



**VIRGIN ISLANDS BOARD OF ARCHITECTS,
ENGINEERS AND LAND SURVEYORS**
Department of Licensing and Consumer Affairs
3000 Golden Rock Shopping Center, Suite 9
Christiansted, VI 00820-4311

TEL: (340) 713-DLCA(3522)

FAX: (340) 718-6982

Website: www.dlca.vi.gov

Attach 3
2x2 photos of
Applicant here

Part I

In accordance with the provisions of Chapter 8, Title 27, Virgin Islands Code, which regulates the practice of Architects, Engineers and Land Surveyors in the U.S. Virgin Islands, I hereby apply for the following license(s) to perform professional services in the U.S. Virgin Islands.

<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Conditional	<input type="checkbox"/> Examination
	Non-Refundable Application Fee		\$ 50.00
	<input type="checkbox"/> Architect		\$130.00
	<input type="checkbox"/> Architect-in-Training		\$ 65.00
	<input type="checkbox"/> Engineer _____		\$130.00
	(Name area of specialization)		
	<input type="checkbox"/> Engineer-in-Training		\$ 65.00
	<input type="checkbox"/> Land Surveyor		\$ 52.00
	<input type="checkbox"/> Land Surveyor-in-Training		\$ 52.00
	<input type="checkbox"/> Landscape Architect		\$130.00

Part II

- Full Name _____
- Mailing Address _____
- Physical Address _____
- Business Address _____
- Business Telephone () _____
- Home Telephone () _____
- Birth Date _____
- Birth Place _____
- Citizenship _____
- Naturalized: () yes () no
- Social Security Number _____ Email Address: _____
- Virgin Islands Resident () yes () no If yes, how long? _____
- Have you ever been convicted of a felony? () yes () no
If yes, please explain: _____

14. Has your license ever been revoked? () yes () no
If yes, please explain: _____

15. Have you ever been censured for unprofessional conduct? () yes () no
If yes, please explain: _____

Part III

16. In which State(s) was your registration granted on the basis of a written examination?

17. List the State(s) in which you are currently registered. Submit copies of each registration listed.
(If more than 3, attach an additional sheet)

State	Registration or License #	Title of License	Expiration Date

18. Please provide the following if you are a NCARB or NCEES Certificate Holder

Architect	NCARB File No.:	IDP No.:
Engineer/Land Surveyor	NCEES File No.:	EIT No.:

19. **Professional References:** The following registered professionals are personally acquainted with the applicant and have agreed to promptly, conscientiously, and confidentially complete and mail endorsements to the Board. Only architects may endorse architects professionally; only engineers may endorse engineers professionally; only civil engineers or land surveyors may endorse land surveyors professionally. **References may not be Board Members or relatives of the applicant.**

Name	Address	Telephone Number
1.		
2.		
3.		

20. **Character References:** The following individuals are personally acquainted with the applicant and have agreed to promptly, conscientiously, and confidentially complete and **mail** a character endorsement to the Board. **References may not be Board Members or relatives of the applicant.**

Name	Address	Telephone Number
1.		
2.		

Part IV: To be completed by applicants applying for CONDITIONAL REGISTRATION ONLY.

21. Provide the name and address of the **Registered V.I. Professional** with whom you will be associating and request that individual to provide a **Letter of Certification**.

Name: _____

Address: _____

Permit Number: _____ License Number: _____

Part V: To be completed by applicants applying for TEMPORARY REGISTRATION ONLY

22. Provide the information with respect to the project you will be working on and request that the owner/developer of the project provide a **letter to the Board certifying your commission**.

Name of Owner/Developer	
Address of Owner/Developer	
Name of Project/Job	
Location of the Project/Job	
Description of Property	
Other Information:	

Part VI

23. Educational History:

Name of College/University	Complete Mailing Address	Dates of Attendance	Degree Obtained

24. Record of Employment and Occupation: List most recent employer first, you may use additional sheets if necessary, following the same format.

Employer's Name and Address	Job Title and Name of licensed person you were working under	Dates of Employment From To	Description of Duties (Be Specific)

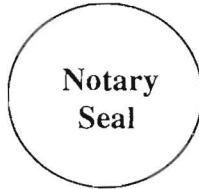
Part VII: AFFIDAVIT (Must be completed by all applicants)

State of _____
Territory of _____
Country of _____

I, _____, being duly sworn, depose and say that I am the person who executed the foregoing instrument; that I have read the same and know the contents thereof; that the matters stated therein are true to my knowledge; that I have not suppressed any information that might affect this application; and that I have read and understand this affidavit.

Applicant's Signature

Sworn and Subscribed before me this _____ day of _____, 20_____.



Notary Public

My Commission expires on _____

Do not write below this line:

BOARD DISPOSITION:

Application Approved: ☐ YES ☐ NO ☐ PENDING

☐ Permanent ☐ Reciprocity ☐ Conditional ☐ Temporary ☐ Examination

Signature, Chairman of the Board

Date: _____

Member

Member

Member

Member

Member

Member



VIRGIN ISLANDS BOARD OF ARCHITECTS, ENGINEERS & LAND SURVEYORS

LICENSING REQUIREMENTS

PURPOSE OF LICENSURE:

To set standards of qualifications, education, training, and experience for persons engaged in the fields of Architecture, Engineering and Land Surveying. To promote high standards of professional performance for those persons working in the profession.

PERIOD OF LICENSURE:

All permanent licenses are issued on an annual basis. Temporary Licenses are issued for specific projects only.

APPLICATION PROCESS:

1. Applicant must meet the specified educational and experience requirements .Completed and notarized application, which may be obtained from any board member or at the Department of Licensing and Consumer Affairs.
2. Three (3) 2x2 photographs of applicant.
3. Copy of current registration or license must be provided.
4. Three (3) professional references, with copies of registration or license, *sent directly to the board*.
5. Two (2) character references.
6. NCEES or NCARB Record; or,
 - a. Official copy of college transcript,
 - b. Verification of Examination
7. Payment of Required Fee Application Fee of \$50.00 and License Fee(s)

EXAMINATION:

All persons interested in becoming a licensed Architect, Engineer or Land Surveyor in the Virgin Islands who are not registered in any other U.S. jurisdiction **will be required to sit an 8 hour examination**. The examinations are prescribed by the **National Council of Architectural Registration Boards (NCARB)** and the **National Council of State Boards of Engineering Examiners (NCEES)**.

The Architect's ARE Examination is available electronically throughout the year. The NCEES Engineer's and Land Surveyor's Principles and Practice Examination is given in April and October of each calendar year. The NCEES Engineer's and Land Surveyor's Fundamental Examination is available electronically throughout the year.

RENEWAL OF LICENSE:

In order to renew both a professional and/or a business license, the licensee must visit the Department of Licensing and Consumer Affairs' (DLCA) website, www.dlca.vi.gov, and provide the following:

1. Apply at DLCA's website, www.dlca.vi.gov, and register or login. Input or verify the required information, choose your payment option, and obtain a reference "control" number.
2. Electronic Tax Approval from the V.I. Bureau of Internal Revenue.
3. Payment of required License fees.

License Fees:

Architects	\$130.00	Engineering Firm	\$130.00
Engineers	\$130.00	Architecture Firm Land	\$130.00
Land Surveyors	\$ 52.00	Surveying Firm	\$ 52.00
Architect/Engineer-in-Training	\$ 65.00	Non-Refundable Application Fee	\$50.00

LICENSURE BY RECIPROCITY

A person holding a valid license or certificate issued by a state or territory of the United States or by a foreign country may upon application be registered in the Virgin Islands. The foreign country must have a national registration board of scope and standing corresponding to the National Council of Architectural Registration Boards and the National Council of State Boards of Engineering Examiners.

GRADUATION, EXPERIENCE AND EXAMINATION

A graduate from an accredited architectural, engineering, or land surveying curriculum of four or more years, approved by the Board, with an additional two years or more of specific and active experience in the field, shall be admitted to an examination.

An applicant who has a high school diploma and eight years or more of specific and active experience in architecture, engineering, or land surveying shall be admitted to an examination, equivalent to that required by the National Council of Architectural Registration Boards and the National Council of State Boards of Engineering Examiners.

An applicant with a record of at least twelve years of specific and active practice in architecture, engineering, or land surveying shall be admitted to an eight hour examination.

ARCHITECTS AND ENGINEERS-IN-TRAINING:

Any person who has a degree from an accredited college in engineering or architecture curriculum shall be granted a certificate as an architect or engineer-in-training without examination.

An applicant who has evidence of two or more years of experience in engineering or architecture shall be admitted to examination to test the applicant's knowledge of fundamental engineering or architectural subjects. Passing this portion of the examination shall entitle applicant to a certificate as an architect or engineer-in-training. The applicant can then take the additional portion of the examination to be licensed as a professional architect or engineer.

WEBSITE:
www.dlca.vi.gov

MAILING ADDRESSES:

ATTENTION: NATHALIE HODGE **Email: nathalie.hodge@dlca.vi.gov**
ASSISTANT COMMISSIONER
BOARDS AND COMMISSIONS

ST. CROIX

V.I. Board of Architects, Engineers and Land Surveyors
Department of Licensing and Consumer Affairs
3000 Golden Rock Shopping Center, Suite 9
Christiansted, VI 00820-4311
(340) 713-DLCA(3522) phone
(340) 718-6982 fax

ST. THOMAS

V.I. Board of Architects, Engineers and Land Surveyors
Department of Licensing and Consumer Affairs
Property & Procurement Bldg.
No.1 Sub Base,
St. Thomas, VI 00802
(340) 714-DLCA(3522) phone
(340) 776-8303 fax

BOARD MEMBERS

John P. Woods, Chairman
Stacy Bourne, Member

Nathalie Hodge, Associate Member, *Commissioner's Ex-Officio Designee*

BOARDS AND COMMISSIONS ADMINISTRATIVE STAFF CONTACT INFORMATION:

ST. CROIX:	Glorivee Santana	glorivee.santana@dlca.vi.gov	Ext. 3251
	Genitha Jean-Baptiste	genitha.jeanbaptiste@dlca.vi.gov	Ext. 3252
ST. THOMAS:	Karleen Jeffers	karleen.jeffers@dlca.vi.gov	Ext. 4251
	Tiffany Grosvenor	tiffany.grosvenor@dlca.vi.gov	Ext. 4252