



Montana Board of Architect6s & Landscape Architects

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Licensing Requirements and Application Checklist Architect by Examination

License Requirements for Architect by Examination

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

1. Submit a complete application and fee – [ARM 24.114.502](#)
2. Meet the education standards requirements established by NCARB to sit for the ARE – [MCA 37-65-303](#), [ARM 24.114.501](#)
3. Pass the ARE – [MCA 37-65-303](#), [ARM 24.114.501](#), [ARM 24.114.502](#)
4. Complete the AXP (formerly known as the IDP) – [MCA 37-65-303](#), [ARM 24.114.502](#)
5. Obtain a complete [NCARB Record](#) – [ARM 24.114.502](#)

Checklist of Required Documents to Submit for Application for 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.

- NCARB Council Record submitted to the Board office
- Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

Application Fee(s) for Architect by Exam

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or bank account. If you submit a paper application you must submit a check or money order. 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.