

Procedures & Requirements for Reinstatement of West Virginia Architect Registration

- An architect is required to renew his or her registration every year no later than June 30.
- An architect whose registration has lapsed in excess of six months but not longer than five years and wishes to reacquire his or her registration must utilize this reinstatement process. The following information is required to be submitted to the Board of Architects for consideration of reinstatement of registration:
 - The application for reinstatement must be completed, signed, and dated.
 - The application must include log forms and supporting information that document the completion of a minimum of twelve hours of professional development units (PDUs) in subjects relating to public protection for each of the last two calendar years.
 - With the completed application, the architect shall provide a written letter to the Board of Architects indicating that he or she has not practiced architecture as defined by the Law and Rules of the State of West Virginia during the period of lapsed registration.
- Upon written notice by the Board of Architects that the reinstatement application has been tentatively approved, the architect must remit the reinstatement fee of \$250.
- Upon receipt of the reinstatement fee by the Board of Architects, the architect will be notified that reinstatement of his or her registration has been granted. This registration will remain active until June 30 of the following year.



West Virginia Board of Architects

405 Capitol Street, Mezzanine Suite 3 Charleston,
WV 25301

Phone (304)-558-1406, Fax (304)-558-1407
brdarch.wv.gov



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RENEWAL FEE

Fee \$ _____ Penalty \$ _____
 Check # _____ Receipt # _____
 Date Received _____

Application for Reinstatement Individual Architect Registration

January 1, _____ – December 31, _____

Name: _____

WV Registration #: _____

Firm Name: _____

Last Four SSN: _____

Address: _____

Telephone #: _____

Email Address: _____

REINSTATEMENT FEE \$250 is due when approved for reinstatement.

- A.** Have you been convicted of a felony, any crime or misdemeanor involving fraud, deceiver misrepresentation or been convicted of any crime other than a minor traffic violation in any jurisdiction? Yes No
- Have you been disciplined by an occupational licensing board? Yes No
- Are you currently under investigation by an occupational licensing board? Yes No
- Has any registration been denied, suspended or revoked by a jurisdiction or placed on probation? Yes No
- Have you signed any legal document that settles a dispute or charges against you brought by a registration board or a Court of Law? Yes No

If you have responded yes, please provide an explanation on the back of this form along with supporting documents.

- B.** Pursuant to WV Code 48-15-303 each applicant for registration must answer the following questions and certify, under penalty of false swearing, that these answers are true and correct.
- 1.** Do you have a child support obligation? Yes No
- a.** If the answer to question 1 above is yes, are you in arrearage? Yes No
- b.** If the answer to question 1 above is yes, does your arrearage equal or exceed the amount of child support payable for six (6) months? Yes No
- c.** If the answer to question 1 above is yes, are you the subject of a child support related subpoena or warrant? Yes No
- 2.** Do you own all or part of a business that operates in West Virginia?
 If yes, please provide the FEIN # _____ Yes No
- 3.** Are you delinquent in your payments for Workers' Compensation and/or Unemployment Compensation in West Virginia? Yes No
- C.** I have completed a minimum of 12 hours of professional development units (PDUs) in subjects relating to public protection during each of the last two calendar years on the attached PDU log. Backup documentation is required if an AIA transcript is not available. Yes

I certify that I have read and I am familiar with Article 12. – Architects Act of the West Virginia Code and the rules of the West Virginia Board of Architects and I am qualified to practice architecture in the State of West Virginia. The above information is true to the best of my knowledge.

Signature _____ Date _____

Solicitation of the Social Security Number and FEIN Number is solely to identify individuals default on Workers Compensation and Child Support Payments to the State of WV. The Last 4 digits of your Social Security Number is your PIN Number to renew your registration online with the WV Board of Architects.

The West Virginia Board of Architects is a public agency and records of the Board are considered to be public records. Some or all of the information in this application may be disclosed to any person under the West Virginia Freedom of Information Act (FOIA).

