

**The Board of Governors of the Licensed Architects  
Landscape Architects and Registered Interior Designers  
of Oklahoma  
P. O. Box 53430  
Oklahoma City, OK 73152  
(405) 949-2383**

**MEMORANDUM**

**TO: ALL Interior Designer applicants**

**FROM: JEAN WILLIAMS, EXECUTIVE DIRECTOR**

**RE: APPLICATION PROCESS AND REQUIREMENTS**

Attached is an application for individual registration. Please attach a 2" x 3" black and white or color photograph (passport quality) to the application and return one check with your application in the amount of \$100.00 (for the application). **Once your application has been approved** for registration we will send you notification either by written notice or email to submit the registration fee of \$325.00. Please make checks payable to the Oklahoma Board of Architects. If you have taken and passed the CIDQ exam, please contact CIDQ and have them forward a pass letter to the Board office, complete the application, the Act and Rules exam, INS documents and then mail the entire application to the Oklahoma Board. Be sure to submit the items below directly to the Board office as well. **\*\*The registration fee cannot be prorated.**

The State of Oklahoma now requires all applicants to submit proof of U.S. Citizenship before a registration can be issued. Please be sure to download the INS citizenship forms and submit the required information

**Training References** (application-page 6) Please fill out the enclosed work verification form(s) and forward them to your employer(s), they in turn must submit them directly to this office. You may make additional copies as needed.

**Transcript** indicating accredited professional degree or its equivalent in interior design. This must be sent directly from the University to our Board office. Copies " issued to student" will not be accepted unless it is in a sealed envelope from the institution.

Registrations expire 6/30/2015

# 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 interior designer 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 <input type="checkbox"/> Residence <input type="checkbox"/> Business					
Citizenship <input type="checkbox"/> US <input type="checkbox"/> Foreign Country of _____						
Birth Date			Birth Place			
<i>I hereby apply for registration as an interior designer by the following method:</i>						
<input type="checkbox"/> New Registration		Duration of residency in State		Years	Months	
<input type="checkbox"/> Directly through base state		NCIDQ Cert. No.		State of Regis:	No:	
Have you ever been convicted of a felony?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, give details. (Attach a separate sheet if necessary)						
Have you ever been registered in Oklahoma?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, my registration number was:						

The State of Oklahoma

Name in Full

Preparatory Schools, High Schools	Dates of Attendance		Grades Completed
	From	To	
Colleges, Universities, Technical Schools <i>Attach Original Transcript</i>	Dates of Attendance		Degrees
	From	To	
Travel, Continuing Education, Research, Publications			

A. Educational Background

Name three professional references who are personally acquainted with your professional abilities. Give complete addresses.

**DO NOT** list present employers, fellow employees, present partners or relatives.

Name/Address

B. Interior Designer Name/Address  
References

Name/Address

# The State of Oklahoma

Name in Full

## C. Practical Experience

Full name and complete current address of employer  (Begin with first employer and include military and others)  (Please list part-time & full-time separately)	Dates of Employment  Give Month, Day and Year	Total Time Employed		Check Appropriate Experiences			
		Part Time *	Full Time	General practice of interior design	Teaching and research	Public service	Other – Explain **
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				

\*If part-time work is noted, state average number of hours per week. \*\* If "other" kinds of work are noted, describe.

**The State of Oklahoma**

Name in Full

D. Affidavit and Notarization

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

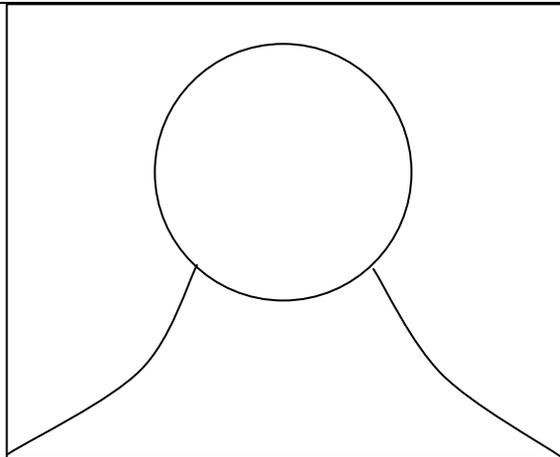
\_\_\_\_\_  
Personally know to me to be the same person whose  
name is subscribed to the foregoing instrument,  
appeared before me this day in person, and  
acknowledge that they signed, sealed and delivered  
the said instrument as their free and voluntary act, for  
the uses and purposes therein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

# Board of Governor of The Licensed Architects, Landscape Architects and Interior Designers

P.O. Box 53430, OKC, OK 73152  
Name \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Current Address \_\_\_\_\_

Is/Was Employed with the Firm of \_\_\_\_\_

Address of Firm \_\_\_\_\_

Which Rendered those Services Indicated by an "X"  Architecture  Engineering  Landscape Architecture  Planning  Construction  Other (Explain on Separate Sheet)  Interior Design  Construction Management

Position of Supervisor  Architect  Interior Designer  Landscape Architect  Engineer or Planner  
If Other, Please Explain \_\_\_\_\_

Dates of Employment						Length of Time			Check Appropriate Experiences in Hours												
						Full Time ✓	Part Time (Less than 35 Hrs/Wk) ✓	Hrs/Wk	In the Position Of		General Practice of Interior Design										
									Employee	Other (Explain)	Programming- Client Contact	Schematic Design	Contract Administration	Code Research	Design Development	Contract Documents	Prof Practice	Other			
From	To																				
Day	Month	Year	Day	Month	Year																

Applicant's Authorization and Release – This release must be signed before sending this form to Employer.

I hereby authorize the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers of Oklahoma to make inquiries of the person listed as a reference on this form with respect to my background and character. I invite full and complete response to all inquiries. I release the reference from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to the Board of Architects, Landscape Architects and Registered Interior Designers by the reference.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Applicant Complete Above this Line**

The above person has made application to this Board for a registration as an interior designer in the State of Oklahoma. He/she has given your name as a reference and as one who knows his work, ability, reputation and personal character. We request your assistance in completing this form, with sincere and conscientious consideration of the need for objective appraisal of the applicant's ability and his potential to practice interior design.

- A. The dates of Employment as shown above are correct. Yes  No  If no, please clarify
- B. The applicant worked under the direct supervision of individuals indicated. Yes  No  If no, please clarify
- C. The experiences checked by the applicant for the dates of employment shown are correct. Yes  No  If no, please clarify
- D. Please indicate, to the best of your knowledge, the applicant's ability in the experiences indicated above by placing an "X" in the appropriate spaces below. If "Unsatisfactory" box is checked please submit a letter of explanation with this form.

	Excellent	Satisfactory	Marginal	Unsatisfactory	Not Qualified to Answer
Technical Competence					
Professional Integrity					

(Person supplying information above, please complete the following relative to yourself. Please type.)

Name of Person Completing this half form \_\_\_\_\_

Jurisdiction(s)/Dates(s) of Registration(s) and Type of Registration \_\_\_\_\_

Position in above firm \_\_\_\_\_

Name of Current Firm \_\_\_\_\_

Position in Current Firm \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**OKLAHOMA STATE LAW AND RULES EXAMINATION FOR ARCHITECTS,  
LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS**

This is an open book examination of the Oklahoma State Architectural and Registered Interior Designers Act and corresponding Rules. Please mark (T) for true and (F) for False on the provided lines.

Seventy-five (75%) percent of the answers must be correct for a passing score.

**True or False**

- \_\_\_\_\_ 1. As it applies to the Act and Rules, the definition of “license” means to practice architecture or landscape architecture issued by the Board and permission to use the title Architect or Landscape Architect.
- \_\_\_\_\_ 2. An Architect, Landscape Architect and Registered Interior Designer may hold all these licenses, registrations, Certificate of Authority and Certificate of Title at the same time.
- \_\_\_\_\_ 3. The building use groups listed in the State Architectural and Registered Interior Designers Act are defined by the 2003 International Building Code.
- \_\_\_\_\_ 4. The Board shall waive all fees, penalties and continuing education, if applicable, during the time Licensees, Registrants or Candidates are called to active military duty in the armed forces of the United States and deployed to a temporary military assignment.
- \_\_\_\_\_ 5. Architects and Landscape Architects are allowed to call themselves Registered Interior Designers without having to obtain a Certificate of Registration.
- \_\_\_\_\_ 6. An Architect, Landscape Architect or Registered Interior Designer may retain their emeritus status license or registration in Oklahoma after retiring and moving out of state.
- \_\_\_\_\_ 7. An Architect may bid for a contract for the construction of a project for which the Licensee has prepared construction documents.
- \_\_\_\_\_ 8. Oklahoma only accepts accredited degrees to satisfy their education requirement for licensing and registration.
- \_\_\_\_\_ 9. Continuing education reinstatement penalty is \$1000.00 per biennial renewal period of noncompliance and the licensee is required to complete the continuing education units.
- \_\_\_\_\_ 10. If the licensee exceeds the continuing education requirements in any renewal period, the licensee may carry six continuing education credits forward into the subsequent renewal period.
- \_\_\_\_\_ 11. Training credits for a landscape architect license may be obtained through an unlicensed professional, but holds an LAAB accredited degree.

\_\_\_\_\_ 12. Emeritus status means a person is retired from their normal professional activities or work environment, but still allowed to perform professional services.

\_\_\_\_\_ 13. “Registered Interior Designer” means an individual registered by the Board to use the title.

\_\_\_\_\_ 14. The Board will not restore a license to any person whose license has lapsed or has been revoked or suspended.

\_\_\_\_\_ 15. Emeritus readmission to active practice without re-examination must occur within five (5) years of acquiring emeritus status.

\_\_\_\_\_ 16. “Building” means a structure consisting of a foundation, walls, all floors and roof, with or without other parts.

\_\_\_\_\_ 17. If a license or registration remains canceled for a period exceeding three (3) consecutive years, it may be reinstated by demonstrating a current license or registration in any jurisdiction in good standing, paying all back fees, penalties, meeting continuing education requirements and paying a readmission fee and re-apply.

\_\_\_\_\_ 18. The Oklahoma Board will review any section of an examination for a \$100.00 fee.

\_\_\_\_\_ 19. An Architect, Landscape Architect, or Entity shall retain a copy of all technical submissions produced for a minimum of fifteen (15) years following the date of preparation.

\_\_\_\_\_ 20. A Certificate of Title is required for all entities desiring to use the title Registered Interior Designer.

\_\_\_\_\_ 21. Prototypical plans that are not complete must carry a seal, signature and date prior to leaving the original architect’s office.

\_\_\_\_\_ 22. Applications for an Architect or Landscape Architect license by reciprocity will be through submission of an NCARB or CLARB record only.

\_\_\_\_\_ 23. Each individual holding a License shall display it at his/her place of practice and is prepared to substantiate biennial renewals.

\_\_\_\_\_ 24. The Act requires all Architects, Landscape Architects and Registered Interior Designers desiring to practice or use the professional titles in Oklahoma to biennially renew the License or Registration with the Board and pay a biennial License or Registration renewal fee.

\_\_\_\_\_ 25. Except confidential records, records of the Board are open to public inspection and copying at any time during normal business hours.

\_\_\_\_\_ 26. The Architect, Landscape Architect or Entity contracting to provide professional services may disclose whether or not they carry liability insurance or are bonded for the project.

\_\_\_\_\_ 27. Every individual authorized to practice architecture or landscape architecture by a license shall procure a seal with which to identify all technical submissions, addenda, field orders and other documents of service issued by the licensee for use in this state.

\_\_\_\_\_ 28. The Board shall investigate complaints, hold hearings, issue orders and determine penalties against entities in the same manner, procedure and with the same rights and offenses as an individual Architect, Landscape Architect or Registered Interior Designer.

\_\_\_\_\_ 29. Upon notice of the Board, Certificates of Authority or Certificates of Title suspended, refused to renew or revoked for cause by Board action shall be surrendered within thirty (30) days of notification.

\_\_\_\_\_ 30. Each Architect and Landscape Architect shall complete 18 hours of acceptable continuing education during the two-year period immediately preceding the biennial renewal date as a condition for License renewal.

\_\_\_\_\_ 31. All public buildings with a value over \$158,000 require the professional services of an Architect.

\_\_\_\_\_ 32. Architects and Engineers may perform services included within the definition of "landscape architecture" when incidental to the performance of his normal practice as an Architect or Engineer.

\_\_\_\_\_ 33. Each Entity in the state where architectural or landscape architectural services are offered or performed for execution in Oklahoma shall have a current Oklahoma licensed Architect or Landscape Architect in responsible control.

\_\_\_\_\_ 34. Certificates of Authority or Certificates of Title may be granted by the Board to any Entity which meets the criteria of the Act and the Rules.

\_\_\_\_\_ 35. Failure to biennially renew and remit payment of the renewal fee for the Certificate of Authority or Certificate of Title on June 30 of the renewal year will result in a late payment and reinstatement penalties in 55:10-3-13 and cancellation of the certificate.

\_\_\_\_\_ 36. Entities shall notify the Board office within sixty (60) days of any or all changes that affect the Certificate of Authority or Certificate of Title.

\_\_\_\_\_ 37. Failure of an Entity to properly file or register with the Oklahoma Secretary of State and maintain said Entity in good standing with the Oklahoma Secretary of State may result in revocation of the Certificate of Authority or Certificate of Title and disciplinary action pursuant to the Act and Rules.

\_\_\_\_\_ 38. Civil or formal proceedings in matters involving violations shall be brought only by Counsel of the Board, based upon recommendation of the investigative committee, investigator, or when ordered by the Board.

\_\_\_\_\_ 39. A hearing authority may require the furnishings of information; the production of records, papers or other objects as may be necessary and proper for the purposes of the hearing.

\_\_\_\_\_ 40. All disciplinary actions where the party has been convicted, pled guilty or nolo contendere to a violation of the Act or Rules, shall be publicized to the public and profession with their name, License or Registration number and/or the Certificate of Authority or Certificate of Title number and the city and state on the Board's records, if applicable.

\_\_\_\_\_ 41. The Board does not have the authority to issue a temporary license of any kind even in a declared state of emergency.

\_\_\_\_\_ 42. An Architect or Landscape Architect may not at anytime be exempt from participating in the continuing education program required by the Rules.

\_\_\_\_\_ 43. Fifty percent (50%) of each person's continuing education units (CEUs) are subject to auditing and the Board may disapprove any CEU not meeting the intended continuing education criteria.

\_\_\_\_\_ 44. At anytime continuing education courses can be approved or disapproved by the Board.

\_\_\_\_\_ 45. If the Board determines through an audit, that continuing education hours are to be disallowed, an Architect or Landscape Architect shall have sixty (60) calendar days after notification to substantiate the original claim or earn other continuing education hours to meet minimum requirements and submit documentation to the Board office.

\_\_\_\_\_ 46. Each Architect or Landscape Architect, at License renewal, shall submit an affidavit attesting to the individual's fulfillment of continuing education requirements during the two years preceding the renewal.

\_\_\_\_\_ 47. The Board is responsible for retaining proof of participation in continuing education activities.

\_\_\_\_\_ 48. Continuing education courses shall be related to health, safety or welfare only as defined by NCARB and adopted by this Board.

\_\_\_\_\_ 49. The Board requires all licensees to obtain continuing education credits for sustainability.

\_\_\_\_\_ 50. Architects and Landscape Architects may obtain partial continuing education units (CEUs) for portions of courses taken without staying for the full course.

Please check **each** License or Registration you are applying to receive:

\_\_\_\_\_ Architect

\_\_\_\_\_ Landscape Architect

\_\_\_\_\_ Registered Interior Designer

Please print your name: \_\_\_\_\_