

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

MEMORANDUM

TO: ALL IN-STATE AND RECIPROCAL REGISTRATION APPLICANTS-Interior Designers

FROM: JEAN WILLIAMS, EXECUTIVE DIRECTOR

RE: APPLICATION PROCESS AND REQUIREMENTS

Enclosed 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 two checks to us (in certified funds) in the amounts (\$100) (for the application) and (\$225) (for the registration fee). **Make checks payable to: Oklahoma Board of Architects.** If you have taken and passed the NCIDQ exam, please contact NCIDQ and have them forward your grades to the Board office. If you are being grandfathered in and hold an Oklahoma architectural license, please fill out pages 1 & 4 and check where indicated on the application and provide us with your architectural license number. If you are being grandfathered in or seeking registration as an interior designer please check appropriate space on the application and complete the entire application. You will need to request the following to be submitted to the Board office.

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.

Training References (application-page 5) (also see section 55:10-5-9-e); 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. This information may be available from your state board file, in which case you must contact your board and have them forward this information directly to our office.

ADDITIONALLY, YOU WILL BE REQUIRED TO TAKE AND PASS AN EXAMINATION ON THE STATE ARCHITECTURAL AND INTERIOR DESIGNERS ACT AND RULES.

<http://www.ok.gov/InteriorDesigners>

Your application will be processed as soon as all documents are received. Normal approval time is approximately two (2) weeks once all completed material/information is received. All questions should be directed to the Board office at the above address and telephone number.

All registrations will expire June 30, 2009 unless renewed

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

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

Please check if being grandfathered in _____

Oklahoma Architect License Number _____

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 Residence Business

Citizenship US Foreign Country of _____

Birth Date _____ Birth Place _____

I hereby apply for registration as an interior designer by the following method:

<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? 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

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

I swear that neither I nor a firm, association, corporation or partnership, which I am affiliated with, have performed or contracted to perform interior designer services of any kind prior to the Board of Governors of the Licensed Architects, Landscape Architects and Interior Designers of Oklahoma issuing a registration to practice interior design within the state of Oklahoma and, where applicable, a certificate of title 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

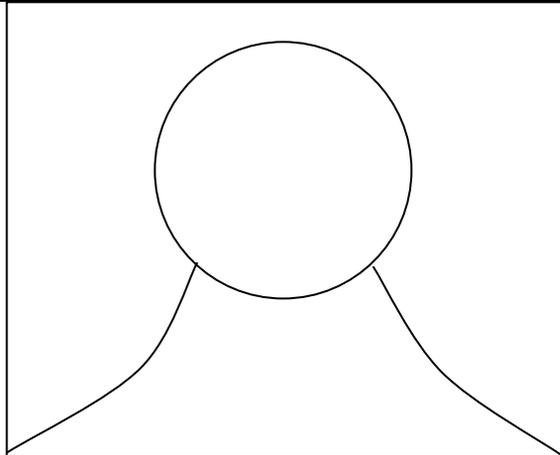
_____ Personally know to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledge that they signed, sealed and delivered the said instrument as their free and voluntary act, for the uses and purposes therein set forth.

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"

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 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 and 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 INTERIOR DESIGNERS**

This is an open book examination of the Oklahoma State Architectural and 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” shall apply to those persons licensed under a practice act and “registration” shall apply to those persons registered under a title act.
- _____ 2. An Architect, Landscape Architect and 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 Interior Designers Act are defined by the 2003 International Building Code.
- _____ 4. A licensee or Entity shall not solicit or accept compensation from material or equipment suppliers in return for specifying or endorsing their products.
- _____ 5. Architects and Landscape Architects are allowed to call themselves Interior Designers without having to obtain a Certificate of Registration.
- _____ 6. An Architect, Landscape Architect or Interior Designer may retain their emeritus status license or registration in Oklahoma after retiring and moving out of state.
- _____ 7. An Architect or Landscape Architect may bid for a contract for the construction of a project for which the Landscape Architect has prepared construction documents.
- _____ 8. It is unlawful for an Architect or Landscape Architect to accept or to receive compensation, directly or indirectly, from any person other than the client in connection with the reparation, alteration or construction of a project.
- _____ 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 not carry any continuing education credits forward into the subsequent renewal period.
- _____ 11. Architects, Landscape Architects and Interior Designers may obtain and use seals for entities holding current and active Certificate of Authority and Certificates of Title.

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

_____ 13. “Interior Designer” means a person recognized by this state who is registered, qualified by education, experience and examination and meeting all the requirements set forth in the State Architectural and Interior Designers Act for Interior Designers.

_____ 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 or 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 Interior Design, Interior Designer or any derivation of the word, and they require Board approval prior to using.

_____ 21. 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.

_____ 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 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 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 direct supervision and being 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. When it comes to the Board's attention that a party residing in or out of the State of Oklahoma may be engaged in any illegal activity that might be determined as a violation of the Act and Rules the Board may bar the individual or Entity and/or their employers from obtaining a License, Registration, Certificate of Authority and/or Certificate of Title.

_____ 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. Architects are allowed to practice any and all engineering with their current Architect license and Certificate of Authority.

_____ 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
_____ Interior Designer

Please print your name: _____