

Frequently Asked Questions about Board of Registration of Architects

By the [Division of Professional Licensure](#)

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General Questions:

What are the requirements to become a Registered Architect?

Obtaining an NAAB accredited degree, mandatory completion of Internship Development Program (IDP) green/blue cover through the NCARB and submitting an online application to the DPL through the ePlace Portal. Contact the NCARB to begin proper review, but feel free to submit the online application at any time during the registration with the NCARB process.

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How does a Corporation register with the Board?

The Massachusetts Board only licenses individual Architects. Corporations and Businesses alike must comply with the Secretary of State's Office to do business within the Commonwealth. A '[Certificate by Regulatory Board](#)' form will need to be completed for the business to do so.

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What is the process to file a Certificate by Regulatory Board form?

Corporations must contact the Secretary of States' Office (SEC) to obtain this form. After completing the top portion of the form, listing only the Massachusetts licensed Architects working for the Corporation, the form is submitted to the Board for completion along with a self-addressed stamped envelope and \$15.00, per person listed on the form, processing fee. The completed form is returned to the Corporation for filing with any additional documentation required by the SEC.

Companies may also see: <https://www.mass.gov/how-to/request-a-certificate-by-regulatory-board-0>

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How can I obtain an architectural application for the examination?

Contact:
National Council of Architectural Registration Boards (NCARB)
1401 H Street, NW, Suite 500
Washington, DC 20005
Ph: 202/879-0520
www.ncarb.org

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How often are the examinations administered?

Monthly (Monday through Saturday). Contact the NCARB for up to date information.

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What type of examination is administered?

A Computerized examination, (A.R.E.) Contact the NCARB for up to date information.

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How can I obtain a copy of the Massachusetts General Laws for this Board?

Please visit the General Laws of Massachusetts web pages at www.mass.gov/legis/laws/mgl/index.htm

You may also view Board Policies, Regulations and Statutes (Architects) at:

<https://www.mass.gov/policies-regulations-and-statutes-architects>

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Does Massachusetts have reciprocity?

Yes, obtaining NCARB (National Council of Architectural Registration Boards) certification and submitting an online application through the ePlace Portal is required.

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How do I obtain a Massachusetts reciprocity application?

Please contact the NCARB:
National Council of Architectural Registration Boards
1401 H Street, NW, Suite 500
Washington, DC 20005
Ph: 202/879-0520
www.ncarb.org

Then visit:

<https://www.mass.gov/architect-licensure>, to 'Apply for a license'.

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When does my Architectural license expire?

August 31st (annually).

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How do I obtain a Wall Certificate?

A written request for a Wall Certificate, along with a \$27.00 processing fee, should be submitted to the DPL. A request for a Wall Certificate may also be completed online through the ePlace Portal. Once the online request is completed, the email confirmation should be forwarded to the architectboard@mass.gov.

The completed Wall Certificate will be signed by three members of the Board during the next scheduled meeting.

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How do I obtain a copy of my license card?

Duplicate license cards may be requested by submitting the Name/Address change form on this webpage: <https://www.mass.gov/files/documents/2017/12/04/ar-coa.pdf> or by submitting an online request through the ePlace Portal.

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When are Architectural renewals mailed?

On or about May 1 of each year, the Board shall mail to every architect registered in the Commonwealth, a notification for online renewal.

Note: Address/Email addresses must be current in our system. Any changes should be submitted when they occur, and prior to the next renewal cycle.

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What if I have an architectural degree in a foreign country?

Commencing with the June 1989 administration of the Architect Registration Examination and for all administration thereafter ... to be considered eligible for the examination in Massachusetts, along with meeting all other requirements and qualifications, an applicant must hold a professional degree in architecture where the degree program has been accredited by the National Architectural Accrediting Board (NAAB) no later than two years after termination of enrollment or has satisfied NCARB's education requirements as otherwise specified in the Circular of Information No. 3.

Any candidate holding an architectural degree from a foreign country must have his or her education evaluated, as it relates to the NCARB education requirements, prior to any eligibility determination by the board. An evaluation of an architectural degree from a foreign country can be accomplished by contacting the NAAB.

1735 New York Avenue, NW,
Washington, DC 20006
Tel: 202.783.2007
Fax: 202.783.2822
info@naab.org

All cost associated with the evaluation are the responsibility of the applicant.
A copy of Circular of Information No # 3 may be obtained by contacting the NCARB.

104 K Street, NW, Suite 500
Washington, DC 20005
Ph: 202/879-0520
www.ncarb.org

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CEU Questions:

What is the annual continuing education (CE) requirement for Massachusetts?

Architects registered in Massachusetts must earn a minimum of 12 credits annually, which must be in Health, Safety and Welfare (HSW) topics. One hour equals one credit. Credits must be earned within the 12-month license renewal cycle; Sept. 1 through Aug. 31. This continuing education requirement has been in place since the 2003-2004 license years.

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Can credits I earn in excess of the state requirement this year be carried over to the following year?

No. Credits must be earned within the 12 month license renewal cycle, Sept. 1 through Aug. 31.

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I've just become licensed in Massachusetts. When do I have to comply with the continuing education requirements?

The Massachusetts continuing education requirements must be met for the Renewal cycle beginning September 1st following the first full year of licensure.

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How do I obtain continuing education credits?

Any course or program approved by the AIA, CSI, NAAB or NCARB is automatically accepted by the Board. There is a wealth of continuing education opportunities available through AIA education providers such as the BSA, other AIA chapters, the BAC, NCARB, architectural journals and online learning sites, and we encourage you to take advantage of them. Please review the Board Regulations for additional information.

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How does a state "contact hour" compare with AIA/CES Learning Units and NCARB standards?

They are intended to be interchangeable. One hour = one contact hour = one Learning Unit = one credit.

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What steps do I take to report learning activity and/or credits? Is this process related to the AIA reporting system?

The License renewal form will have a check-off required which certifies that the renewing architect has met the CE requirements. A random audit will be performed after the renewals are received and ONLY those selected for audit will be required to submit written documentation of their CE activities. AIA transcripts and/or accredited certificates of completion, showing qualified continuing education activities, will be acceptable documentation.

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In general, if the AIA credits a learning experience, will the state also accept it for CE credit?

Yes. Here are some common examples of AIA programs accepted by Massachusetts:

Lunchtime seminars- Yes, you can earn state credit for seminars that offer AIA Learning Units (LU's, HSW). Lunchtime programs are sometimes registered with AIA by the host firm, by a vendor or other presenter.. AIA Chapter Committee meetings that focus on technical or other professional issues- Any AIA program that offers AIA LU's HSW is acceptable to Massachusetts.

Build Boston and other conferences/conventions- The BSA's annual Build Boston conference offers many workshops where you can earn AIA LU's HSW. Conferences and workshops sponsored by other organizations may also offer AIA credit; be sure to review the registration information for continuing education details.

Architecture Boston Expo (ABX) and other conferences/conventions- The BSA's annual Architecture Boston Expo (ABX) offers many educational workshops where you can earn AIA credits. Conferences and workshops sponsored by other organizations may also offer AIA credit; be sure to review the registration information for continuing education details.

Teaching or giving a professional presentation- If you teach an undergraduate or graduate level course you earn 12 contact hours per academic credit awarded for the course, but only for the first time you teach the course. If you give an AIA-approved presentation you earn the number of contact hours equal to the hours of instruction, but only for the first time you give the presentation.

Articles in Architectural Journals- Articles with related quizzes are published in Architectural Record and some other industry publications. Articles that offer AIA credit are acceptable to Massachusetts.

Online or Distance-Education Programs- Online or other distance-education programs that are registered with AIA and provide Learning Units are also acceptable to Massachusetts.

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Are other states consistent with MA and AIA requirements?

No. Each State has the right to formulate their own individual requirements. Massachusetts has defined the acceptable activities in our current Rules and Regulations. Massachusetts has generally conformed to NCARB requirements, which are similar to AIA credit requirements. All states currently accept the NCARB monographs for CE units.

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Can I send a copy of my AIA transcript as proof I have complied with the continuing education requirements?

Yes. If the transcript does not include your name along with your membership number; please also enclose a copy of your AIA membership card or other official document which contains your name and membership number on a single form.

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Since the Board of Registration of Architects has limited staff resources, how will the Board review and administer self-study proposals that evidently must be pre-approved by the Board? How long will that take?

AIA members may report self-study activities via the AIA Continuing Education System. For others wishing to submit self-study proposals, the Massachusetts Board meets bi-monthly, it will review each submitted request for consideration individually and respond as quickly as possible. A syllabus of the activity will need to be provided for the Board to review.

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I participate on my town's planning board and learn quite a bit that I find helpful in my practice. Will this activity count toward my continuing education requirements?

If the AIA accepts this "self-designed" activity and provides credit, Massachusetts will accept it with proof to credit.

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I have taken a number of seminars. However, I'm not AIA, and don't put my name down, because I assume they don't track my credits, if I'm not a member. How is this documented?

Each registered architect shall maintain a written record of all continuing education courses or programs and/or approved individual continuing education activities he or she has completed for a period of not less than two (2) consecutive registration periods, inclusive of the registration period during which the course, program or activity was completed.

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Does obtaining LEED certification qualify for continuing education requirements?

I studied and passed the LEED exam to become a LEED Accredited Professional in the past year; if I can document that I have achieved accreditation would that be sufficient?

If so, what kind of documentation is required?

The Board of Registration will allow 12 credits for passing the LEED exam with proof to passing results submitted.

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Does the board require any of the 12 CEU credits to be sustainable design?

No

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