



STATE OF MARYLAND
 DEPARTMENT OF LABOR
MARYLAND BOARD OF ARCHITECTS
 1100 N. Eutaw Street, 5th Floor, Room 121, Baltimore, MD 21201
 410-230-6261
 FAX (410) 962-8483
Dloplboardofarchitects-dllr@maryland.gov

**DO NOT WRITE IN THIS SPACE
 OFFICE RECORD**

RECEIVED CARD: _____
 APPLICATION NO: _____
 STAFF INITIALS: _____

**Application for reciprocity Support Form
 Fee and Online Application Required**

CANDIDATES FOR RECIPROCITY MUST FILL OUT THE ONLINE FORM AND PAY THE APPLICATION AND LICENSING FEE. THIS FORM IS ONLY REQUIRED FOR APPLICANTS APPLYING WITHOUT AN NCARB TRANSMITTAL.

I. PERSONAL DATA

Name _____
Last First Middle

Name on transcripts if different: _____

Home Address _____
Street and Number

City _____ County _____ State _____ ZIP Code _____

Personal Telephone No. _____ Business Telephone No* _____

Personal Email: _____ Business Email: _____

II. WORK EXPERIENCE DOCUMENTATION

INSTRUCTIONS

- (1) In order for the applicant to establish to the satisfaction of the Board that the applicant is a person of good moral character the applicant shall submit with this application, **three (3) LETTERS OF REFERENCE**. These letters should contain the following information:
- Relationship to applicant.
 - Length of time the person has known applicant.
 - Whether or not the applicant is of good moral character.
 - Assessment of the applicants experience and technical knowledge
 - Further comments and recommendations.

List 3 selected references:

NAME	Organization	Prof. Relationship	Phone Number and Email
1.			
2.			
3.			

List most current employment first and sequence back.

Full Name and Complete Current Address of Employer Designate if the office was that of a registered architect (RA) If the office was other than that of a registered architect, state business.	Dates of Employment Give Month and Year	Total Time Employed		Indicate kinds of work engaged in for each employer and percentage of total time for each.												
		* Part Time	Full Time	Site Planning	Architectural Design	Working Drawings	Coordination of Structural Design	Coordination of Mech. or Elect.	Specification Writing	Cost Estimating	General Supervision	Administration	Client Contact	**Other Explain Below		
		From	To	Years	Months	Years	Months									
	From	To	Years	Months	Years	Months										
	From	To	Years	Months	Years	Months										
	From	To	Years	Months	Years	Months										
	From	To	Years	Months	Years	Months										

* If part time work is noted, state average number of hours per week.

** If "other" kinds of work are noted, describe work.

IF NEEDED, ATTACH ADDITIONAL SHEETS

IV. EDUCATION

TRANSCRIPTS: Applicant shall furnish to the Board a complete official grade transcript (photocopies & "Issued to student" transcripts not acceptable) from the architectural college attended showing completion of required work and grades achieved, degree, and date of award. (The Board is interested in advanced degree, but transcripts leading to a bachelor's degree are most essential.)

SCHOOLS AND COLLEGES:

Colleges, Universities, Technical Schools attended	Dates of Attendance	Type of Degree Conferred/Date
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ADDRESS _____

ADDRESS _____

ADDRESS _____

V. CERTIFICATION

"I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF." I further authorize the release of any information contained within this application to an authorized representative of the Department of Labor, Licensing and Regulation for further investigation.

Signature of Applicant _____ Date Signed _____

In accordance with Executive Order 01.01.1983-18, the Department of Labor, Licensing and Regulation is required to advise you as follows regarding the collecting of personal information: Personal information requested by the licensing agency of the Department is necessary in determining your eligibility for licensure. Such personal information is also intended for use as an additional means of verifying the licensee's identity or to enable the agency to communicate, in a timely manner, with the licensee should the need arise. The licensee has a right to inspect his/her personal record and to amend or correct the personal data if necessary. Personal information is generally available for inspection by the public only in accordance with the Public Information Act. Personal information is not routinely shared with state, federal or local government agencies.

EDUCATIONAL REQUIREMENTS

A. To qualify for a license, an applicant shall meet the educational requirements set forth in Business Occupations and Professions Article, §3-303(c), Annotated Code of Maryland.

B. If an applicant does not meet the professional education degree requirements referenced in §A of this regulation, an applicant shall comply with the education requirements by either work experience or academic training, or a combination of both, in accordance with the following Education Equivalency Matrix:

EDUCATION EQUIVALENCY MATRIX

For early exam eligibility, a candidate using the Education Equivalency Matrix should complete the education requirements before completing the Architectural Experience Program (AXP) requirements in Regulation .05 of this chapter.

TYPE OF DEGREE OR EDUCATIONAL EXPERIENCE (See Note 1)	WORK EXPERIENCE FOR EDUCATIONAL EQUIVALENCY (See Note 2)
FULL-TIME ACADEMIC TRAINING TOWARD A FIRST OR SECOND PROFESSIONAL ARCHITECTURAL DEGREE ACCREDITED AS FOLLOWS:	
Complete 1 academic year in NAAB professional program	8.5 years — separate from experience used for AXP
Complete 2 academic years in NAAB professional program	7 years — separate from experience used for AXP
Complete 3 academic years in NAAB professional program	5 years — separate from experience used for AXP
Complete 4 academic years in NAAB professional program	4 years — separate from experience used for AXP
BS OR BA IN ARCHITECTURE	4 years — separate from experience used for AXP
BS OR BA IN ENGINEERING, LANDSCAPE ARCHITECTURE OR INTERIOR DESIGN	5 years — separate from experience used for AXP
BS OR BA IN OTHER DISCIPLINE (including B.F.A.)	6 years — separate from experience used for AXP
AAS from community college (See Note 3)	10 years — separate from experience used for AXP
None	10 years — separate from experience used for AXP

1. Combinations of Educational Experience not explicitly stated in the Education Equivalency Matrix shall be considered on a case-by-case basis by the Board.
2. Work experience shall be directly related to architectural work and be completed under the direct supervision of a licensed architect. The work experience shall be full-time, a minimum of 40 hours per week. The work experience shall be completed in the office of a licensed Architect except that 80% of the required work experience may be completed as an employee of an organization other than the office of a licensed Architect if the work experience is directly related to architectural work and is completed under the direct supervision of a licensed Architect. All work experience must be documented on the Board's ERC Forms.
3. No credit is given.