

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 261-7083
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703

E-Mail: dsps@wi.gov
Website: <http://dsps.wi.gov>

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

ARCHITECTS SECTION

INSTRUCTION PACKET FOR ARCHITECT CREDENTIAL

This is not the application if you want to apply for the architect examination. Please see instruction form #1946, Instruction Packet to Register for Architect Examination.

FILING AN APPLICATION All applicants must complete form #1737, Application for Architect Credential. Please type or print all information.

APPLICANT CERTIFICATE TO VERIFY KNOWLEDGE OF RULES If you do not have a copy of the Building Code containing SPS 361 through 365 you may review it online at <https://docs.legis.wisconsin.gov/code/toc/sps> or you may purchase a copy by contacting the Department of Administration, Document Sales Division, P.O. Box 7840, Madison, Wisconsin 53707. Telephone (608) 266-3358.

Completed applications must be mailed to the address listed above. Applications hand delivered or mailed by special courier must be addressed to the department's street address: 1400 East Washington Avenue, Room 142, Madison, WI 53703.

FEES Please include a check or money order made payable to the Department of Safety and Professional Services for the fee under which you are qualifying for the credential.

IMPORTANT NOTICE

FOR APPLICANTS WHO HAVE PREVIOUSLY SUBMITTED AN ELIGIBILITY APPLICATION FOR THE ARCHITECT EXAM (FORM #1948)

If you submitted an eligibility application to sit for the exam in Wisconsin in February 1997 or later, submit the following:

1. Application for Architect Credential (Form #1737)
2. Updated Experience Record (Form #463)
3. Equivalent Intern Development Program Record of Experience (Form #1947) or NCARB IDP Periodic Assessment Report **ONLY IF** IDP requirements were not completed at the time you took the exam.
4. Five Architect Applicant Appraisal Forms (Form #472)

FOR APPLICANTS HOLDING AN UNEXPIRED REGISTRATION FROM ANOTHER STATE (COMITY)

1. Certificate of Registration: Applicants may apply for registration if they hold unexpired registrations in another state in which registration requirements are not lower than those in Wisconsin. Applicants must have passed the NCARB examination and have 7 years of architectural experience (education included). Applicants may apply using the NCARB Council Record or by direct application.

2. If applying by NCARB Council Record: Request NCARB to forward your Council Record to the department. Complete form #1737, Application for Architect Credential and submit it with the application fee to the department. Indicate that you asked NCARB to forward your Council Record to the department. Do not submit form #475, Verification of Examination or Registration, or transcripts. Provide proof that you have completed continuing education per section A-E 12.09 of Wisconsin administrative code.

Wisconsin Department of Safety and Professional Services

3. If applying by direct application: Submit all of the following:

- Form #1737, Application for Architect Credential
- Form #475, Verification of Examination or Licensure, from the state where you hold a current license or where you completed the architect examination
- Form #463, Experience Record
- Form #472 Architect Applicant Appraisal Form from five references having personal knowledge of your experience. Three references must be registered architects. Family members can act as supplemental references in support of an application, but not as one of the five required responses.
- Evidence that you have completed continuing education per A-E 12.09.

4. Temporary permit: Available under the comity provision, this permit allows applicants to proceed with appending projects during the time it takes to process applications. Applicants desiring temporary permits must submit a letter specifically requesting the permit which includes a description of the project (location, approximate size and cost), a copy of their registration card from the original state of registration and a \$82 temporary permit fee. The Application for Architect Credential (Form #1737), credential fee and temporary permit fee must accompany the request for temporary permit. The temporary permit is optional and is not a requirement for licensure.

FOR APPLICANTS WHO HAVE PASSED ALL SEVEN PARTS OF THE EXAM

Submit all of the following with the Application for Architect Credential (Form #1737):

1. Education: Official transcripts showing courses taken and degrees received are required. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). **Unofficial copies of transcripts are not acceptable.** Transcripts may accompany the application or be forwarded directly by the college. **NOTE: If you have submitted transcripts within the last five years to prequalify for the examination, DO NOT submit transcripts again.**

2. Experience Record: - When completing the "Experience Record" (Form #463), include as many applicable experience requirements outlined in the Wisconsin Administrative Code as possible. Provide a complete chronological listing of your background beginning with your education. Indicate when employment is full-time vs. part-time. If your education does not come at the beginning of your record, include it in the appropriate order within your chronological listing of your background as a separate engagement. Please type or print all information. **NOTE: If you have submitted an experience record within the last five years to prequalify for the examination, you only have to provide an update of your experience.**

3. Intern Development Program (IDP): - (Note: Comity applicants do not submit IDP.) Effective January 1, 1993, all applicants applying for registration as an architect must complete the Intern Development Program using the section's Equivalent Intern Development Program Record of Experience (Form #1947) or NCARB's IDP Periodic Assessment Experience. Applicants using the Section's Equivalent Intern Development Program Record of Experience (Form #1947) should complete a separate report for each place of employment. (Please make additional copies of this form if needed.) The intern, and the intern's supervisor must sign each report. If you have registered through NCARB, please request that NCARB forward your IDP Periodic Assessment Report to the Architect Section.

4. References: - Provide replies from five references having personal knowledge of your experience using the enclosed "Architect Applicant Appraisal Form" (Form #472). Each reference should complete Form #472 and return it to you so you can submit all 5 references with your application. It is required that three references be registered in the profession. Family members can act as supplemental references in support of an application, but not as one of the five required responses.

5. Verification Of Examination Or Registration: - Complete Section 1 of the enclosed Verification of Examination or Registration (Form #475), if: 1) you completed part of the architect examination in another state, you must contact the registration agency in that state and request a verification of examination scores; or 2) if you are applying by Comity, you must contact the registration agency in that state and request a verification of current registration. **Do not complete this form if you passed all exams in Wisconsin.**

A copy of the Wisconsin Statutes and Administrative Code is available on the web at <https://docs.legis.wisconsin.gov/code/toc/sps> or at most public libraries. If you wish to purchase a copy, you may contact Document Sales, Department of Administration for information about ordering a codebook by calling 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.