



Montana Board of Architects and Landscape Architects

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Licensing Requirements and Application Checklist Architect by Credentialing

License Requirements for an Architect by Credentialing License:

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Applicants holding valid licensure to practice architecture in another state or jurisdiction and holding a current NCARB certificate shall under [ARM 24.114.503](#),
 - a. submit to the board a completed application, including all required fees and documentation; and
 - b. present proof the applicant is the holder of an NCARB certificate.
2. Applicants holding a valid licensure to practice architecture in another state or jurisdiction and DO NOT hold a current NCARB certificate shall under [37-1-304 MCA](#)
 - a. submit to the board a completed application, including all required fees and documentation; and
 - b. submit official license verifications from jurisdiction(s) in which the applicant holds a license.

Checklist of Required Documents to Submit for an Architect by Credentialing:

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- NCARB Council Certificate submitted to the Board office.
- If an applicant does not hold a current NCARB certificate shall under: [\[37-1-304, MCA\]](#) provide license verifications. Department staff may also ask for proof of education and/or passage of exams.
- Applicant applying due to a terminated license status. If so, must reapply for licensure and submit a current NCARB Council Record.

Application Fee(s) for an Architect by Credentialing:

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$180 – (\$100 application fee and \$80 license fee. Must be submitted together.)

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.