



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Board of Architectural Examiners**

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11419 • Columbia • SC 29211-1329

Phone: 803-896-4408 • [Contact.Arch@llr.sc.gov](mailto:Contact.Arch@llr.sc.gov) • Fax: 803-896-4427

[www.llronline.com/POL/Architects/](http://www.llronline.com/POL/Architects/)



## Online Application Instructions for Licensure by Exam

**Exam candidates will no longer apply to the South Carolina Board to be admitted to the ARE.**

In October 2008, the South Carolina Board adopted NCARB's Direct Registration program which allows exam candidates who meet South Carolina requirements to apply directly to NCARB to begin taking the ARE.

**NCARB Direct Registration:** You will work directly with the National Council of Architectural Registration Boards (NCARB) during the [Architectural Experience Program \(AXP\)](#) training and completion of the Architect Registration Examination (ARE). Your Council Record will be sent to the SC Board (or another Board of your choosing) upon your successful completion of all divisions of the ARE and the AXP. Upon receipt, we will send you instructions about the forms and fees required to complete the process of becoming licensed here.

### ARE EARLY ENTRY

**South Carolina law changed in June 2008 to allow interns to begin taking the ARE before completing AXP.** The law now allows interns who have completed an accredited degree, who are enrolled in AXP and are actively participating in AXP, and who are employed by an architectural firm to begin taking the ARE. The law still requires completion of AXP prior to licensure. Section 40-3-240 (C)

### TO SIT FOR THE EXAMINATION, you must have:

- Completed a professional architecture degree from a college or university accredited by the [National Architectural Accrediting Board \(NAAB\)](#) or the Canadian Architectural Certification Board (CACB)
- Established an [NCARB](#) Record and be actively participating in AXP or have completed AXP
- If you have met NCARB's and SC's Education Requirement and have established a Council Record, you should go to the "Ready to take the ARE portion of NCARB's website <http://www.ncarb.org/are/areready.html> to start the testing process

### NCARB WILL.....

- Notify the examination administrator ([Prometric](#)) that you are eligible to sit for the examination.
- Send your exam score reports to you
- Continue to evaluate and record your Training Units under AXP

### PROMETRIC WILL.....

- Notify you about procedures for scheduling the examination. Fees for the examination are paid directly to [Prometric](#).
- Send your exam scores to NCARB
- Accept address changes

### ONCE YOU HAVE SUCCESSFULLY COMPLETED ALL SECTIONS OF THE EXAMINATION AND AXP:

### YOU WILL...

- Authorize NCARB to transmit your Record to the South Carolina Board
- Apply online with South Carolina

## **Online Application:**

After ensuring your NCARB Record will be transmitted; please access and complete the online application. You will be prompted to upload or mail in the following items:

- \$190 application fee must be submitted in order to transmit the application. (Fees are non-refundable and non-transferable) A returned check fee of up to \$30, or an amount specified by law, **may** be assessed on all returned funds.
- Copy of driver's license
- Copy of Social Security Card
- Notarized Signature Affidavit (attached)
- Verification of Lawful Presence Form (attached)
- If you answer "Yes" to any of the disciplinary questions; you must provide a written explanation.

## **Notice – Firm Registration Required in SC**

Since 1974, the South Carolina Board of Architectural Examiners has licensed firms. If you are practicing architecture in South Carolina through a firm, as a firm's employee, the firm must be licensed. Firms must designate at least one South Carolina licensed architect who will be "in responsible charge" of the firm's architecture work in this state. Design documents must be sealed with the individual's seal as well as the corporate seal.

Many architects incorrectly believe they can "just use my personal seal" and not put the company name on the title block for a project for which the firm is contacted for services. This is a violation of South Carolina law. If the project is a firm's project, the firm must be licensed in South Carolina.

A sole proprietorship means a business in which one or more registered architects are engaged as employees; however, the practice must be conducted under the name registered with the board as an individual (i.e., John Doe, Architect). Any other practice name, i.e., John Doe, Architects, John Doe, Architect LLC, Doe & Company, Doe & Associates, etc., requires a Certificate of Authorization to practice issued by this Board.

Firm licensure is a **three step process** if you are providing services as a Business/Professional Corporation, Limited Liability Company, Limited Liability Partnership, etc. **Step One:** Get incorporated through the SC Secretary of State. **Step Two:** The SC Secretary of State will send you a Certificate of Authority (for out of state firms) and a Certificate of Existence (for in-state firms) to transact business in South Carolina (**this does not give you authority to provide architectural services in SC. You must complete the third and final step for appropriate licensure with the Board**). **Step Three:** Complete the Board's "Application to License Firms, Corporations or Partnerships" in order to obtain a Certificate of Authorization to provide architectural services in SC.

You may learn more about firm licensure and download forms and instructions on the Board's website, <http://llr.sc.gov/POL/ARCHITECTS/index.asp?file=pub.htm>

Please download and print these instructions and forms before beginning the online application process.

Click here to start the online application process:

<https://eservice.llr.sc.gov/NewAppsV2/Login/LoginPage?ReturnUrl=%2fNewAppsV2%2f>

Once you submit your application, allow 24 hours for it to post. After 24 hours, you may go here to check your application process.

<https://eservice.llr.sc.gov/SecurePortal/Login.aspx?ReturnUrl=%2fSecurePortal%2fIndex.aspx>



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**NOTARIZED SIGNATURE AFFIDAVIT**

I, \_\_\_\_\_, am the person described and identified, of good moral character, and the person named in all documents presented in support of this application. I certify that I have never been convicted of violating and Federal, State, Municipal or other law statue or ordinance, other than as disclosed as required within this application.

I have carefully read the questions within this application and have answered them completely, without reservations of any kind, and I declare that all statements made by me herein are true and correct to the best of my knowledge and belief.

Should I furnish any false, incomplete, or misleading information in this application, I hereby agree that such act shall constitute the cause for denial or revocation of my license in South Carolina.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to and subscribed me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Signature: \_\_\_\_\_

Print Notary Name: \_\_\_\_\_

Notary Public for the State of: \_\_\_\_\_

Commission Expiration Date: \_\_\_\_\_

You can submit this page by either attaching it to the online application under the "Uploads" section OR by mailing this page to the Board. The mailing address for the Board is:

**SC Board of Architectural Examiners  
PO BOX 11419  
Columbia, SC 29211**

**Please note that any illegible documents will not be accepted. If your upload is found to be illegible you will be asked to mail in the supporting document.**



STATE OF SOUTH CAROLINA  
DEPARTMENT OF LABOR, LICENSING AND REGULATION  
**VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES**  
**AFFIDAVIT OF ELIGIBILITY**



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

**Section A: LAWFUL PRESENCE in the United States.**

The undersigned \_\_\_\_\_, of \_\_\_\_\_  
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)  
being first duly sworn deposes and states as follows:

**Check only one box:**

1.  I am a United States citizen; or

2.  I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3.  I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4.  Other: \_\_\_\_\_ Please submit any documentation that supports this status.

Date of Birth: \_\_\_\_\_

Alien Number: \_\_\_\_\_ I-94 Number: \_\_\_\_\_

**(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)**

**Section B: ATTESTATION.**

**I understand** that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

**I understand** that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

**I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.**

\_\_\_\_\_  
Signature of Affiant

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Print Name

Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

### **CHECK box 1:**

If you are a United States Citizen by birth or naturalization

### **CHECK box 2:**

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **CHECK box 3:**

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **ACCEPTED IMMIGRATION DOCUMENTS:**

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)