

# Table of Contents

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## **IDAPA 24 - BUREAU OF OCCUPATIONAL LICENSES**

### **24.01.01 - Rules of the Board of Architectural Examiners**

000. Legal Authority (Rule 0). .....	3
001. Title And Scope (Rule 1). .....	3
002. Written Interpretations (Rule 2). .....	3
003. Administrative Appeals (Rule 3). .....	3
004. Incorporation By Reference (Rule 4). .....	3
005. Address Of The Idaho Board Of Architectural Examiners (Rule 5). .....	3
006. Public Records (Rule 6). .....	3
007. -- 009. (Reserved) .....	3
010. Definitions (Rule 10). .....	3
011. -- 099. (Reserved) .....	3
100. Organization (Rule 100). .....	3
101. -- 149. (Reserved) .....	4
150. Procedures And Duties (Rule 150). .....	4
151. -- 199. (Reserved) .....	4
200. Fees For Examinations And Licensure (Rule 200). .....	4
201. -- 249. (Reserved) .....	4
250. Qualifications Of Applicants (Rule 250). .....	4
251. -- 299. (Reserved) .....	5
300. Application (Rule 300). .....	5
301. -- 349. (Reserved) .....	6
350. Registration Examination (Rule 350). .....	6
351. Miscellaneous Requirements For Examination (Rule 351). .....	7
352. -- 374. (Reserved) .....	7
375. Architectural Intern (Rule 375). .....	7
376. -- 399. (Reserved) .....	7
400. Miscellaneous Requirements (Rule 400). .....	7
401. -- 409. (Reserved) .....	8
410. Use Of An Architect's Seal (Rule 410). .....	8
411. -- 449. (Reserved) .....	8
450. Continuing Education (Rule 450). .....	8
451. -- 499. (Reserved) .....	10
500. Affiliation (Rule 500). .....	10
501. -- 549. (Reserved) .....	10
550. Interpretations (Rule 550). .....	10
551. -- 599. (Reserved) .....	10
600. Legal Advice (Rule 600). .....	10
601. -- 699. (Reserved) .....	10
700. Rules Of Procedure Under The Administrative Procedure Act (Rule 700). ....	11
701. -- 749. (Reserved) .....	11

750. Code Of Ethics (Rule 750). ..... 11  
751. Costs And Fees In Disciplinary Proceeding (Rule 751). ..... 11  
752. -- 799. (Reserved) .....11  
800. Rulemaking History Prior To July 1, 1993 (Rule 800). ..... 11  
801. -- 999. (Reserved) .....11

**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 24.01.01, "Rules of the Board of Architectural Examiners." (7-1-93)

**002. WRITTEN INTERPRETATIONS (RULE 2).**

The board may have written statements that 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. (3-15-02)

**003. ADMINISTRATIVE APPEALS (RULE 3).**

Administrative appeals shall be governed by the Administrative Procedure Act, Title 67, Chapter 52, Idaho Code. (3-15-02)

**004. INCORPORATION BY REFERENCE (RULE 4).**

The document titled 2011 -2012 NCARB Handbook for Interns and Architects, dated July 2011, referenced in Subsection 250.01, is herein incorporated by reference. The document titled NCARB Rules of Conduct as published by the National Council of Architectural Registration Boards, Dated July 2011, referenced in Section 750, is hereby incorporated by reference. All documents incorporated by reference can be obtained at the office of the Bureau and on the Board web site. (3-29-12)

**005. ADDRESS OF THE IDAHO BOARD OF ARCHITECTURAL EXAMINERS (RULE 5).**

The office of the Board of Architectural Examiners is located within the Bureau of Occupational Licenses, 700 W. State Street, Boise, Idaho 83702. The Bureau is open between the hours of 8:00 a.m. and 5:00 p.m. each day except Saturdays, Sundays and holidays. The phone number of the Board is (208) 334-3233. The Board's fax number is (208) 334-3945. The Board's e-mail address is [arc@ibol.idaho.gov](mailto:arc@ibol.idaho.gov). The Board's official website is <http://www.ibol.idaho.gov>. (3-29-10)

**006. PUBLIC RECORDS (RULE 6).**

The records associated with the Board of Architectural Examiners are subject to the provisions of the Idaho Public Records Act, Title 9, Chapter 3, Idaho Code. (3-15-02)

**007. -- 009. (RESERVED)**

**010. DEFINITIONS (RULE 10).**

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

**02. Bureau.** The Bureau of Occupational Licenses as prescribed in Sections 54-605 and 67-2602, Idaho Code. (3-15-02)

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

**100. ORGANIZATION (RULE 100).**

**01. Organization of the Board.** At the last meeting of each year, the Board shall organize and elect

from its members a Chairman and Vice Chairman, who shall assume the duties of their respective offices immediately upon such selection. (3-15-02)

**02. 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. Bureau Chief.** The Chief of the Bureau of Occupational Licenses shall act as an agent of the Board and shall be the official keeper of all records of the Board. The Bureau shall provide such services as may be authorized by Section 26, Title 67, Idaho Code, and as defined under contract between the Bureau and the Board. (3-15-02)

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

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

**01. Meetings.** The Board shall meet at least four (4) times annually at such times and places as designated by the Board or the Chairman of the Board. Special meetings may be held at the call of the Chairman, and all members shall be notified in writing, thereof. (7-1-98)

**02. Voting.** A quorum shall be four Board members. A majority vote of Board members present shall be considered the action of the Board as a whole. Any motion before the Board shall fail on a tie vote. (7-1-97)

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

**200. FEES FOR EXAMINATIONS AND LICENSURE (RULE 200).**

**01. Fees for Examination. (7-1-97)**

**a. Examination Fees.** Examination fees will be as established by the National Council of Architectural Registration Boards (NCARB). (7-1-97)

**b. Processing Fee.** Applicants for licensing by examination must submit a twenty-five dollar (\$25) processing fee. (7-1-98)

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

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

**04. Reinstatement Fees.** Reinstatement fees are as provided in Section 67-2614, Idaho Code. (7-1-98)

**05. Refund of Fees.** No refund of fees shall be made to any person who has paid such fees for application for examination, or reexamination, licensure, or reinstatement of license. (7-1-98)

**201. -- 249. (RESERVED)**

**250. QUALIFICATIONS OF APPLICANTS (RULE 250).**

**01. ARE Applicants.** All applicants for the Architectural Registration Examination (ARE) shall possess the minimum qualifications required by the NCARB Handbook for Interns and Architects, where such handbook does not conflict with Idaho law. All applicants for the ARE must have started or completed the Intern Development Program (IDP) requirements. (4-7-11)

**02. Experience in Lieu of Degree Applicants.** The Board may allow an applicant without an architecture degree to sit for the architecture examination upon determining that such applicant has attained the knowledge and skill approximating that attained by graduation from an accredited architecture curriculum including the submission of a record of eight (8) years or more of experience in architecture work of a character deemed satisfactory by the Board. Said experience shall be in addition to that necessary for completion of the Intern Development Program (IDP) requirements. Two (2) years of eight (8) or more years of experience may be accepted if determined that such experience is directly related to architecture under the direct supervision of a registered engineer (practicing as a structural, civil, mechanical or electrical engineer in the field of building construction) or a registered landscape architect. At least six (6) years of such experience must be obtained while working under the direct supervision of a licensed architect. A person is qualified for the examination once they have met the experience requirement and started the Intern Development Program (IDP). (4-7-11)

**251. – 299. (RESERVED)**

**300. APPLICATION (RULE 300).**

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

**a.** Application for licensure by examination shall be made on the uniform application form adopted by the Board and furnished to the applicant by the Bureau. (4-7-11)

**b.** Applicants shall furnish all information required by the uniform application form and shall include the following: (3-15-02)

**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 passport photograph taken within the previous year for identification purposes. (3-30-01)

**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 reviewed by the Board until all required information is furnished and the required fee is paid. (3-15-02)

**d.** To be considered by the Board, properly completed applications must be received by the Bureau at least thirty (30) days prior to the first day of the month in which the Board will meet. (3-15-02)

**02. Licensure by Endorsement -- Blue Cover.** (7-1-97)

**a.** General requirements. Application shall be accompanied by a current blue cover dossier compiled by the NCARB certifying that the applicant has satisfactorily passed the standard NCARB examinations, or NCARB 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. (7-1-97)

**b.** Seismic knowledge requirements for endorsement applicants. Each applicant for license under endorsement 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: (7-1-97)

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 NCARB in 1965 or since." (7-1-97)

ii. "I am registered in the State of \_\_\_\_\_ in 20\_\_\_\_, where competence in seismic was a requirement for registration since \_\_\_\_\_, 20\_\_\_\_." (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. Licensure by Endorsement -- Equivalency.** (7-1-97)

a. Application shall be made on the uniform application form adopted by the Board and furnished to the applicant by the Bureau. (3-15-02)

b. Applicant shall comply with all requirements set forth in Subsections 300.01, 300.02.b.i., 300.02.b.ii., 300.02.b.iii., and 300.02.c. (7-1-97)

c. Applicant shall provide proof of holding a current and valid license issued by another state, a licensing authority recognized by the Board. (7-1-97)

d. Applicant shall provide proof of satisfactorily passing the NCARB examinations or NCARB authorized equivalent examination, as determined by the Board. (7-1-97)

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

**350. REGISTRATION EXAMINATION (RULE 350).**

The Board, having found that the content and methodology of the ARE prepared by 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: (7-1-97)

**01. When Taken.** The Board will cause the ARE, prepared by NCARB, to be administered 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 cause repeat divisions of the ARE to be administered to qualified candidates on such dates as are scheduled by the NCARB. The ARE examination is a multiple part examination prepared by NCARB. Content of the examination in all of its sections is available from the Board or NCARB. (4-11-06)

**02. 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 except as set forth in these rules. 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. (4-11-06)

**03. Passing (ARE).** To pass the ARE, an applicant must achieve a passing grade on each division. Effective July 1, 2006, and subject to certain conditions, a passing grade for any division of the ARE shall be valid for five (5) years, after which time the division must be retaken unless all divisions have been passed. The Board may allow a reasonable extension of such period in circumstances where completion of all divisions is prevented by a medical condition, active duty in military service, or other like causes. (4-11-06)

**04. Transition.** The transitional rules are as follows: (4-11-06)

**a.** For applicants who have passed all divisions of the ARE by July, 2006 regardless of the time taken, will have passed the ARE. (4-11-06)

**b.** For applicants who have passed one (1) or more but not all divisions of the ARE by July 1, 2006, such applicants will have five (5) years to pass all remaining divisions. A passing grade for any remaining division shall be valid for five (5) years, after which time the division must be retaken if the remaining divisions have not been passed. The five (5) year period shall commence after July 1, 2006, on the date when the first passed division is administered. (4-11-06)

**c.** For applicants who have passed no divisions of the ARE by July 1, 2006, such applicants shall be governed by the above five (5) year requirement. The five (5) year period shall commence on the date when the first passed division is administered. (4-11-06)

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

**01. Personal Interviews.** Personal interviews may be administered at the option of the Board. (7-1-93)

**352. -- 374. (RESERVED)**

**375. ARCHITECTURAL INTERN (RULE 375).**

An individual may represent themselves as an architectural intern only under the following conditions: (3-15-02)

**01. Supervision.** Each architectural intern shall be employed by and work under the direct supervision of an Idaho licensed architect. (3-15-02)

**02. IDP Enrollment.** Each architectural intern shall be enrolled in the National Council of Architectural Registration Board's (NCARB) Intern Development Program (IDP) and shall maintain a record in good standing. (3-15-02)

**03. Record.** Each architectural intern shall possess either: (3-15-02)

**a.** A record with the NCARB establishing that IDP training units are being earned in any of the IDP training settings A, B, C, D or E; or (3-15-02)

**b.** A record establishing completion of all IDP training regulations as specified by NCARB. (3-15-02)

**04. Prohibitions.** An architectural intern shall not sign or seal any architectural plan, specification, or other document. An architectural intern shall not engage in the practice of architecture except under the direct supervision of an Idaho licensed architect. (3-15-02)

**05. Registration.** Each architectural intern shall register with the Board on forms provided by the Bureau of Occupational Licenses that shall include the names and addresses of their employer, IDP supervisor, and IDP mentor. (3-15-02)

**376. -- 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. -- 409. (RESERVED)**

**410. USE OF AN ARCHITECT'S SEAL (RULE 410).**

An architect's seal shall be placed on all technical submissions prepared personally by the architect or prepared by his staff under the architect's direction and personal supervision. An architect shall only seal those documents prepared by another licensed professional where the architect has both control over and detailed professional knowledge of the work or matters contained in said document. Nothing in this rule shall limit an architect's responsibility to the owner for the work of other licensed professionals to the extent established by contract between the owner and architect.

(4-5-00)

**411. -- 449. (RESERVED)**

**450. CONTINUING EDUCATION (RULE 450).**

In order to protect the public health and safety and promote the public welfare, the Board has adopted the following rules for continuing education.

(3-20-04)

**01. Continuing Education Requirement.** Each Idaho licensed architect must successfully complete a minimum of eight (8) hours of continuing education in architectural health, safety and welfare annually for license renewal. Effective January 1, 2014, and for each year thereafter, each Idaho licensed architect must successfully complete a minimum of twelve (12) hours of continuing education in architectural health, safety and welfare in the calendar year prior to license renewal.

(3-29-12)

**a.** Each licensee shall submit to the Board a license renewal application form, together with the required fees, certifying by signed affidavit that compliance with the annual CE requirements have been met during the previous twelve (12) months. Effective January 1, 2014, and for each year thereafter, each licensee shall submit to the Board a license renewal application form, together with the required fees, certifying by signed affidavit that compliance with the annual CE requirements have been met during the previous calendar year. The Board may conduct such continuing education audits and require verification of attendance as deemed necessary to ensure compliance with the CE requirements.

(3-29-12)

**b.** A licensee shall be considered to have satisfied their CE requirements for the first renewal of their initial license. Licensees who have failed to meet the annual continuing education requirement may petition the Board for additional time to complete their continuing education requirements.

(3-20-04)

**c.** Prior to reinstatement of a license lapsed, canceled or otherwise non-renewed for less than five (5) years, the applicant shall provide proof of attendance consisting of eight (8) hours of continuing education for each year the license was lapsed. Effective January 1, 2014, prior to reinstatement of a license lapsed, canceled or otherwise non-renewed for less than five (5) years, the applicant shall provide proof of attendance consisting of twelve (12) hours of continuing education for each year the license was lapsed. A license lapsed, canceled or otherwise not renewed for more than five (5) years may be reinstated in accordance with Section 67-2614, Idaho Code.

(3-29-12)

**d.** A licensee may carryover a maximum of six (6) hours of continuing education to meet the next year's continuing education requirement.

(3-29-12)

**e.** One (1) continuing education hour shall be equal to one (1) learning unit, as determined by the American Institute of Architects, or one (1) clock hour of education, as determined by the Board.

(3-20-04)

**02. Architectural Health, Safety and Welfare Requirement.** To qualify for continuing education, a course must involve architectural health, safety and welfare, which generally relates to the structural integrity or unimpairedness of a building or building sites and includes the following subject areas:

(3-20-04)

**a.** Legal, which includes laws, codes, zoning, regulations, standards, life safety, accessibility, ethics, insurance to protect owners and public.

(3-29-12)

**b.** Building systems, which includes structural, mechanical, electrical, plumbing, communications,



- security, and fire protection. (3-29-12)
- c.** Environmental, which includes energy efficiency, sustainability, natural resources, natural hazards, hazardous materials, weatherproofing, and insulation. (3-29-12)
  - d.** Occupant comfort, which includes air quality, lighting, acoustics, ergonomics. (3-29-12)
  - e.** Materials and methods, which includes construction systems, products, finishes, furnishings, and equipment. (3-29-12)
  - f.** Preservation, which includes historical, reuse, and adaptation. (3-29-12)
  - g.** Pre-Design, which includes land use analysis, programming, site selection, site and soils analysis, and surveying. (3-29-12)
  - h.** Design, which includes urban planning, master planning, building design, site design, interiors, safety and security measures. (3-29-12)
  - i.** Construction documents, which includes drawings, specifications, and delivery methods. (3-29-12)
  - j.** Construction contract administration, which includes contracts, bidding, contract negotiations. (3-29-12)
- 03. Approved Credit.** Continuing education courses must be in the subject of architectural health, safety and welfare and be presented by: (3-20-04)
- a.** Providers approved by the National Architectural Accreditation Board (NAAB) schools of architecture; or (3-20-04)
  - b.** Providers approved by the National Council of Architect Registration Board (NCARB); or (3-20-04)
  - c.** Providers approved by the American Institute of Architects (AIA); or (3-20-04)
  - d.** Providers as otherwise approved by the Board. All requests for approval or pre-approval of continuing education credits must be made to the Board in writing and must be accompanied by a statement that includes the name of the instructor or instructors, his or her qualifications, the date, time and location of the course, the specific agenda for the course, the number of continuing education hours requested, and a statement of how the course is believed to be in the nature of architectural health, safety and welfare. (3-20-04)
- 04. Verification of Attendance.** It shall be necessary for each licensee to maintain verification of attendance by securing authorized signatures or other documentation from the course instructors or sponsoring institution substantiating any and all hours attended by the licensee. This verification shall be maintained by the licensee for a period of five (5) years and provided to the Board upon request of the Board or its agent. (3-29-12)
- 05. Failure to Fulfill the Continuing Education Requirements.** The license will not be renewed for those licensees who fail to certify or otherwise provide acceptable documentation of meeting the CE requirements. Licensees who make a false attestation regarding compliance with the CE requirements shall be subject to disciplinary action by the Board. (3-20-04)
- 06. Exemptions.** A licensed architect shall be deemed to have complied with the CE requirements if the licensee attests in the required affidavit that for not less than ten (10) months of the preceding one (1) year period of licensure, the architect has met one (1) of the following criteria: (3-20-04)
- a.** Has served honorably on active duty in the military service (exceeding ninety (90) consecutive days). (3-20-04)

b. Is a government employee working as an architect and assigned to duty outside the United States. (3-20-04)

c. Special Exemption. The Board shall have authority to make exceptions for reasons of individual hardship, including health (certified by a medical doctor) or other good cause. The architect must provide any information requested by the Board to assist in substantiating hardship cases. This exemption is granted at the sole discretion of the Board. (3-20-04)

**451. -- 499. (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. 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 relevant Contract for Construction or Owner-Architect Agreement as published by the American Institute of Architects. (4-5-00)

**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 relevant Contract for Construction or Owner-Architect Agreement as published by the American Institute of Architects. (4-5-00)

**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)

**04. Direct Supervision.** Direct supervision is that degree of supervision by a licensed architect overseeing the work of another whereby the architect has both control over, and detailed professional knowledge of, the work prepared under his or her supervision. The primary contract or agreement for the project must be between the architect of record and the entity for which architectural services are provided, not between the person being supervised and the entity for which the services are provided. (7-1-98)

**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. -- 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.** The NCARB Rules of Conduct are hereby adopted as the Code of Ethics for all Idaho licensed architects. (3-15-02)

**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. COSTS AND FEES IN DISCIPLINARY PROCEEDING (RULE 751).**  
The Board may order a licensed architect to pay the costs and fees incurred by the Board in the investigation or prosecution of the licensee for violation of Section 54-305(1)(a)(i), Idaho Code. (3-18-99)

**752. -- 799. (RESERVED)**

**800. RULEMAKING 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)**

# Subject Index

## A

- Affiliation 10
  - Administration of Construction Contracts 10
  - Board is an Active Member of the Western Conference of the Architectural Registration Boards 10
- Application 5
  - Licensure by Endorsement -- Blue Cover 5
  - Licensure by Endorsement - Equivalency 6
  - Licensure By Examination 5
- Architectural Intern 7
  - IDP Enrollment 7
  - Prohibitions 7
  - Record 7
  - Supervision 7

## C

- Code Of Ethics 11
  - Rules of Conduct 11
  - Violation of the Code of Ethics 11
- Continuing Education 8
  - Approved Credit 9
  - Architectural Health, Safety & Welfare Requirement 8
  - Continuing Education Requirement 8
  - Exemptions 9
  - Failure to Fulfill the Continuing Education Requirements 9
  - Verification of Attendance 9
- Costs & Fees In Disciplinary Proceeding 11

## D

- Definitions, IDAPA 24.01.01 3
  - Board 3
  - Bureau 3

## F

- Fees For Examinations & Licensure 4
  - Annual Renewal Fee 4
  - Endorsement Fee 4
  - Fees for Examination 4
  - Refund of Fees 4
  - Reinstatement Fees 4

## I

- Interpretations 10
  - Professional Standards 10
  - Reference to Building 10

## L

- Legal Advice 10

## M

- Miscellaneous Requirements 7
  - Corporations 7
  - Firm Names 7
  - Practice of Architecture 7
- Miscellaneous Requirements For Examination 7
  - Personal Interviews 7

## O

- Organization 3
  - Board Members & Duties 4
  - Organization of the Board 3

## P

- Procedures & Duties 4
  - Meetings 4
  - Voting 4

## Q

- Qualifications Of Applicants 4
  - ARE Applicants 4
  - Experience in Lieu of Degree Applicants 5

## R

- Registration Examination 6
  - Grading 6
  - Passing (ARE) 6
  - Transition 6
  - When Taken 6

## U

- Use Of An Architect's Seal 8