



Procedures & Requirements for Reinstatement of West Virginia Architect Registration

- An architect is required to renew his or her registration every year no later than June 30.
- An architect whose registration has lapsed in excess of twelve months but not longer than five years and wishes to reacquire his or her registration must utilize this reinstatement process. The following information is required to be submitted to the Board of Architects for consideration of reinstatement of registration:
 - The application for reinstatement must be completed, signed, and dated.
 - The application must include log forms and supporting information that document the completion of a minimum of twelve hours of professional development units (PDUs) in subjects relating to public protection for each of the last two calendar years.
 - With the completed application, the architect shall provide a written letter to the Board of Architects indicating that he or she has not practiced architecture as defined by the Law and Rules of the State of West Virginia during the period of lapsed registration.
 - Upon written notice by the Board of Architects that the reinstatement application has been tentatively approved, the architect must remit the reinstatement fee of \$250.
- Upon receipt of the reinstatement fee by the Board of Architects, the architect will be notified that reinstatement of his or her registration has been granted. This registration will remain active until June 30 of the following year.



West Virginia Board of Architects

405 Capitol Street, Mezzanine Suite 3
Charleston, West Virginia 25301

Phone: (304) 558-1406; Fax: (304) 558-1407

wvbrdarch.org



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REINSTATEMENT FEE

Fee: \$ _____ Penalty: \$ _____
 Check N^o: _____ Receipt N^o: _____
 Date Received: _____

Application for Reinstatement Individual Architect Registration

July 1, 20__ – June 30, 20__

Name: _____ WV Registration N^o: _____
 Firm Name: _____ Last Four SSN: _____
 Address: _____ Telephone N^o: _____
 _____ Email: _____@_____

ANNUAL REINSTATEMENT FEE

\$250 to reinstate a registration that has lapsed in excess of 12 months but less than 5 years.

Do not remit this fee until you have been notified in writing that your reinstatement has been approved.

A. Have you been convicted of a felony, any crime involving a moral turpitude, a misdemeanor involving fraud, deceit or misrepresentation, or have been convicted of any crime other than a minor traffic violation in any jurisdiction? Yes No
(If yes, please list any date and crime, and submit a copy of any accompanying court judgment as well as a letter from you explaining the circumstances surrounding the conviction.)

B. Pursuant to WV Code §48-15-303, each applicant for registration must answer the following question and certify, under penalty of false swearing, that these answers are true and correct.

1. Do you have child support obligations? Yes No
 - a. If the answer to question 1 above is yes, are you in arrearage? Yes No
 - b. If the answer to question 2 above is yes, does your arrearage equal or exceed the amount of child support payable for 6 months? Yes No
 - c. If the answer to question 1 above is yes, are you the subject of a child support related subpoena or warrant?
 If yes, please provide the FEIN N^o: _____ Yes No
2. Do you own all or part of a business that operates in West Virginia? Yes No
3. Are you delinquent in your payments for Workers' Compensation and/or Unemployment Compensation in West Virginia? Yes No

C. Included with this application, I am submitting logs that document my completion of a minimum of 12 hours of professional development units (PDUs) in subjects related to public protection for each of the last two calendar years. I am also submitting the back-up documentation as required for evidence of my participation and completion of the recorded hours. Yes

I certify that I have read and I am familiar with Article 12 – Architects Act of the West Virginia Code and the rules of the West Virginia Board of Architects and I am qualified to practice architecture in the State of West Virginia. The above information is true to the best of my knowledge.

Signature: _____ Date: _____

Solicitation of the Social Security number and FEIN number is solely to identify individuals default on Workers' Compensation and Child Support Payments to the State of WV. The last 4 digits of your Social Security Number is your PIN number to renew your registration online with the West Virginia Board of Architects.

The West Virginia Board of Architects is a public agency and records of the Board are considered to be public records. Some or all of the information in this application may be disclosed to any person under the West Virginia Freedom of Information Act (FOIA).

