



## APPLICATION FOR INITIAL LICENSURE AS AN ARCHITECT INSTRUCTIONS

For use by those who have passed the ARE and have completed the AXP but are not yet licensed in another state.

If you are a architect seeking reciprocal licensure in Minnesota, use the [Application for Licensure as an Architect by Comity](#).

### Key Information

- **Please read all instructions.**
- See [MN Rules 1800.1000-1200](#) for qualifying education and experience requirements.
- It is **your** responsibility to complete forms and have third parties forward any documents noted in the instructions. **All** required forms and documents must be received **prior to Board consideration of your application**.
- If any of your records are under a different name, include with your application a copy of your marriage license (IF it shows the name change), the pertinent section of divorce decree, or legal name change document.
- If your application is approved, the Board will inform you by letter. You must return a copy of that letter and the licensing fee in order to obtain your professional license.

### Application Steps

1. Complete your [online application](#) thoroughly, and 'sign'. You can start and return to an application later (prior to paying), if you cannot complete all items at one time.
2. Check your [NCARB Record](#) to be sure you selected Minnesota as your jurisdiction. If Minnesota is not selected as your jurisdiction, [contact NCARB](#) to request that change. Your NCARB Record should include your official transcripts (or your education evaluation, if applicable), your completed Architecture Experience Program (AXP) details, and the dates you passed each division of the Architect Registration Examination (ARE).  
If you have questions about your NCARB Record, the AXP, or the ARE, visit [NCARB.org](#).
3. **Submit the online application, the \$75 application fee and any required supporting documents.** Go to the "Documents" section of the application, where you will see what additional documents are required, can check the status of the items you have submitted and your application through Board review.

If you have questions regarding your application, please call the Board office at 651-296-2388.