

Firm Certificate of Authorization Requirements

Important Information:

- All Certificates of Authorization expire annually on June 30.
- Firms are responsible for notifying the board within 30 days of any changes in the firm's name, address, partners, managers, officers, members, directors, shareholders, designated architects/landscape architects, or re-distribution of ownership.
- 100% of shares or interest for all owners must be reported, along with design discipline (*architect/landscape architect/engineer/surveyor*), a state, registration number and expiration date for all applicable design professional owners.

Firms must meet all of these requirements in order to obtain the Certificate of Authorization:

Note: *Certain architecture firms are exempt from items 1, 2 and 3: Firms which were actively registered with the Ohio Secretary of State and granted a charter to do business in the state of Ohio prior to August 7, 1943 or otherwise lawfully providing architectural services prior to November 15, 1982. These firms are still required to obtain a Firm Certificate of Authorization.*

1. More than 50% of the shareholders, members, trustees or partners must be design professionals (architects, landscape architects, engineers, or surveyors) with an active registration in any state. **(For example, if ten individuals hold all of the stock or interest in the firm, then six must be registered design professionals.)**
2. More than 50% of the shares or interests in the corporation, partnership, limited liability company, trust or association must be owned by design professionals with an active registration in any state.
3. More than 50% of the firm's board of directors (in a corporation) must be active registered design professionals in any state.
4. One architect/landscape architect with an active Ohio registration is in responsible charge of the professional activities and decisions of the firm.
5. One architect with an active Ohio registration, designated in responsible charge of the professional activities and decisions of the firm, is also a member of the firm's Board of Directors (in a corporation). *This requirement does not apply to landscape architecture firms.*
6. The firm must hold an active registration as a domestic or foreign business entity in the state of Ohio with the Ohio Secretary of State. For further information, contact the Ohio Secretary of State, Business Services Division at: <http://www.sos.state.oh.us/SOS/Businesses.aspx> or by phone at (614) 466-3910, or toll-free (877) 767-3453 x1.

For questions or assistance, contact:

Chad B. Holland, Investigator

Phone: (614) 466-1476

Email: chad.holland@arc.ohio.gov