



SOLICITATION PRIOR TO LICENSURE FORM

MISSISSIPPI STATE BOARD OF ARCHITECTURE

2 Professional Parkway #2B • Ridgeland, MS 39157 • Fax: 601-856-1510

www.msboa.ms.gov • 1-888-272-2627 • Email: msboa@msboa.ms.gov

Complete and return by email to msboa@msboa.ms.gov or by fax to 601-856-1510.

Date: _____

Name of individual who will offer architectural services: _____

Firm/Business Name: _____

Phone Number: _____ Email Address: _____

Client to whom the offer will be made: _____

Approximate date on which the offer will be made: _____

See also: [Firm structure, name and ownership requirements.](#)

By submitting this form, I certify that I have read and understand the provisions of Rule 2.7, and that I will abide by the laws, rules and regulations governing the practice of architecture in Mississippi. I also acknowledge my understanding of the firm ownership, structure and name requirements and certify that I will not solicit business under the name of a firm or a business that is not in compliance.

Signature _____

Rule 2.7 Restrictions on Solicitation of Work Prior to Licensure.

An individual not licensed in Mississippi or an individual on inactive status with the Board who is seeking an architectural commission in Mississippi, including a commission awarded through a design competition, may offer or propose architectural services only if all the following conditions are met:

- A. the individual holds a current architectural license in good standing issued by an NCARB jurisdiction; and
- B. the individual holds an active NCARB certificate; and
- C. the individual has reviewed Rule 2.2.1 which provides the requirements for reciprocal registration, and believes to the best of the individual's knowledge, that the individual can and will provide documentation that the individual has met these requirements; and
- D. the individual is not currently under investigation by a registration board or licensing authority; and
- E. the individual has no prior professional license revocations or suspensions in any jurisdiction (other than as a result of non-renewal); and
- F. prior to engaging in any activity that could result in an architectural commission or contract, the individual must complete and submit the Board's Solicitation Prior to Licensure Notification form; and
- G. the individual must provide a copy of the Solicitation Prior to Licensure Notification form to every potential client to whom the individual offers or proposes to render services, either prior to or during the proposal or offer; and
- H. the individual shall apply for a Mississippi license, license renewal or license reinstatement within 10 working days of notification to the client and Board; and
- I. the individual consents to the jurisdiction of the Board.

Only through this process may an individual perform the above architectural services prior to licensure. The individual shall be prohibited from rendering additional architectural services beyond the offer or proposal until the individual has an active license.

Rule 2.2 Reciprocal Registration.

2.2.1 An individual with a current architectural license in another NCARB jurisdiction may apply for reciprocal registration in order to offer services or to practice architecture in this State. Applicants for reciprocal registration must:

- A. submit to the jurisdiction of the Board; and
- B. take and pass the Mississippi Jurisprudence Examination; and
- C. provide an official record from NCARB which documents that the applicant has:
 1. an active NCARB certificate; and
 2. a professional degree in architecture from a school or college of architecture on the list of accredited schools issued by the National Architectural Accrediting Board (NAAB), unless the applicant is exempted from the degree requirement in accordance with *Miss. Code Ann. §73-1-21* which provides that an individual who does not have a NAAB accredited degree, but who was licensed by another jurisdiction, or who was a qualified examination candidate in another jurisdiction prior to January 1, 1987, shall be exempted from the degree requirement (being a qualified examination candidate in another jurisdiction requires that the applicant must have completed the application process for the ARE and been approved by another NCARB jurisdiction to take the ARE); and
 3. completed AXP in accordance with NCARB guidelines and as expressed in Rule 1.2, or if the individual can provide sufficient and satisfactory evidence that the individual is unable to obtain certification that the applicant has completed AXP, the Board may accept in lieu thereof certification by NCARB that the applicant has met the AXP experience requirements through alternative means that are determined to be equivalent to AXP by NCARB, with the additional requirement that the applicant has completed no less than three (3) continuous years of actual engagement in architectural work in the office or offices of a licensed architect or architects as required per *Miss. Code Ann. §73-1-13*; and
 4. passed all sections of the ARE in accordance with NCARB guidelines; and
- D. pay the reciprocal application fee prescribed in Rule 2.4; and
- E. complete the required application; and
- F. meet the requirements of *Miss. Code Ann. §73-1-13* and *§73-1-21*.