

# RECIPROCAL REGISTRATION INSTRUCTIONS

To apply for Architect “Reciprocal” registration to the State of Rhode Island, follow the following instructions.

1. Go to the National Council of Architectural Registration Boards’ (NCARB) “My NCARB Login” at <https://my.ncarb.org/Login> to begin the “reciprocal” application process,
2. Enter the “Username or email” and password”,
3. Click on “Transmittal Instructions and Forms”,
4. Click on “Rhode Island”,
5. Follow the specific instructions,
6. **Number 1**: is instructions for submittal to NCARB.  
**Number 2**: is instructions for submittal to the Rhode Island Board.  
*(BE SURE TO SCROLL DOWN UNTIL YOU SEE NUMBER 2.)*
7. Once the reciprocal application and NCARB record is received, it will be reviewed for compliance.
  - If the application can be administratively approved, the approval process is approximately 14 to 21 business days.
  - If the reciprocal application and NCARB record cannot be administratively approved and has to be presented the Board, the Board meets every other third Monday of the month for the months of January, March, May, July, September and November.
8. The approval package will also include instructions on how to obtain a Certificate of Authorization (COA) to practice or offer to Practice Architecture as a Sole Proprietorship, Partnership, Limited Liability Partnership, Corporation or Limited Liability Company.
  - The approval process is the same as outline in #7 above.
9. **PLEASE NOTE**: In order to **practice or offer to** practice architecture in the State of Rhode Island, a person must hold an individual architect registration and a Certificate of Authorization (COA) to practice or offer to practice architecture as a Sole Proprietorship, Partnership, Corporation, Limited Liability Company (LLC) or a Limited Liability Partnership (LLP).