

Wisconsin Department of Safety and Professional Services

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LicensE Portal: [License.wi.gov](https://license.wi.gov)
Email: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

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

ARCHITECT REGISTRATION APPLICATION INFORMATION

This is not the application to apply for the Architect Registration Examination (ARE). To register for the examination, contact NCARB directly at www.ncarb.org or (202) 879-0520.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

Application by Examination

1. **Application for Architect Registration** - Apply line via [LicensE](https://license.wi.gov), <https://license.wi.gov/>.
2. **Credentialing Fee** - Pay \$55.00 credential fee online via LicensE.
3. **Verification of Examination or Registration (Form 475)** - Completed by each state in which you have been issued a license. If the exams were passed in Wisconsin or if submitting NCARB Record, this form is not required.
4. **Experience Record (Form 463)** - Evaluated by the Architect Section to determine whether the experience you document meets the qualifying architectural experience as defined in [Wis. Admin. Code § A-E 3.03](#). Provide a complete chronological listing of your experience. The beginning and ending month and year of employment must be shown for each engagement.
5. **Architect Applicant Appraisal Form (Form 472)** - Provide replies from five (5) references having personal knowledge of your experience, three (3) of whom must be registered as an Architect.
6. **Equivalent Architect Experience Program Record (Form 1947)**
Applicants using the Equivalent Architect Experience Program (AXP) should complete a separate report for each place of employment. The intern and the intern's supervisor must sign each report. If you have registered through NCARB, request that NCARB forward your NCARB Record to the Architect Section.
7. **Proof of Continuing Education Completion (for Reciprocity applicants only)** - Provide proof that you have completed continuing education per [Wis. Admin. Code § A-E 12.09](#). AIA transcripts are acceptable.

Reciprocity Applicants (applicant holding an unexpired registration(s) from another state) - An applicant may apply for registration if he or she holds an unexpired registration in another state in which registration requirements are not lower than those in Wisconsin. The applicant must have passed the NCARB exam and have 7 years of architectural experience (education included). Applicants may apply using the NCARB Council Record or application by examination. See [Reciprocity Information](#) for details.)

If Applying by Reciprocity using NCARB Council Record - If you are using the NCARB Council Record, complete and return only the Application for Architect Registration ([Form 1737](#)), proof of CE/PDH per [Wis. Admin. Code § A-E 12.09](#) and fee. Indicate on your application that you are requesting that NCARB forward your council record to the Department.

Temporary Permit - A temporary permit is available to all applicants under the reciprocity provision. This permit allows the applicant to proceed with a pending project during the time it takes to process the application for registration. An applicant desiring a permit must include 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 an \$55.00 temporary permit fee. The request for a temporary permit must accompany your LicensE Application for Architect Registration and \$55.00 initial credential fee.

For Applicants who have passed all parts of the ARE Exam

Submit all information listed under "Application by Examination" and the following:

1. **Official Transcripts** - Transcripts must be forwarded directly by the college to you. 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.**
2. **Equivalent Architect Experience Program Record (Form 1947)** Applicants using the Equivalent Architect Experience Program (AXP) should complete a separate report for each place of employment. The intern and the intern's supervisor must sign each report. If you have registered through NCARB, request that NCARB forward your NCARB Record to the Architect Section.

Review Dates - Your application for registration will be presented to the Board for review when all required documents have been received. You are encouraged to submit your application as soon as possible to allow processing and review of application before the Board meets. You'll find a schedule of tentative Board meetings on the Department's web site at <http://dsps.wi.gov>.