

# **Oregon**

## **Reciprocity Application Instructions**

### **Submission to NCARB:**

1. Complete and return Authorization for Transmittal of Council Record (NCARB Form 182) to the NCARB office, along with all fees required by NCARB. Contact NCARB at 202-783-6500, or [www.ncarb.com](http://www.ncarb.com) for current fees and payment options. If the state in which you hold a current, active license supplies a wallet card, please submit a photocopy of that wallet card showing current registration.
2. Complete and send the Oregon reciprocity application and the \$100 registration fee to OBAE. Please make the \$100 check payable to: Oregon Board of Architect Examiners (OBAE).
3. Mail application and fee to:  
OBAE  
205 Liberty Street NE, Suite A  
Salem, OR 97301

*The Oregon Board will not process your application materials until the packet is transmitted by NCARB and the transmittal, your Oregon application, and fees are all received in the Board office.*

### **Transmittal Checklist to NCARB:**

- \_\_\_ Completed Authorization Form
- \_\_\_ All fees required by NCARB.
- \_\_\_ Copy of your wallet card showing current registration.

### **Transmittal Checklist to OBAE:**

- \_\_\_ Oregon reciprocity application, signed and notarized.
- \_\_\_ \$100 fee – by check made payable to OBAE.

Please note the following:

- NCARB will contact one jurisdiction where you are registered to confirm your current registration status. Some states charge a fee for this service. Oregon does not.
- All transmittal requests are processed by NCARB in date order
- Upon receipt of the Authorization Form (182), NCARB will transmit your certificate record to the Oregon Board as expeditiously as possible.

If you have any questions concerning this process, please contact NCARB's Customer Service Department at 202-879-0520 to [customerservice@ncarb.org](mailto:customerservice@ncarb.org).

Please review these requirements carefully. The Oregon Board will make the final determination on your eligibility for registration in Oregon based on their review of your application and NCARB Certificate Record.

For further information, please contact the **Oregon Board** directly:

Oregon Board of Architect Examiners  
205 Liberty Street NE, Suite A  
Salem, OR 97301  
Phone: 503-763-0662  
FAX: 503-364-0510

Licensing/Exam Specialist, Haylin Thornton

**Additional registration requirements in Oregon are as follows:**

1. SEISMIC: Oregon requires examination on seismic forces (such an exam has been included in NCARB exams since December of 1965, and in Western Conference states since June of 1963). Oregon will accept the special seismic (lateral forces) exam that was prepared for architects not previously tested. After June 30, 2009, the seismic division is named Structural Systems.
2. IDP: Oregon requires applicants to show completion of NCARB's IDP training requirements or provide verification of 2 years of practice in architecture after initial registration. Please contact NCARB at 202-454-2222 for further information on IDP.
3. LICENSING STANDARDS: Oregon requires that applicants were initially registered by the same examination standards as those in effect in Oregon at the time of that registration.

4. JURISPRUDENCE EXAM/ORAL INTERVIEW: Before being granted the right to practice architecture in Oregon, all applicants must take and pass a jurisprudence examination (JE) and participate in an oral interview. The JE is a 25-question “open book” exam covering the laws and rules governing the practice of architecture in Oregon. Please contact the Exam Specialist at the Board office for further information. Those who successfully pass the JE sit for an oral interview with the Board.
  
5. PRACTICING BEFORE REGISTRATION: Applicants are required to notify the Oregon Board in writing if they intend to offer architectural services in Oregon while your reciprocity application is pending review and before Oregon registration is granted. Once the Board has been notified, you must also advise any prospective clients in writing that you are not registered and cannot practice architecture in Oregon until you become registered to do so. The phrase “offering to render architectural service” means to solicit an Oregon architectural project. Those licensed in another jurisdiction may not offer to render architectural services before the Board receives a reciprocity application to consider.

Practicing architecture in Oregon without a current and active Oregon registration is strictly prohibited by rule and law. An applicant may NOT commence work on any project until Oregon registration is granted. Violations may be considered grounds for disciplinary action, such as denial or refusal to issue a registration in Oregon, or civil penalties.