



FILED IN THE OFFICE OF  
SECRETARY OF STATE OF  
WEST VIRGINIA

THIS DATE MAR 11 1976

STATE OF WEST VIRGINIA  
OFFICE OF THE SECRETARY OF STATE  
CHARLESTON 25305

JAMES R. MCCARTNEY  
SECRETARY OF STATE

STATE REGISTER FILING

I, E. Keith Dean, Secretary  
Name Title or Position

West Virginia Board of Architects hereby submit to record  
Department or Division

in the State Register on 8 1/2" x 11" paper two (2) copies of

( ) proposed rules and regulations concerning topics or  
material not covered by existing rules and regulations;

(X) proposed rules and regulations superseding rules and  
regulations already on file;

( ) a notice of hearing;

( ) findings and determinations;

( ) rules and regulations; or

( ) other - specify ( ) .

This filing pertains to

Chapter 30

Article 12

Series I

Section \_\_\_\_\_

Page No. \_\_\_\_\_

March 9, 1976  
Date Submitted

E. Keith Dean  
Signature of Person Authorizing this  
Filing

RULES OF THE WEST VIRGINIA BOARD OF ARCHITECTS

References are to sections in W. Va. Adm. Reg. 30-12, Ser. I

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WEST VIRGINIA ADMINISTRATIVE REGULATIONS  
West Virginia Board of Architects

Chapter 30-12  
Series I  
1976

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THIS DATE

Subject: Rules of the West Virginia Board of Architects

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Section 1. Organization and Meetings

1.01 Name - Wherever the word "Board" is used in these rules it shall mean the West Virginia Board of Architects. Wherever the words "President" or "Secretary" are used they shall mean the duly elected officers of this Board.

1.02 Meetings - The Board shall hold two regular meetings in each year, as set by the Board. Special meetings may be called by the Secretary at the direction of the President or upon the written request of any three Board members. All regular meetings shall be held at a time and place designated by the Board.

1.03 Election of Officers - During a regular meeting of each year the Board shall elect from its members a President and a Secretary, to take office at the beginning of the fiscal year, such holding office until their successors shall have been duly elected. The Secretary shall furnish a bond as required by law, the fee for such bond being paid out of Board funds.

1.04 Office of the Board - The office of the Board shall be in the office of the Secretary.

1.05. Compensation - In addition to the compensation of Board members as stipulated by law, the Secretary shall receive additional compensation for his services as determined by this Board.

1.06. Seal - The Board shall adopt a seal for its own use, inscribed with the words "BOARD OF ARCHITECTS - WEST VIRGINIA" which seal shall be in the custody of the Secretary. It shall be used on all certificates, renewal cards and other official documents.

## Section 2. Duties of Officers

2.01. President - The President shall preside at all meetings, he shall appoint any necessary committees, sign all certificates and renewal cards issued and sign all minutes after approval. He may issue a call for special meetings through the Secretary. In the event the President is unable to attend a regular or special meeting he shall be privileged to designate a Board member to serve as presiding officer or, in the absence of such designation by the President, a quorum of Board members may choose a presiding officer.

2.02. Secretary - The Secretary shall, with the assistance of such clerical help as may be required, conduct and care for all correspondence of the Board, keep the minutes of all meetings, keep all books, records and files and sign all certificates and renewal cards. He shall be in possession of the official seal

and affix same to all certificates and renewal cards. He shall provide notices of the time and place of all meetings to each Board member. He shall prepare the reports for submission to the Governor and to the Secretary of State as required by law. He shall receive all moneys from fees and renewals and shall regularly transmit same to the Commissioner of Public Institutions for deposit with the State Treasurer to the credit of the Board.

### Section 3. Procedure

3.01. Order of Business - (a) Call to order; (b) Roll call of members; (c) Reading of minutes of last previous meeting; (d) Unfinished business; (e) New business; (f) Election of officers (July meeting only); (g) Adjournment.

3.02. Quorum - Three Board members shall constitute a quorum, but action shall not be deemed to have been taken on any matter unless three votes in accord.

3.03. Certificates and Renewal Cards - Certificates of registration shall be issued upon qualification and the payment of the required fee.

Annual renewal cards shall be issued by the Board, signed by the President and Secretary, upon receipt of the annual renewal fee. Notice of renewal cards shall be mailed each registered architect at least three weeks before the 30th day of June in each year.

Section 4. Qualifications for Certificate

There are three methods by which an applicant may qualify for a certificate, as follows:

4.01. First Method - Written Examination - Under this method all applicants must pass the NCARB Professional Examination.

1. The qualifications for admission to the NCARB Professional Examination are as follows:

- a. Citizen of the United States or made declaration of intentions.
- b. Be at least 21 years of age.
- c. Be of good moral character.
- d. Hold a Bachelor of Architecture degree from a school of architecture where the degree curriculum has been accredited by NAAB not later than two years after graduation or have passed NCARB Equivalency Examination.
- e. Have three years practical training in the offices of registered architects who are practicing principals or the equivalent as outlined in the official NCARB Table of Equivalents.
- f. Legal resident of West Virginia.

2. To be admitted to the NCARB Equivalency Examination, applicants must fulfill the following requirements:

- a. Citizen of the United States or made declaration of intentions.

- b. Be at least 21 years of age.
- c. Be of good moral character.
- d. Have a combination of education and/or practical training of at least twelve (12) years duration in areas outlined in the official NCARB Table of Equivalents.
- e. Legal resident of West Virginia.

4.02 Second Method - Reciprocal - Given at the Board's discretion during any regular or special Board meeting, to applicants with the following qualifications as may apply:

- a. Having certificate as architect in another state where the qualifications prescribed at time of such registration were equal to those of West Virginia.
- b. Without personal appearance before the Board unless required to do so by the Board.
- c. Good moral character.
- d. Applications accompanied by a National Council of Architectural Registration Board Certificate (blue cover) in current form may be processed by the Secretary with the consent of the President and such applications need not await a Board meeting. The Secretary shall report such action at the next regular or special Board meeting.

e. Applications accompanied by a National Council of Architectural Registration Board Record (buff cover) shall be considered at a Board meeting but the information furnished by such Record should materially assist in speedier processing.

4.03. Third Method - Oral Examination - Under this method candidate is required to appear before the Board for an oral examination to demonstrate his knowledge of professional practice. Under this method candidate will not be accepted by National Council of Architectural Registration Board for certification until candidate has satisfactorily passed the National Council of Architectural Registration Board qualifications for certification. Qualifications for oral examination are as follows:

- a. An accredited degree from an NAAB approved school of architecture.
- b. Three years of satisfactory experience subsequent to date of degree in the office of an architect practicing as a principal.
- c. Citizen of the United States or having made declaration of intentions.
- d. Legal resident of the State of West Virginia.
- e. Be at least twenty-one years of age.
- f. Be of good moral character.

Section 5. Fees Required

5.01. For Witten Examinations, twenty-five dollars.

5.02 For Oral Examination, twenty-five dollars.

5.03 One Examination retake permitted with original application fee.

5.04. For Reciprocal Application, fifty dollars.

5.05. For certificate and official seal in any of the above cases, twenty dollars, in addition to the application fee.

5.06. For annual renewal fee, ten dollars if paid on or before July 31st of the new fiscal year but fifteen dollars if paid later than that date. After lapse of one year from date due, reinstatement for State residents, twenty-five dollars and for non-state residents, fifty dollars.

5.07. For replacing a lost certificate, ten dollars.

Note: No refund will be made for any part of an application fee.

Section 6. Architect's Seal

6.01. Each registrant shall obtain a seal authorized by the Board, bearing the registrant's name, registration number and the legend "REGISTERED ARCHITECT, STATE OF WEST VIRGINIA." This shall be impressed on all contract drawings and specifications issued by him.

6.02 An architect shall not impress his seal or permit this to be done upon drawings and specifications which were not prepared under his supervision. Such improper use of seal will be deemed by the Board as dishonest practice. Proof of such practice may be considered sufficient cause for the revocation or suspension of his certificate.

Section 7. Amendments to Rules

7.01. General - These rules may be amended by unanimous vote of the Board members at any meeting at which there is a quorum present provided that a notice of each proposed amendment shall have been mailed or delivered to each member at least ten days prior to the date of the meeting at which they are to be considered.

**FILED IN THE OFFICE OF  
SECRETARY OF STATE OF  
WEST VIRGINIA**

**THIS DATE** MAR 11 1976

G. CAMERON HUNTER, President  
PRINCETON

E. KEITH DEAN, Secretary  
Phone (AC 304) 523-2622  
HUNTINGTON



RAY A. SHAW  
WEIRTON  
L. W. FRANZHEIM, JR.  
WHEELING  
HENRY ELDEN  
CHARLESTON

## WEST VIRGINIA BOARD OF ARCHITECTS

OFFICE OF THE SECRETARY  
PARK HILLS  
HUNTINGTON GALLERIES  
HUNTINGTON, WEST VIRGINIA 25701

March 9, 1976

James R. McCartney  
Secretary of State  
State of West Virginia  
State Capitol  
Charleston, West Virginia 25305

Dear Sir:

Enclosed are two copies of regulations issued by the West Virginia Board of Architects regarding the conduct of its duties. These regulations are designated Series I of Chapter 30-12 of the West Virginia Administrative Regulations.

I hereby certify that the attached regulations are true and accurate copies of official regulations adopted by this Board on July 1, 1945 and amended July 8, 1947, December 12, 1952, December 12, 1958, October 16, 1962, August 20, 1969, and December 13, 1975.

Very truly yours,

*E. Keith Dean*

E. Keith Dean, Secretary  
West Virginia Board of Architects

*obsolete  
valid April 11, 1976  
to Dec 26, 1982*

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