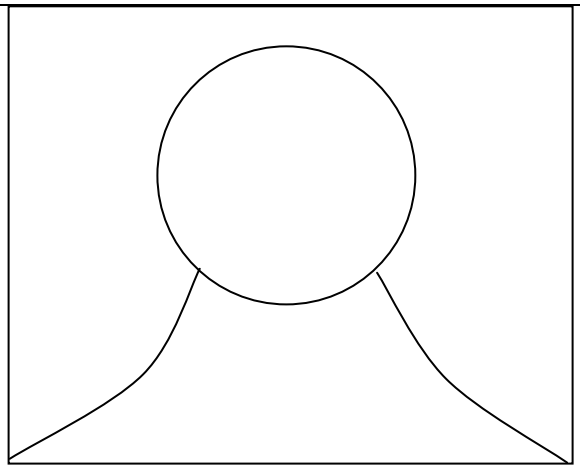
State of:

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



Affix Photo Here
Bust Only
Approximately 2 1/8 X 2 ¾”

NOTARY PUBLIC

MY COMMISSION EXPIRES

NOTARIAL SEAL