



## APPLICATION FOR LICENSURE OF AN ARCHITECT

- This application is for individuals licensed in another jurisdiction, or applying for reinstatement in Nebraska.
- Do not substitute a resume or other synopsis for any part of this application form.
- **NCARB Record Holders:** If you have requested NCARB to submit your Record to the Board, complete Section I and then proceed to Section IV. You do not need to complete Sections II or III, submit a verification form, or submit proof of graduation to the Board.
- It is the responsibility of the applicant to ensure all verifications, references, and supporting documents are completed and received by the Board.
- Make checks payable to "Nebraska Board of Engineers and Architects" or "NBEA." Application fees are nonrefundable once deposited by the Board. In the event that your check is returned unpaid for insufficient or uncollected funds, we may re-present your check electronically. In the ordinary course of business, your check will not be provided to you with your statement.

### SECTION I: GENERAL INFORMATION

1. \_\_\_\_\_  
*Full Legal Name (including full middle name)*
*Maiden or former name (if applicable)*

2. \_\_\_\_\_  
*Social Security Number (last 4 digits)*

3. Previously licensed in Nebraska?\*    NO    YES, License Number: \_\_\_\_\_

\* If you are requesting reinstatement, you must complete a Reinstatement Affidavit, and submit evidence of having completed 24 hours of continuing education for the two years immediately prior to the reapplication date. At least 16 CE hours must address the safeguarding of life, health, and property, and one hour must be ethics related. A CE log is available on our website. See Chapter 9 of the Board's rules for more information.

4. Do you have an NCARB record?    NO    YES, NCARB Record Number: \_\_\_\_\_

5. Do you hold an NCARB Certificate?    NO    YES, NCARB Certificate Number: \_\_\_\_\_

**6. Mailing Address:**

\_\_\_\_\_  
*Firm Name (if applicable)*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, Zip Code*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_                                  *ext*

\_\_\_\_\_                                  *ext*

\_\_\_\_\_  
*Fax*



### SECTION II: EDUCATION

- Enter the name and location of the college or university, date of graduation, and type of degree received.
- A copy of your official transcript or other documents issued directly by the granting institution, or its authorized agent verifying your graduation from an NAAB-accredited architecture program is required to be sent directly to the Board. Electronic transcripts may be sent to the above email.
- Applicants with non-NAAB-accredited degrees must have their degrees evaluated by NCARB. Please visit [www.ncarb.org](http://www.ncarb.org) for more information. The evaluation is to be submitted directly from NCARB to the Nebraska Board.
- NCARB Record holders do not need to complete this section or submit proof of graduation.

Name of Institution, Location (City, State, Country)	Date Graduated	Degree Received (BS, MS, etc.)	Major

### SECTION III: LICENSURE INFORMATION

- You must have your exam and current state of licensure verification(s) forwarded directly to the Nebraska Board from the issuing jurisdiction. Use the Verification of Licensure and Examination of an Architect attached to the end of this application.
- Some jurisdictions may require a fee for this service and processing times may vary. You will need to contact the verifying jurisdiction to confirm whether a fee is required and instructions for submitting the request.
- NCARB Record holders do not need to complete this section or submit a verification form.

#### 1. Architect (ARE) Exam

State: \_\_\_\_\_ Date Final Division Passed: \_\_\_\_\_

#### 2. First License

State: \_\_\_\_\_ Lic. #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

#### 3. Current License (If different from Question 2)

State: \_\_\_\_\_ Lic. #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### SECTION IV: REFERENCES

- List the names and contact information of three people unrelated to you, who can attest to your good reputation and good ethical character. All references must complete a "Character Reference" form and submit it directly to the Board.

1. \_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
License number and state of licensure, if Architect

2. \_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
License number and state of licensure, if Architect

3. \_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
License number and state of licensure, if Architect



## SECTION V: EXPERIENCE

- *NCARB Record Holders: Provide all work history not included in your record, with your current at a minimum.*
- *All other applicants: Record your complete work history, beginning after college graduation and concluding with your present employment. You must account for the entire time period from graduation until now, including periods of unemployment, volunteer work, non-engineering work, and military experience.*
- *Do not substitute a resume or other synopsis for this section.*
- *Attach additional copies of this section if needed.*

Employment Dates Month/Day/Year	Title of position held, name and address of employer and a brief summary of the architectural work performed. Make description brief and concise.	Name, telephone number, address, and e-mail of someone familiar with each work period, preferably the person to whom applicant reported. You may not list yourself.
From  10/1/2012	<i>Architect, Smith White &amp; Associates 123 Main Street Lincoln, NE 68521</i>	<i>EXAMPLE</i>
To  10/15/2016	<i>Responsible for daily operations, design conceptualization, development, and construction administration for firm that specializes in architecture, master planning, and urban design for K-12, office, mixed-use, and institutional projects. Led design of 74,000 s.f. new elementary school and renovation of a 15,000 theater.</i>	<i>EXAMPLE</i>  <i>Casey Doe, Design Principal 123 Main Street Lincoln, NE 68521 402-555-3746 cdoe@nebraska.gov</i>
From		
To		
From		
To		
From		
To		



SECTION VI: AFFIDAVIT

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

- I am a citizen of the United States, OR
I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are
, and I have enclosed a copy of my USCIS documentation.

Note: Provide an explanation, and official documentation if available, for each "YES" answer below.
Licensure approval or renewal will remain pending until after review.

Table with 8 rows of questions regarding license denial, disciplinary actions, criminal convictions, and pending legal actions, each with YES/NO checkboxes.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate, and I understand that this information may be used to verify my lawful presence in the United States.

I will not represent myself as an architect or offer to perform architectural services in the State of Nebraska until this application is approved and an architect license has been granted by the Board.

Unless my firm holds a current Certificate of Authorization, it is not authorized to offer or contract to perform architectural services in Nebraska.

I have read the Nebraska Engineers and Architects Regulation Act.

Signature of Applicant

Date

A short examination covering the Engineers and Architects Regulation Act must be passed before the Board will issue a license. The examination will be sent to you when the Board received your completed application and fee.