



# Ohio Architects Board

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77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio  
43215-6108

Phone (614) 466-2316  
Fax (614) 644-9048  
[www.arc.ohio.gov](http://www.arc.ohio.gov)

## Instructions for Reinstatement of Registration to Practice Architecture (ARC 010)

- Submit the notarized Reinstatement Application (ARC010)
- Incomplete applications will be returned. Keep a copy for your files
- If not an Ohio resident, include verification of any registration in state of residence or practice.
- If applicable, include copies of NCARB Annual reports.
- **Include proof of completion of 24 hours of continuing education activities** within the past two years. 16 hours must be Health, Safety and Welfare topics. Acceptable proof includes certificates of completion, an AIA transcript, etc. Visit <http://arc.ohio.gov/conted.stm> for complete details.
- **The license will be renewed only if the Continuing Education requirement has been fulfilled.**
- Include a statement describing your architectural activities since the Ohio registration expired.
- Determine correct reinstatement fee, and include a check or money order, US dollars only, payable to "**Treasurer, State of Ohio**", and mail to: Ohio Architects Board, 77 S. High St., 16<sup>th</sup> Fl, Columbus, Ohio 43215-6108.
  - Licenses with 2005 expiration: \$275.00
  - Licenses with 2003 expiration: \$407.00
  - Licenses with 2001 expiration: \$539.00
  - Licenses with 1999 expiration: \$671.00
  - Licenses with 1997 expiration: \$803.00
  - Expiration prior to 1995: Contact the board office at (614) 466-2316.
  - Maximum reinstatement fee is \$1000.

### For questions or assistance, contact:

**Jodi Ross, Executive Secretary**

**Phone: (614) 466-2316**

**Fax: (614) 644-9048**

**Email: [jodi.ross@arla.state.oh.us](mailto:jodi.ross@arla.state.oh.us)**

### **FIRM REGISTRATION REQUIRED**

Ohio Revised Code § 4703.18 (H) through (L) requires all firms, partnerships, associations, limited liability companies and corporations to obtain a firm Certificate of Authorization **prior** to providing architectural services in Ohio. See "Firm Registration" at <http://arc.ohio.gov/Firm.stm> for further information. In addition, all firms must register to do business in the state of Ohio with the Ohio Secretary of State at <http://www.sos.state.oh.us/sos/businessservices/corp.aspx>.



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## Application for Reinstatement of Registration to Practice Architecture (ARC 010)

### PERSONAL

Name		Email (required)	
Social Security No. (required)		Birth Date (month/day/year)	
Ohio License #		Year Ohio License Expired	
Send all correspondence to: <input type="checkbox"/> Home <input type="checkbox"/> Firm			
Residence address		Firm Name	
City	County (if Ohio)	Street Address	County (if Ohio)
City, State, Zip + 4		City, State, Zip + 4	
Phone	Fax	Phone	Fax

**1. NCARB CERTIFICATION:** If applicable, include copies of all NCARB Annual Reports for the years Ohio license was inactive.

NCARB Cert. # \_\_\_\_\_ NCARB File # \_\_\_\_\_ Issue Date \_\_\_\_\_

**2. OUT OF STATE:** If applicable, attach verification of registration in state of residence or practice.

**3. CONTINUING EDUCATION:** Proof of completion of 24 hours of Continuing Education, and a completed CE log form, is required to renew. 16 hours must be Health, Safety and Welfare topics. Acceptable proof includes AIA transcripts or Certificates of Completion. Visit <http://arc.ohio.gov/conted.stm> for complete details.

**4. ANSWER THESE QUESTIONS:** If "Yes" to any of question numbers 1 – 4, submit a statement of facts for each question on a separate sheet of paper.

1.  **Yes**  **No** Have you been the subject of disciplinary action by any professional registration board? Disciplinary action includes, but is not limited to, reprimands, fines, probation, suspension, supervised practice, revocation, cease and desist or consent orders, settlement agreements, stipulations, etc.
2.  **Yes**  **No** Have you been convicted of any crime (other than a misdemeanor)?
3.  **Yes**  **No** Are you registered with the Ohio Civil Child Sexual Abuse Registry under ORC 4799.01?
4.  **Yes**  **No** Are you aware of the requirements for firm registration set forth in ORC 4703.18 (H-L)?
5.  **Yes**  **No** Have you read Chapter 4703 of both the Ohio Revised Code (ORC) and the Ohio Administrative Code (OAC)? Obtain online [www.arc.ohio.gov](http://www.arc.ohio.gov). Download and print a copy for your records.

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<b>Board Use Only</b>	Date Received	Check #
Disciplinary Database	Director Approved	Board Approved



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## A F F I D A V I T

By signing this document, the licensee affirms all questions have been truthfully answered, and no information has been withheld that might affect the application. Failure to respond truthfully can result in board sanctions, including denial of the renewal application, fines, suspension, revocation and/or other penalties.

Signature \_\_\_\_\_

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

in the County of \_\_\_\_\_, State of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Notary Seal

My commission expires \_\_\_\_\_