

4703-1-02

Applications.

- (A) Applications for registration by examination or by reciprocity will be received at all times by the board.

The application fee must accompany the application.

- (B) Each applicant shall submit, or cause to be submitted, authentic proof of the statements made within the application. Such proof shall be demonstrated through the submission of [an National Council of Architectural Registration Boards \(NCARB\)](#) record containing official transcripts issued by the degree-granting authorities, employment certification forms demonstrating completion of the experience requirement for licensure, and, if applicable, verified status of registration in another jurisdiction. The board, in its discretion, may require additional published data, photographs, or proven evidence that may be necessary for the board to determine the applicant's eligibility to be admitted to the examination or for consideration of registration by reciprocity.

The board reserves the right to retain, as a permanent part of the application, any or all documents submitted, which shall be properly marked for identification and ownership. Original documents may be replaced by photocopies copies of such documents at the request and expense of the applicant.

- (C) The board may require the personal appearance of the applicant at the time and place it designates.
- (D) Failure to comply with the board's request for additional information within sixty days of such request or to appear before the board at the date and time established may be considered as just and sufficient cause for disapproval of the application.
- (E) All applications shall be considered and accepted or rejected individually with the action taken on each application recorded in the minutes and an indication of the action taken placed with the application. The board reserves the right to establish or change the classification under which the applicant is claiming eligibility. A certificate of qualification shall be issued under only one classification.

- (F) In accordance with section 9.78 of the Revised Code, any prospective applicant with a criminal conviction may request a review of the prospective applicant's criminal record to determine eligibility for registration. The request must be made on the form prescribed by the board and must accompany the requisite fee.