



Montana Board of Architects and Landscape Architects

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Licensing Requirements and Application Checklist Architect by Examination

License Requirements for an Architect by Examination License:

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

Examination Requirements: [[ARM 24.114.501](#), [37-65-303, MCA](#)]

1. Eligibility for admission to the ARE must be **verified by the NCARB record** and satisfied in accordance with the NCARB requirements. The requirements are available at www.ncarb.org.
2. Applicants for the ARE must establish an **NCARB record** and: [[ARM 24.114.501](#), [37-65-303, MCA](#)]
 - (a) submit an application for examination through the **NCARB direct registration program**;
 - (b) meet the education standards requirements of NCARB either:
 - (i) by holding a degree in architecture from a school of architecture, the degree curriculum of which was accredited by the NAAB or CACB/CCCA not later than two years after graduation or retained its accreditation without revocation for two years or less before graduation; or
 - (ii) by actively participating in a NAAB-accepted integrated path to architectural licensure option within a NAAB-accredited degree program; and
 - (c) either be enrolled in the AXP or have completed the AXP.

Examination re-take Requirements: [[ARM 24.114.501](#), [37-65-303, MCA](#)]

1. Applicants may retake any section of the examination that the applicant failed to pass in accordance with the NCARB requirements.
2. Examination records are confidential and not considered public records. The board may report applicants' examination scores to architectural registration boards in other jurisdictions or to NCARB.
3. The ARE is a proprietary examination developed and administered by NCARB. The board does not provide examination review of any type.

Checklist of Required Documents to submit for an Architect by Examination:

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.

- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type;
- NCARB Council Record submitted to the Board office.

Application Fee(s) for an Architect by Examination:

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.

- \$80 application fee

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.