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**IDAPA 24  
TITLE 01  
Chapter 01**

**IDAPA 24 - BUREAU OF OCCUPATIONAL LICENSES  
24.01.01 - RULES OF THE BOARD OF ARCHITECTURAL EXAMINERS**

**000. LEGAL AUTHORITY (Rule 0).**

These rules are hereby prescribed and established pursuant to the authority vested in the Board of Architectural Examiners by the provisions of Section 54-312, Idaho Code. (7-1-93)

**001. TITLE AND SCOPE (Rule 1).**

These rules shall be cited as IDAPA 24, Title 01, Chapter 01, "Rules of the Board of Architectural Examiners." (7-1-93)

**002. (RESERVED).**

**003. WRITTEN INTERPRETATIONS (Rule 3).**

The board may have written statements which pertain to the interpretation of the rules of this chapter. Such interpretations, if any, are available for public inspection and copying at cost in the main office of the Bureau of Occupational Licenses. (7-1-93)

**004. -- 009. (RESERVED).**

**010. DEFINITIONS (Rule 10).**

01. Board. The Board of Architectural Examiners as prescribed in Section 54-312, Idaho Code. (7-1-93)

**011. -- 099. (RESERVED).**

**100. ORGANIZATION (Rule 100).**

01. Board Name. In accordance with Idaho Statutes, the name of this Board shall be the State Board of Architectural Examiners, hereafter called the Board. Whenever reference is made to Law, the same shall refer to the Laws of the State of Idaho. (7-1-93)

02. Board Members. The member of this Board shall be six architects, residents of Idaho who have been duly appointed to the Board. (7-1-93)

03. Organization of the Board. At the last meeting of each year, the Board shall organize and elect from its members a Chairman, Vice Chairman, and Secretary who shall assume the duties of their respective offices immediately upon such selection. (7-1-93)

04. Board Members and Duties. (7-1-93)

a. Chairman. The Chairman shall be a voting member of the Board, and when present preside at all meetings, appoint with the consent of the Board, all committees, and shall otherwise perform all duties pertaining to the office of Chairman. The Chairman shall be an ex-officio member of all committees. (7-1-93)

b. Vice Chairman. The Vice Chairman shall, in the absence or incapacity of the Chairman exercise the duties and possess all the powers of the Chairman. (7-1-93)

c. Secretary. The Secretary of the Board shall keep an accurate record of the proceedings at the meetings of the Board, he shall cause a copy of the minutes of the previous meeting to be sent to all members of the Board at least fifteen (15) days prior to the next regular meeting of the Board, he shall receive correspondence directed to the Board, and he shall cause answers to be written in behalf of the Board. (7-1-93)

d. Executive Secretary. The Chief of the Bureau of Occupational Licenses shall be the acting

Executive Secretary of the Board and all records of the Board shall be in the charge of the Executive Secretary. The office of the Executive Secretary shall provide such clerical assistance as may be required by the Board. He shall be an advisor to the Board, without membership status. (7-1-93)

**101. -- 149. (RESERVED).**

**150. PROCEDURES AND DUTIES (Rule 150).**

01. Meetings. The Board shall meet at least four times annually at such places as designated by the Board or the Chairman of the Board. A meeting shall be held at least thirty (30) days prior to the first day of each scheduled examination, and a meeting shall be held within ninety (90) days following the last day of each scheduled examination. Special meetings shall be held at the call of the Chairman, and all members shall be notified in writing, thereof. (7-1-93)

02. Business. (7-1-93)

a. Order of Business. At each regular or special meeting of the Board, the order of business shall be as follows but not limited to: (7-1-93)

i. Reading and approval of the minutes of the previous meeting. (7-1-93)

ii. Report of committees. (7-1-93)

iii. Reading of correspondence and report of other communications. (7-1-93)

iv. Consideration of application for licensure. (7-1-93)

v. Financial business. (7-1-93)

vi. Unfinished business. (7-1-93)

vii. New business. (7-1-93)

viii. Adjournment. (7-1-93)

b. Voting. A quorum shall be four Board members. A majority vote of Board members the quorum present shall be considered the action of the Board as a whole. Any motion before the Board shall fail on a tie vote. (7-1-93)

03. Duties of the Board. The duties of the Board shall be to administer the laws governing the practice of Architecture in the state of Idaho. The Board shall transact all business legally coming before it including but not limited to the following: (7-1-93)

a. Review fees for examination for licensure and establish changes in fees as necessary. (7-1-93)

b. Establish application procedures for examinations and licensing. (7-1-93)

c. Ascertain the qualifications of applicants to take the examination or examinations leading to the practice of Architecture. (7-1-93)

d. Conduct examinations to ascertain the qualifications of applicants to practice Architecture. (7-1-93)

e. Prescribe rules for a fair and impartial method of examination. (7-1-93)

f. Recommend issuance of a license to practice Architecture to those applicants qualifying by examination and otherwise meeting the standards of training and character established by Board rules or by law.

(7-1-93)

g. Review alleged violations of the laws relating to the practice of Architecture and take action as is necessary. (7-1-93)

h. Conduct hearings to revoke, temporarily suspend, restrict, or refuse to renew licenses of persons exercising the practice of Architecture and revoke, temporarily suspend, restrict or refuse to renew licenses to practice Architecture. (7-1-93)

i. To formulate rules and Board policy. (7-1-93)

**151. -- 199. (RESERVED).**

**200. FEES (Rule 200).**

Fees for Examinations and Licensure. (7-1-93)

01. Fees For Examination. Fees for examination are established as follows: (7-1-93)

a. All Divisions of the A.R.E - Five hundred dollars (\$500). (7-1-93)

b. Division A - Pre-Design - Fifty-two dollars (\$52). (7-1-93)

c. Division B - Site Design - One hundred eighteen dollars (\$118). (7-1-93)

d. Division C - Building Design - One hundred forty-five dollars (\$145). (7-1-93)

e. Division D/F - Structural - General - Long Span - Forty-five dollars (\$45). (7-1-93)

f. Division E - Structural - Lateral Forces - Twenty-five dollars (\$25). (7-1-93)

g. Division G - Mechanical, Plumbing, Electrical and Life Safety Systems - Fifty-two dollars (\$52). (7-1-93)

h. Division H - Materials and Methods - Fifty-two dollars (\$52). (7-1-93)

i. Division I - Construction Documents and Services - Fifty-two dollars (\$52). (7-1-93)

j. Request to have answer sheet handscored - Ten dollars (\$10). (7-1-93)

k. Proctor Fee - non Idaho applicant - Fifty dollars (\$50). (7-1-93)

02. Maximum Fee. When a candidate takes fewer than nine (9) divisions and the combination of fees for the parts to be taken exceeds the maximum, a candidate will be charged only the maximum for five hundred dollars (\$500). (7-1-93)

03. Annual Renewal Fee. Annual renewal fee - Seventy-five dollars (\$75). (7-1-93)

04. Endorsement Fee. Endorsement Fee - One hundred fifty dollars (\$150). (7-1-93)

05. Reinstatement Fees. Reinstatement fees are as provided in Section 67-2614, Idaho Code. The Bureau shall not renew expired licenses without the written approval of the license holder involved. (7-1-93)

06. Board Shall Annually Review Costs. The Board shall annually review the cost of examination, administrative cost, and other cost to ascertain the financial sufficiency of the Board and take action relevant to changes in cost. (7-1-93)

07. Refund of Fees. No refund of fees shall be made to any person who has paid such fees for

examination, reexamination, licensure, or reinstatement of license. (7-1-93)

**201. -- 299. (RESERVED).**

**300. APPLICATION (Rule 300).**

01. Licensure by Examination. (7-1-93)

a. Application for examination or reexamination shall be made on the uniform application form adopted by the Board and furnished to the applicant by the Executive Secretary of the Board. (7-1-93)

b. Applicants shall secure and furnish all information required by the uniform application form and shall include the following: (7-1-93)

i. Certified transcript of all subjects and grades received for all college courses taken. (7-1-93)

ii. If graduated from a college or university, furnish certification of graduation and a certified transcript of all work completed. (7-1-93)

iii. Furnish statement or statements, of all actual architectural or other applicable experience signed by the person under whose supervision the work was performed, giving kind and type of work done, together with dates of employment. (7-1-93)

iv. A recent two inch by three inch (2" x 3") photograph taken within the previous year for identification purposes. (7-1-93)

v. In addition to the above required information, an applicant having credits or a degree or degrees from any college or university shall furnish the Board a certified statement from each above institution stating by what accrediting group, if any, such credits or degree or degrees are accredited. (7-1-93)

c. Application shall not be presented to the Board or evaluated by the Board until all required information is furnished and the required fee is paid. (7-1-93)

d. All properly completed applications for consideration or evaluation by the Board shall be received by the Executive Secretary at least forty-five (45) days prior to the first day of examination period at which time the applicant is to be examined. (7-1-93)

02. Licensure by Reciprocity. (7-1-93)

a. General requirements. Application for license under reciprocal provisions with other states will be considered only from such other states, territories, or foreign countries having requirements and examinations equivalent to that required by the State of Idaho. Every application for reciprocal license shall be accompanied by a current blue cover dossier compiled by the National Council of Architectural Registration Boards certifying that the applicant has satisfactorily passed the standard N.C.A.R.B. examinations, or N.C.A.R.B. authorized equivalent and shall include letters, transcripts, and other documents substantiating all statements relative to education and experience made in said application as required by the Board. (7-1-93)

b. Seismic knowledge requirements for reciprocity applicants. Each applicant for license under a reciprocal agreement to practice architecture in the state of Idaho shall submit evidence of his skill and knowledge in seismic design and such evidence shall be submitted and signed by the applicants acknowledged before a notary public, and shall contain one of the following statements: (7-1-93)

i. "I have passed the examinations in Building Construction and Structural Design of the Western Conference of State Architectural Registration Boards in June 1963 or since and/or the National Council of Architectural Registration Boards in 1965 or since." (7-1-93)

ii. "I am registered in the State of \_\_\_\_\_ in 19\_\_\_\_, where competence in seismic was a requirement

for registration since \_\_\_\_\_, 19 \_\_\_\_." (7-1-93)

iii. Certification of the successful completion of the seismic seminar approved by the National Conference of Architectural Registration Boards. (7-1-93)

c. All applicants shall attach to their statement a certification from the State architectural registration agency of the cited state attesting the adequacy of the cited seismic examination. (7-1-93)

03. Qualifications of Applicants. All applicants for the Architectural Registration Examination shall possess the minimum qualifications required by the current National Council of Architectural Registration Boards Circular of Information #1, Appendix "A" where such Circular of Information does not conflict with Idaho law. After June 1, 1993, all applicants for the Architectural Registration Examination must have completed the Intern Development Program (IDP) requirements. (7-1-93)

**301. -- 349. (RESERVED).**

**350. REGISTRATION EXAMINATION (Rule 350).**

The Board, having found that the content and methodology of the Architectural Registration Examination (ARE) prepared by National Council of Architectural Registration Board (NCARB) is the most practicable and effective examination to test an applicant's qualifications for registration, adopts the ARE as the single, written and/or electronic examination for registration of architects in this state, and further adopts the following rules with respect thereto: (7-1-93)

01. When Taken. The Board will administer the Architectural Registration Examination, prepared by the National Council of Architectural Registration Boards, to all applicants eligible, in accordance with the requirements of the Board, by their training and education to be examined for registration on dates scheduled by the NCARB. The Board shall administer repeat divisions of the A.R.E. to qualified candidates on such dates as are scheduled by the NCARB. (7-1-93)

02. Content. The ARE comprises nine (9) divisions as follows: (7-1-93)

a. Division A - Pre-Design. (7-1-93)

b. Division B - Site Design. (7-1-93)

c. Division C - Building Design. (7-1-93)

d. Division D - Structural - General. (7-1-93)

e. Division E - Structural - Lateral Forces. (7-1-93)

f. Division F - Structural - Long Span. (7-1-93)

g. Division G - Mechanical, Plumbing, Electrical and Life Safety Systems. (7-1-93)

h. Division H - Materials and Methods. (7-1-93)

i. Division I - Construction Documents and Services. (7-1-93)

03. Grading. The ARE shall be graded in accordance with the methods and procedures recommended by the NCARB. To achieve a passing grade on the ARE, an applicant must receive a passing grade in each division. Grades from the individual division may not be averaged. Applicants will have unlimited opportunities to retake division which they fail. The Board shall accept passing grades of computer administered divisions of the ARE as satisfying the requirements for said division(s) when such examinations are administered as prescribed by the NCARB regardless of the date of the examination or location in which the examination took place. (7-1-93)

04. Transfer Credits. Applicants who had passed portions of the previous registration examinations

(Professional Examination - Section A, Professional Examination - Section B, and Qualifying Test) will receive the transfer credits set forth below and need only take those divisions of ARE for which no transfer credit has been received. To be eligible for transfer credits for any portion of the Professional Examination - Section B, the applicant must have passed three parts of that examination in one sitting, in or after December, 1980.

NOTE: Since the history and theory of architecture is incorporated into all divisions of the ARE, no credit will be given for having passed the Qualifying Test - Section A, History. (7-1-93)

- a. For previous examinations passed credits go to the following ARE divisions: (7-1-93)
  - i. Professional Examination - Section B, Parts I and II -- Division A. (7-1-93)
  - ii. Professional Examination - Section A, (Design/Site) -- Divisions B and C. (7-1-93)
  - iii. Professional Examination - Section B, Part III -- Divisions D, E, F, G, and H. (7-1-93)
  - iv. Qualifying Test - Section B -- Divisions D, E and F. (7-1-93)
  - v. Qualifying Test - Section D -- Division G. (7-1-93)
  - vi. Qualifying Test - Section C -- Division H. (7-1-93)
  - vii. Professional Examination - Section B, Part IV -- Division I. (7-1-93)
- b. Applicants without an accredited professional degree in architecture must, in all cases, pass Divisions D, E, F, G and H of the ARE if they have not passed equivalent portions of the Qualifying Test: even though the applicant may have passed the professional Examination - Section B, Part III. (7-1-93)
- c. Applicants without an accredited professional degree in architecture must in all cases, pass Division A of the ARE if they have not passed Section A of the Qualifying Test: even though the applicant may have passed the Professional Examination - Section B, Parts I and II. (7-1-93)

**351. MISCELLANEOUS REQUIREMENTS FOR EXAMINATION (Rule 351).**

- 01. Administering Parts of the ARE. The Board may administer parts of the ARE to qualified applicants who have passed parts of the ARE in other states or jurisdictions. Such parts of the examination not passed will be administered upon approval of properly completed application and other required information and payment of required fees. (7-1-93)
- 02. Residency Requirements. To qualify for examination an applicant shall be a resident of Idaho, however the Board may waive this requirement. (7-1-93)
- 03. Minutes to Reflect Board Action. The Minutes of the Board shall show the action taken by the Board regarding applicant's examinations and regarding the issuance of license. (7-1-93)
- 04. Personal Interviews. Personal interviews may be administered at the option of the Board. (7-1-93)
- 05. Locations of Examinations. Examinations shall be administered at the locations designated by the Board prior to each examination period. (7-1-93)

**352. -- 399. (RESERVED).**

**400. MISCELLANEOUS REQUIREMENTS (Rule 400).**

- 01. Practice of Architecture. Idaho Law prohibits the practice of architecture by any unlicensed person or firm for any reason. (7-1-93)
- 02. Corporations. Corporations organized to do general business in the state of Idaho may not practice

architecture in the state of Idaho. (7-1-93)

03. Firm names. Firm names incorporating the use of names of unlicensed individuals are considered in violation of Section 54-310, Idaho Code. (7-1-93)

**401. -- 449. (RESERVED).**

**500. AFFILIATION (Rule 500).**

01. Board is an Active Member of the Western Conference of the Architectural Registration Boards. This Board by approved resolution and payment of the proper fees by the proper authority is an active member of the Western Conference of the Architectural Registration Boards. The Board shall designate one or more delegates from the Board to attend the annual meeting of the Western Conference and approve payment of the expenses of the delegate or delegates by the state of Idaho in accordance with the law. (7-1-93)

02. Board is a Member of the National Council of Architectural Registration Boards. This Board by approved resolution and payment of any proper fees by the proper authority is a member of the National Council of Architectural Registration Boards. The Board shall designate one or more delegates from the Board to the annual meeting of the National Council and approve payment of expenses of the delegate or delegates by the state of Idaho in accordance with the law. (7-1-93)

**501. -- 549. (RESERVED).**

**550. INTERPRETATIONS (Rule 550).**

The following interpretation of Laws relating to Architecture in Idaho Code are hereby made by the Board. (7-1-93)

01. Reference to Building. Under Section 54-309, reference to any building wherein the safeguarding of life, health, and property is concerned means any building which public or private sector of population may use or any building into which the public or private sector of the population is invited either as spectators, visitor, student, guest, or employee, or any building where the private or public sector of the population conducts business. (7-1-93)

02. Administration of Construction Contracts. Under Section 54-309, paragraph 1-c, "Practice of Architecture," Section 54-305, paragraph 1-f, Grounds for Discipline, the words "Administration of Construction Contracts," in accordance with current knowledge and usage in the profession means "Administration of the Contract" as defined in the current edition of the General Conditions of the Contract for Construction (AIA Document A201) as published by the American Institute of Architects. (7-1-93)

03. Professional Standards. Under Section 54-305, an architect shall be completely objective and truthful in all professional reports, statements, or testimony and shall include therein all relevant and pertinent information known to him. (7-1-93)

**551. -- 599. (RESERVED).**

**600. LEGAL ADVICE (Rule 600).**

All legal advice shall be furnished the Board by the Office of the Attorney General of the State of Idaho or such legal advice may be furnished by private legal counsel with the approval of the Board. (7-1-93)

**601. -- 649. (RESERVED).**

**650. AMENDMENTS (Rule 650).**

The Board may propose to amend these Rules at any meeting of the Board by a favorable vote of three members present, providing a copy of the proposed amendment shall have been mailed to each member of the Board at least fifteen (15) days prior to the meeting at which the amendment is to be considered and that such amendment is made in accordance with the requirements of the law. (7-1-93)



**651. -- 699. (RESERVED).**

**700. RULES OF PROCEDURE UNDER THE ADMINISTRATIVE PROCEDURE ACT (Rule 700).**

All procedures available under the Board of Architects shall be those adopted by the Bureau of Occupational Licenses. (7-1-93)

**701. -- 749. (RESERVED).**

**750. CODE OF ETHICS (Rule 750).**

01. Rules of conduct of the National Council of Architectural Registration Boards shall be the Code of Ethics of the Idaho Board of Architectural Examiners. (7-1-93)

02. Violation of the Code of Ethics. The Board will take action against a licensee under Section 54-305 (h), Idaho Code, who is found in violation of the Code of Ethics. (7-1-93)

**751. -- 799. (RESERVED).**

**800. RULE MAKING HISTORY PRIOR TO JULY 1, 1993 (Rule 800).**

ADOPTED DECEMBER 29, 1989 - EFFECTIVE JANUARY 18, 1990  
ADOPTED BY EMERGENCY NOVEMBER 2, 1990 - EFFECTIVE APRIL 4, 1991  
ADOPTED BY EMERGENCY MARCH 1, 1991 - EFFECTIVE JUNE 4, 1991  
SUPERSEDING ALL PREVIOUS RULES

(7-1-93)

**801. -- 999. (RESERVED).**