**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.

☐ **Permanent** ☐ **Temporary** ☐ **Conditional** ☐ **Examination**

| | | |
|---|---|---|
| | **Non-Refundable Application Fee** | **$ 50.00** |
| ☐ | **Architect** | **$130.00** |
| ☐ | **Architect-in-Training** | **$ 65.00** |
| ☐ | **Engineer** _____ (Name area of specialization) | **$130.00** |
| ☐ | **Engineer-in-Training** | **$ 65.00** |
| ☐ | **Land Surveyor** | **$ 52.00** |
| ☐ | **Land Surveyor-in-Training** | **$ 52.00** |
| ☐ | **Landscape Architect** | **$130.00** |

## Part II

1. Full Name _____
2. Mailing Address _____
3. Physical Address _____
4. Business Address _____
5. Business Telephone ( ) _____ 6. Home Telephone ( ) _____
7. Birth Date _____ 8. Birth Place _____
9. Citizenship _____ 10. Naturalized: ( ) yes ( ) no
11. Social Security Number _____ Email Address: _____
12. Virgin Islands Resident ( ) yes ( ) no If yes, how long? _____
13. 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 Has your license ever been revoked?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 Seal

_____
Notary Public

My Commission expires on _____

Do not write below this line:

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**BOARD DISPOSITION:**

**Application Approved:** ☐ **YES** ☐ **NO** ☐ **PENDING**

☐ **Permanent** ☐ **Reciprocity** ☐ **Conditional** ☐ **Temporary** ☐ **Examination**

_____ **Date:** _____
**Signature, Chairman of the Board**

_____ _____
**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 DLCAs' 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
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(340) 713-DLCA(3522) phone
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**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:**

| | | | |
|---|---|---|---|
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***Revised 06/18 by the Office of Boards and Commissions***