

1 21 NCAC 02 .0108 is amended as published in 38:10 NCR 621-636 as follows:

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3 **21 NCAC 02 .0108 FEES**

4 The fees required by the Board are set forth below:

5

6 Initial License to Practice Architecture:

7 By Exam ~~\$50.00~~\$55.00

8 By Reciprocity ~~\$150.00~~\$155.00

9 Architecture Firm License ~~\$75.00~~\$100.00

10

11 Annual License to Practice Architecture Renewal:

12 Individual ~~\$50.00~~\$55.00

13 Firm ~~\$100.00~~\$125.00

14

15 Late Renewal Penalty for Individual Architects and Firms:

16 Up-to-30 days ~~\$50.00~~\$55.00

17 30 days to 1 year ~~\$100.00~~\$110.00

18

19 Reinstatement of Expired License:

20 Individual Architect ~~\$250.00~~\$260.00

21 Architecture Firm ~~\$250.00~~\$300.00

22

23 Initial Registration to Practice Interior Design:

24 ~~By Reciprocity~~ For NCIDQ Certified Individual ~~\$150.00~~\$155.00

25 Firm Registration ~~\$75.00~~\$100.00

26 Addition of Interior Design Firm Registration for Currently Licensed Architecture Firms \$50.00

27

28 Annual Registration to Practice Interior Design Renewal:

29 Individual ~~\$50.00~~\$55.00

30 Firm ~~\$100.00~~\$125.00

31

32 Late Renewal Penalty for Interior Designers and Interior Design Firms:

33 Up-to-30 days ~~\$50.00~~\$55.00

34 30 days to 1 year ~~\$100.00~~\$110.00

35

36 Reinstatement of Expired Registration

37 Interior Designer Individual ~~\$250.00~~\$260.00

1 Interior Design Firm \$~~250.00~~\$300.00

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3 All fees paid to the Board are non-refundable.

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5 *History Note: Authority G.S. 55B-10; 83A-4; 83A-11;*

6 *Eff. February 1, 1976;*

7 *Readopted Eff. September 29, 1977;*

8 *Amended Eff. July 1, 2014; December 1, 2010; June 1, 1995; December 1, 1992; May 1, 1991; May*  
9 *1, 1989; July 1, 1987;*

10 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13,*  
11 *2015;*

12 *Amended Eff. November 1, 2017;*

13 *Temporary Amendment Eff. November 30, 2021;*

14 *Amended Eff. April 1, 2024; June 1, 2022.*

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16

1 21 NCAC 02 .0201 is amended with changes as published in 38.10 NCR 621-636 as follows:

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3 **SECTION .0200 - PRACTICE OF ARCHITECTURE**

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5 **21 NCAC 02 .0201 ARCHITECT, REGISTERED INTERIOR DESIGNER, FIRM OR PARTNERSHIP**  
6 **CONTACT INFORMATION AS ON FILE WITH THE BOARD**

7 (a) Every individual licensee and registrant shall keep the Board advised of his or her preferred current contact  
8 information. Current contact information includes a physical mailing address, email, phone numbers, and the name of  
9 the firm or partnership where he or she is employed. Every individual licensee and registrant shall notify the Board in  
10 writing of all changes to contact information within 30 days of such changes.

11 (b) The licensee or registrant shall give notice in writing to the Board of the following within 30 days of the adverse  
12 action set forth below:

13 (1) the filing of any criminal charges against the licensee or registrant and, if so, the jurisdiction, charge,  
14 and case number of each such charge;

15 (2) any conviction of, or plea of nolo contendere by, the licensee or registrant for a felony or  
16 misdemeanor under any laws and, and, if so, the jurisdiction, charge, case number, and date of each  
17 such criminal conviction;

18 (3) the filing of any disciplinary action, charges, or **contested case proceeding[controversy]** against the  
19 licensee or registrant before any court, board, agency, or professional organization for  
20 unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the  
21 jurisdiction, charge, and case number of each such pending action;

22 (4) the finding by any court, board, agency, or professional organization that the licensee or registrant  
23 is guilty of unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if  
24 so, the jurisdiction, charge, case number, and date of such adverse action;

25 (5) any denial, limitation, reprimand, suspension, or revocation taken against the licensee or registrant's  
26 credentials, to include a statement providing the reason for the adverse action; the date and  
27 jurisdiction in which the adverse action occurred; the terms of the adverse action imposed;

28 (6) whether the terms of the adverse action have been satisfied; and

29 (7) whether any liens or judgments have been filed or entered against the licensee or registrant and, if  
30 so, the jurisdiction, date, and parties involved with such lien or judgment.

31 ~~(b)~~(c) Each firm or partnership shall, within 30 days, notify the Board of all changes in ownership, association, contact  
32 information, email, or physical address. Upon the dissolution of a firm, the architect or registered interior designer in  
33 responsible control of the firm at the time of dissolution shall notify the Board within 30 days concerning such  
34 dissolution and of the succeeding status and addresses of the architects and registered interior designers employed by  
35 the firm.

36 (d) Each licensed or registered firm shall give notice in writing to the Board of the following within 30 days of the  
37 adverse action set forth below:

- 1       (1) the filing of any criminal charges against the firm or any of its owners and, if so, the jurisdiction,  
2       charge, and case number of each such charge;
- 3       (2) any conviction of, or plea of nolo contendere by, the firm or any of its owners for a felony or  
4       misdemeanor under any laws and, and, if so, the jurisdiction, charge, case number, and date of each  
5       such criminal conviction;
- 6       (3) the filing of any disciplinary action, charges, or controversy against the firm or any of its owners  
7       before any court, board, agency, or professional organization for unprofessional conduct, dishonest  
8       or fraudulent practice, or incompetent practice and, if so, the jurisdiction, charge, and case number  
9       of each such pending action;
- 10      (4) the finding by any court, board, agency, or professional organization that the firm or any of its  
11      owners is guilty of unprofessional conduct, dishonest or fraudulent practice, or incompetent  
12      practice and, if so, the jurisdiction, charge, case number, and date of such adverse action;
- 13      (5) any denial, limitation, reprimand, suspension, or revocation taken against the firm's credentials or  
14      that of any of its owners, to include a statement providing the reason for the adverse action; the date  
15      and jurisdiction in which the adverse action occurred; the terms of the adverse action imposed; and  
16      whether the terms of the adverse action have been satisfied; and
- 17      (6) whether any liens or judgments have been filed or entered against the firm or any of its owners and,  
18      if so, the jurisdiction, date, and parties involved with such lien or judgment.

19  
20 *History Note:*     *Authority G.S. 83A-5; 83A-6;*  
21                     *Eff. February 1, 1976;*  
22                     *Readopted Eff. September 29, 1977;*  
23                     *Amended Eff. [April 1, 2024;] November 1, 2010; June 1, 1995;*  
24                     *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13,*  
25                     *2015;*  
26                     *Temporary Amendment Eff. November 30, 2021;*  
27                     *Amended Eff. April 1, 2024; June 1, 2022.*  
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1 21 NCAC 02 .0203 is amended with changes as published 38.10 NCR 621-636 as follows:

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3 **21 NCAC 02 .0203            RULES OF PROFESSIONAL CONDUCT**

4 All persons licensed or registered under the provisions of Chapter 83A of the North Carolina General Statutes are  
5 charged with having knowledge of the rules of this Chapter and are deemed to be familiar with their provisions and to  
6 understand them. Each licensed or registered person and entity shall sign a statement on the renewal notice affirming  
7 understanding of the laws and rules.

8           (1) Licensees and registrants shall conduct their practice in order to safeguard life, health and property  
9 as provided in G.S. 83A-12. The licensee or registrant shall always recognize the primary obligation  
10 to protect the public in the performance of the professional duties. If the licensee or registrant's  
11 professional judgment is overruled under circumstances where the licensee or registrant, in their  
12 professional judgment, believes health, safety, and welfare of the public are endangered, the licensee  
13 or registrant shall inform the employer, the client, the contractor, other affected parties, and any  
14 appropriate regulatory agency of the possible consequences of the situation.

15           (2) In designing a project, the licensee or registrant shall consider all applicable federal, State and  
16 municipal building laws and rules. A licensee or registrant shall undertake to perform professional  
17 services only when they, together with those whom the licensee or registrant may engage as  
18 consultants, are qualified by education, training and experience in the specific technical areas  
19 involved. While a licensee or registrant may rely on the advice of other professionals such as  
20 attorneys, ~~engineers~~ **engineers**, or other qualified persons as to the intent and meaning of such laws  
21 and rules, once having obtained advice, a licensee or registrant shall not design a project in violation  
22 of laws and rules.

23           (3) In practicing architecture or interior design, the licensee or registrant shall act with reasonable care  
24 and competence and shall apply the technical knowledge and skill which is ordinarily applied by  
25 architects or interior designers of good standing.

26           (4) Responsible Control. ~~[Responsible Control]~~ **“Responsible Control”** means responsibility for  
27 exercising the ultimate authority over, and possessing the knowledge and ability to oversee,  
28 delegate, and integrate the design and technical decisions related to the preparation of the project’s  
29 instruments of service and the project’s implementation in conformance with the standard of care.  
30 Instruments of service are defined as the collection of documents, drawings, specifications,  
31 calculations, and other tangible materials produced by design professionals during the various stages  
32 of a project. Standard of care is defined as the care usually exercised by one in the profession, on  
33 the same type of project, at the same time and in the same place, under similar circumstances and  
34 conditions.

35 No architect or registered interior designer shall affix his or her seal and signature to  
36 contract documents developed by others not under the architect's or registered interior designer's  
37 responsible control. ~~“Responsible control” means that amount of control over and professional~~  
~~knowledge of the content of technical submissions during their preparation as is exercised by an~~

1 ~~architect or registered interior designer applying the required professional standard of care,~~  
2 ~~including:~~

- 3 ~~(a) — dissemination of programmatic requirements;~~
- 4 ~~(b) — ongoing coordination and correlation of services with other aspects of the total design of~~  
5 ~~the project;~~
- 6 ~~(c) — verification with consultant that owner's requirements are being met;~~
- 7 ~~(d) — authority over the services of those who assisted in the preparation of the documents;~~
- 8 ~~(e) — assumption of responsibility for the services;~~
- 9 ~~(f) — incorporation of services and technical submissions into design documents to be issued for~~  
10 ~~permitting purposes; and~~
- 11 ~~(g) — incorporation and integration of information from manufacturers, suppliers, installers, the~~  
12 ~~architect's or registered interior designer's consultants, owners, contractors, or other~~  
13 ~~sources the architect or registered interior designer knows to be reliable that is incidental~~  
14 ~~to and intended to be incorporated into the architect's or registered interior designer's~~  
15 ~~technical submissions if the architect or registered interior designer has coordinated and~~  
16 ~~reviewed such information.~~

- 17 (5) An architect or registered interior designer shall not deliberately make a false statement or  
18 deliberately fail to disclose a fact requested in connection with their application for license or  
19 registration renewal.
- 20 (6) An architect or registered interior designer shall not assist in the application for licensure or  
21 registration of a person known by the architect or registered interior designer to be unqualified with  
22 respect to education, training, experience, or character.
- 23 (7) An architect or registered interior designer shall issue public statements only in an unbiased and  
24 truthful manner and:
  - 25 (a) shall be objective and truthful in all professional reports, statements, or testimony. The  
26 architect or registered interior designer shall include all relevant and pertinent information  
27 in such reports, statements or testimony;
  - 28 (b) when serving as an expert or technical witness before any court, commission, or other  
29 tribunal, shall express an opinion only when it is founded upon knowledge of the facts at  
30 issue, upon a background of technical competence in the subject matter, and of the accuracy  
31 and propriety of the individual's testimony;
  - 32 (c) shall issue no statements, criticisms, or arguments on architectural or interior design  
33 matters connected with public policy which are inspired or paid for by an interested party,  
34 or parties, unless the architect or registered interior designer has prefaced the comment by  
35 explicitly identifying their name, by disclosing the identities of the party or parties on  
36 whose behalf the architect or registered interior designer is speaking, and by revealing the

1 existence of any pecuniary interest the architect or registered interior designer may have in  
2 the matters; and

3 (d) shall not attempt to harm the professional reputation, prospects, practice, or employment  
4 of another architect or registered interior designer, nor indiscriminately criticize another  
5 architect's or registered interior designer's work. Indiscriminate criticism is a statement  
6 without basis or cause or that is not objective and truthful or that fails to include all factual  
7 information. If the architect or registered interior designer believes that another architect  
8 or registered interior designer is in violation of G.S. 83A or the Rules of this Chapter, such  
9 information shall be presented to the North Carolina Board of Architecture and Registered  
10 Interior Designers in writing.

11 (8) An architect or registered interior designer shall avoid conflicts of interest and:

12 (a) shall inform the employer or client, and any reviewing agency, of any business association,  
13 interests, or circumstances that attempts to influence the judgment or the quality of services  
14 of the architect or registered interior designer. If, in the course of their work on a project,  
15 an architect or registered interior designer becomes aware of a decision taken by their  
16 employer or client, against their advice, which violates applicable State or municipal  
17 building laws or federal regulations and which will, in their judgment, affect adversely the  
18 safety to the public of the finished project, the architect or registered interior designer shall:

19 (i) report the decision to the local building inspector or other public official charged  
20 with the enforcement of the applicable State or municipal building laws and  
21 regulations;

22 (ii) refuse to consent to the decision;

23 (iii) in circumstances where the architect or registered interior designer reasonably  
24 believes that other such decisions will be taken notwithstanding his or her  
25 objection, terminate their services with reference to the project; and

26 (iv) in the case of termination in accordance with clause in Sub-Item (a)(iii) of this  
27 Rule, the architect or registered interior designer shall have no liability to his or  
28 her client or employer on account of such termination.

29 (b) shall not accept compensation, financial or otherwise, from more than one party for  
30 services on the same project, or for services pertaining to the same project, unless the  
31 circumstances are disclosed to, and agreed to, in writing, by all interested parties;

32 (c) shall not solicit or accept financial or other valuable considerations from material,  
33 furniture, fixtures, or equipment suppliers for specifying their products unless disclosed to  
34 the client;

35 (d) shall not pay or offer to pay, a commission, political contribution, gift, or other  
36 consideration in order to secure work. Gifts of nominal value including entertainment and  
37 hospitality are permitted;

- 1 (e) when in public service as a member, advisor, or employee of a governmental body or  
2 department, shall not participate in considerations or actions with respect to services  
3 provided by the licensee or registrant or the licensee's or registrant's firm in private  
4 architectural or registered interior design practices;
- 5 (f) shall not engage in any false, deceptive, fraudulent, or misleading advertising;
- 6 (g) shall not attempt to supplant another architect or registered interior designer on a specific  
7 project after becoming aware that the other has been selected for the employment;
- 8 (h) when acting as the interpreter of building contract documents and the judge of contract  
9 performance, an architect or interior designer shall render decisions in an impartial manner;
- 10 (j) if an architect or registered interior designer has any business association or financial  
11 interest which influences their judgment in connection with the performance of  
12 professional services, they shall disclose in writing to their client or employer the nature of  
13 the business association or financial interest, and if the client or employer objects to such  
14 association or financial interest, they will either terminate such association or interest or  
15 offer to give up the commission or employment;
- 16 (k) an architect or registered interior designer making public statements on architectural or  
17 interior design questions shall disclose when they are being compensated for making such  
18 statements.
- 19 (9) A licensee or registrant shall solicit or accept work on the basis of qualifications and:
- 20 (a) shall not offer to pay any commission, political contribution, gift, or other consideration in  
21 order to secure work, exclusive of securing salaried positions through employment  
22 agencies;
- 23 (b) shall not solicit or submit proposals for professional services containing a false, fraudulent,  
24 misleading, or deceptive statement or claim regarding the cost, quality, or extent of services  
25 to be rendered;
- 26 (c) shall, with regard to fee bidding on public projects, comply with, and not knowingly  
27 cooperate in any violation of the provisions of G.S.143-64.31(a), (a1), (e), and (f) for state  
28 projects and, with the Brooks Act, 40 U.S.C. 541 et seq. for federal projects; and
- 29 (d) shall not falsify or permit misrepresentation of academic or professional qualifications and  
30 shall only report educational qualifications when a degree or certificate was awarded unless  
31 it is stated that no degree or certificate was awarded; and
- 32 (e) shall represent to a prospective or existing client or employer their qualifications and the  
33 scope of their responsibility in connection with work for which they are claiming credit.  
34 Misrepresentation shall be found if any of the following is not complied with:
- 35 (i) Each licensee or registrant shall state their prior professional experience and the  
36 firm they are representing while presenting qualifications to all prospective



1 clients. If the licensee or registrant uses visual representations of prior projects or  
2 experience, all designers or architects of record shall be identified.

3 (ii) An architect or registered interior designer who has been an employee of another  
4 firm may not claim credit for projects contracted for in the name of the previous  
5 employer. They shall indicate, next to the listing for each project, that individual  
6 experience gained in connection with the project was acquired as an employee  
7 and identify the previous firm. The architect or registered interior designer shall  
8 also describe the nature and extent of their participation in the project.

9 (iii) An architect or registered interior designer who presents a project that has  
10 received awards or public recognition shall comply with the requirements in this  
11 Sub-Item with regard to project presentation to the public and prospective clients.

12 (iv) Projects that remain unconstructed and are listed as credits in presentation items  
13 shall be listed as "unbuilt" or a similar designation, as determined by the architect  
14 or registered interior designer.

15 (10) A licensee or registrant shall perform services in compliance with all of the provisions of this  
16 Chapter and any federal, State, and municipal laws or regulations that apply and:

17 (a) shall not knowingly associate with or permit the use of the licensee's or registrant's name  
18 or firm name in a business venture by any person or firm which the licensee or registrant  
19 knows, or has reason to believe, is engaging in business or professional practices of a  
20 fraudulent or dishonest nature or is not licensed or registered;

21 (b) if the licensee or registrant has knowledge or reason to believe that another person or firm  
22 may be in violation of the rules of this Chapter or of the North Carolina Architectural and  
23 Registered Interior Design Practice Act (G.S. 83A), they shall present such information to  
24 the Board in writing and shall cooperate with the Board in furnishing further information  
25 or assistance as may be required by the Board.

26 (c) An architect or registered interior designer shall cooperate with the Board in connection  
27 with any inquiry it shall make. Cooperation includes responding to all inquiries from the  
28 Board or its representative and claiming correspondence from the U. S. Postal Service, or  
29 other delivery service, sent to the licensee or registrant from the Board in a timely manner.  
30 The Board shall utilize electronic mail as its primary method of communication with  
31 licensees and registrants. "Timely" is defined as within the time specified in the  
32 correspondence, or if no time is specified, within 15 business days of receipt.

33 (11) An architect or registered interior designer who has received a reprimand or civil penalty or whose  
34 professional license or registration is revoked, suspended, denied, refused renewal, refused  
35 reinstatement, put on probation, restricted, or surrendered as a result of disciplinary action by  
36 another jurisdiction is subject to discipline by the Board if the licensee's or registrant's action  
37 constitutes a violation of G.S. 83A or the rules of this Chapter adopted by the Board.

- 1 (12) In addition to the grounds stated in G.S. 83A-14 and G.S. 83A-15(3), the following acts or omissions  
2 may be deemed to be "unprofessional conduct" and to be cause for the levy of a civil penalty or for  
3 denial, suspension, or revocation of a license or registration or firm certificate of licensure or  
4 registration to practice architecture or registered interior design:
- 5 (a) An architect or registered interior designer shall not, in the conduct of their professional  
6 practice, knowingly violate any State or federal criminal law. A criminal conviction shall  
7 be deemed prima facie evidence of knowingly violating the law.
- 8 (b) Evasion of professional duties.
- 9 (i) An architect or registered interior designer shall not, through employment by  
10 contractors whether or not the contractors are licensed under G.S. 87, or by  
11 another individual or entity not holding an individual or firm registration from the  
12 Board, enable the employer to offer or perform architectural services or registered  
13 interior design services. In design/build arrangements, the architect or registered  
14 interior designer shall not be an employee of a person or firm not holding a license  
15 to practice architecture or registered interior design in North Carolina.
- 16 (ii) An architect or registered interior designer shall not furnish limited services in  
17 such manner as to enable owners, draftsmen, or others to evade the public health  
18 and safety requirements of Chapter 83A, G.S. 133-2, G.S. 153A, G.S. 153A-357,  
19 G.S. 160A-412, or G.S. 160A-417.
- 20 (iii) When building plans are begun or contracted for by persons not licensed or  
21 registered and qualified, an architect or registered interior designer shall not take  
22 over, review, revise, or sign or seal such drawings or revisions thereof for such  
23 persons or do any act to enable either persons or the project owners to evade the  
24 requirements of Chapter 83A, G.S. 133-2, G.S. 153A-357, or G.S. 160A-417.
- 25 (c) It is unprofessional conduct for an architect or registered interior designer to be found by a  
26 court to have infringed upon the copyrighted works of other architects, registered interior  
27 designers or other design professionals.
- 28 (13) An architect, registered interior designer or firm shall not maintain or represent by sign, listing, or  
29 other manner that they have a physical presence in North Carolina unless such office employs a  
30 licensed architect or registered interior designer who is a resident in North Carolina whose principal  
31 place of business takes place in that office. This item does not apply to on-site project offices during  
32 construction of a project.
- 33 (14) An architect or registered interior designer shall not knowingly continue to offer or render  
34 architectural or registered interior design services as set forth in G.S. 83A after their license or  
35 registration expires, is placed on delinquent status, is revoked, or suspended for failure to renew.
- 36 (15) Architects or registered interior designers preparing plans for building permits shall submit plans  
37 that are complete and buildable. Such plans shall conform with the State Building Code and local

1 plan submission requirements. Professional judgment shall be exercised to reflect sufficient  
2 documentation necessary for plan approval. Provided, however, this Rule does not alter any standard  
3 of liability applicable to licensees or registrants.  
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5 *History Note: Authority G.S. 83A-6; 83A-14; 83A-15; 83A-16;*  
6 *Eff. February 1, 1976;*  
7 *Readopted Eff. September 29, 1977;*  
8 *Amended Eff. May 1, 1989; November 1, 1979;*  
9 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13,*  
10 *2015;*  
11 *Temporary Amendment Eff. November 30, 2021;*  
12 *Amended Eff. April 1, 2024; June 1, 2022.*  
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1 21 NCAC 02 .0206 is amended with changes as published in 38.10 NCR 621-636 as follows:

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3 **21 NCAC 02 .0206 REQUIREMENT FOR AND USE OF PROFESSIONAL SEAL BY AN**  
4 **ARCHITECT OR REGISTERED INTERIOR DESIGNER**

5 (a) An architect shall seal his or her work whether or not the work is for an exempt project as defined in G.S. 83A-  
6 13. An architect shall not sign nor seal drawings, specifications, reports, or other professional work that were not  
7 prepared by the architect or under his or her responsible control. Documents shall be sealed as follows:

- 8 (1) An architect may seal those portions of the professional work that:
- 9 (A) were prepared by or under the responsible control of persons who are licensed architects  
10 in this State if the architect has reviewed in whole or in part such portions and has either  
11 coordinated their preparation or integrated them into his or her work; and
  - 12 (B) are not required by law to be prepared by or under the responsible control of an architect if  
13 the architect has reviewed and adopted in whole or in part such portions and has integrated  
14 them into his or her work.
- 15 (2) A registered interior designer may seal those portions of the professional work that were prepared  
16 by or under the responsible control of persons who are registered interior designers in this State if  
17 the registered interior designer has reviewed in whole or in part such portions and has either  
18 coordinated their preparation or integrated them into their work
- 19 (3) Individual Architect Seal Design shall be as follows:
- 20 (A) The seal may be a rubber stamp, embossed seal, computer-generated seal, or other  
21 facsimile that becomes a permanent addition to original paper drawings or sets of  
22 specifications for use in this State. For the purposes of this Rule, the term "for use in this  
23 State" means drawings and sets of specifications prepared for bidding, procurement,  
24 permitting, or for construction. For purposes of this Rule, "original" means the version of  
25 drawings and sets of specifications from which all paper copies can be made.
  - 26 (B) The standard design of the seal shall be two concentric circles in which "North Carolina"  
27 and the name of the licensee are placed within the outermost circle and in which the license  
28 number of the licensee and "Licensed Architect" placed within the innermost circle. The  
29 size shall be 1 ½ to 1 ¾ inches in diameter.
  - 30 (C) The original, handwritten signature of the individual named on the seal shall be considered  
31 part of the individual seal and shall appear across the face of each original seal imprint  
32 along with the date of affixation. The use of signature reproductions such as rubber stamps,  
33 computer generated, or other facsimiles on paper copies are not permitted in lieu of actual  
34 handwritten and hand dated signatures.
- 35 (4) Architecture Firm Seal Design shall be as follows:
- 36 (A) The seal may be a rubber stamp, embossed seal, computer-generated seal, or other  
37 facsimile that becomes a permanent addition to paper drawings or sets of specifications.

- 1 (B) The design of the firm seal shall be two concentric circles in which the architectural firm's  
2 approved name shall be between the inner and outer circles and the firm's license number  
3 is placed within the innermost circle. The size shall be 1 ½ to 1 ¾ inches in diameter. For  
4 a Professional Corporation the words "Architectural Corporation, North Carolina" shall be  
5 along the inside perimeter of the inner circle. For a Professional Limited Liability  
6 Company, the words "Architectural Company" shall be along the inside perimeter of the  
7 inner circle.
- 8 (5) Individual Registered Interior Designer Seal Design shall be as follows:
- 9 (A) The seal may be a rubber stamp, embossed seal, computer-generated seal, or other  
10 facsimile that becomes a permanent addition to original paper drawings or sets of  
11 specifications for use in this State. For the purposes of this Rule, the term "for use in this  
12 State" means drawings and sets of specifications prepared for bidding, procurement,  
13 permitting, or for construction. For purposes of this Rule, "original" means the version of  
14 drawings and sets of specifications from which all paper copies can be made.
- 15 (B) The standard design of the seal shall be two concentric ovals in which "North Carolina"  
16 and the name of the registrant are placed within the outermost oval and in which the  
17 registration number of the registrant and "Registered Interior Designer" be placed within  
18 the innermost oval. The dimensions shall be two inches tall by 2.75 inches wide.
- 19 (C) The original, handwritten signature of the individual named on the seal shall be considered  
20 part of the individual seal and shall appear across the face of each original seal imprint  
21 along with the date of affixation. The use of signature reproductions such as rubber stamps,  
22 computer generated, or other facsimiles on paper are not permitted in lieu of actual  
23 handwritten and hand dated signatures.
- 24 (6) Registered Interior Design Firm Seal Design shall be as follows:
- 25 (A) The seal may be a rubber stamp, embossed seal, computer-generated seal, or other  
26 facsimile that becomes a permanent addition to drawings or sets of specifications.
- 27 (B) The design of the seal shall be two concentric ovals in which the registered interior design  
28 firm's approved name shall be between the inner and outer ovals and the firm's registration  
29 number is placed within the innermost oval. The size shall be 2 to 2 ¾ inches in diameter.  
30 For a Corporation the words "Registered Interior Design Corporation, North Carolina"  
31 shall be along the inside perimeter of the inner circle. For a Limited Liability Company,  
32 the words "Registered Interior Design Company" shall be along the inside perimeter of the  
33 inner oval.
- 34 (7) Architects and registered interior designers shall affix their seal on one original of all their drawings  
35 and sets of specifications prepared by them for use in this State as follows:
- 36 (A) on the cover sheet of each design and on each drawing prepared by the architect or  
37 registered interior designer for the design;

1 (B) on the index page identifying each set of specifications; and  
2 (C) on the index page of all other technical submissions. For the purposes of this Rule,  
3 "technical submissions" refer to plans, drawings, specifications, studies, addenda, and other  
4 technical reports prepared in the course of practicing architecture or registered interior  
5 design.

6 (8) Presentation documents, such as renderings created by an architect or registered interior designer  
7 used to communicate conceptual information, shall not be sealed or signed.

8 (9) Documents considered incomplete by the architect or registered interior designer may be released  
9 for interim review without the architect's or registered interior designers seal or signature affixed,  
10 but shall be dated, bear the architect's or registered interior designer's name, and be marked or  
11 designated as follows "Incomplete - for interim review only and not intended for bidding,  
12 procurement, permit, or construction purposes."

13 (10) Those sheets or pages prepared by licensed professional consultants, such as structural, mechanical  
14 or electrical engineers, retained by the architect or registered interior designer shall bear the seal and  
15 registration or license number of the consultant responsible therefore and shall not be sealed by the  
16 architect or registered interior designer.

17 (11) The use of the prescribed seal on paper is an individual act whereby the architect or registered  
18 interior designer must personally sign over the imprint of the seal. By sealing documents for use in  
19 this State, an architect or registered interior designer is representing that he or she is in responsible  
20 control over the content of such documents and has applied the required professional standard of  
21 care. The architect or registered interior designer is responsible for security of the seal when not in  
22 use.

23 (12) Use of Firm Seal. The use of the firm seal does not replace the statutory requirement for an architect's  
24 or registered interior designer's individual seal as required in Rule .0203(4) of this Chapter. The firm  
25 seal must be affixed in addition to the individual seal on the cover sheet. A firm shall designate a  
26 principle or other authorized individual to be responsible for the security of the firm seal.

27 (b) Prototypical building design documents prepared by architects or registered interior designers who are licensed  
28 or registered in this State or in their state of origin may be sealed by a succeeding licensed architect or registered  
29 interior designer in North Carolina provided:

30 (1) the seal of the original architect or registered interior designer appears on the documents to  
31 authenticate authorship;

32 (2) the words "Prototypical Design Documents/Not for Construction" appear on each sheet of the  
33 documents by the original architect or registered interior designer;

34 (3) the succeeding North Carolina architect or registered interior designer identifies all modifications  
35 to the standard design documents;

1 (4) the succeeding North Carolina architect or registered interior designer assumes responsibility for  
2 the adequacy of the design for the specific application in North Carolina and for the design  
3 conforming with applicable building codes, local conditions, site condition; and

4 (5) the succeeding North Carolina architect or registered interior designer affixes his or her seal to the  
5 prototypical design documents with a statement as follows: "These documents have been examined  
6 by the undersigned. I have determined that they comply with existing local North Carolina codes,  
7 and I assume responsibility for the adequacy of the design for the specific application in North  
8 Carolina."

9 (c) Post construction record drawings prepared by an architect or registered interior designer, but based upon  
10 representations of contractors, are not plans that are for "bidding, procurement, permit, or construction purposes" and  
11 therefore shall not be sealed by the architect or registered interior designer. Post construction record drawings shall  
12 bear the name of the architect or registered interior designer and include language that states "these drawings are post  
13 construction record drawings and are based in part upon the representations of others and are not for bidding,  
14 procurement, permit, or construction purposes."

15 (d) Documents to be electronically transmitted beyond the direct control of the licensee or registrant that are signed  
16 using a digital signature, shall contain the authentication procedure in a secure mode and a list of the hardware,  
17 software, and parameters used to prepare the document(s). Secure mode means that the authentication procedure has  
18 protective measures to prevent alteration or overriding of the authentication procedure. The term "digital signature"  
19 shall be an electronic authentication process that is attached to or logically associated with an electronic document.  
20 Unlocked copies of sealed construction documents may be provided to entities to allow for electronic usage where  
21 document content is not effectively being altered, such as when presented for plan review approval stamps or  
22 contractor material takeoffs. ~~altered (e.g. plan review approval stamps, contractor material takeoffs, etc.)~~ An  
23 effective alteration means a change that may impact health, safety, or welfare, such as a change to egress or a change  
24 to window placement. The digital signature shall be:

- 25 (1) Unique to the person using it;  
26 (2) Capable of verification;  
27 (3) Under the sole control of the person using it; and  
28 (4) Linked to a document in such a manner that the digital signature is invalidated if any data in the  
29 document is changed.

30 (e) Documents for use in this State, that are transmitted electronically beyond the direct control of the licensee or  
31 registrant shall have the computer-generated image of the seal removed from the original file, unless signed with a  
32 digital signature as defined in this Rule. After removal of the image of the seal the electronic media shall have the  
33 following inserted in lieu of the signature and date: "This document was originally issued and sealed by (name of  
34 sealer), (license or registration number), on (date of sealing). This medium shall not be considered a certified  
35 document." Hardcopy documents containing the original seal, signature and date of the licensee or registrant may be  
36 duplicated by photocopy or electronic scanning processes and distributed either in hardcopy or electronic medium.  
37 The scanned digital files of certified documents are not subject to the requirements of this Paragraph. The electronic

1 transmission beyond the direct control of the licensee or registrant of Computer Aided Design (CAD), vector, or other  
2 files subject to easy editing are subject to the requirements of this Paragraph. A file subject to "easy editing" is one  
3 consisting of separate elements that can be individually modified or deleted. Documents that are excepted from  
4 certification by a statement meeting the following requirements are not subject to the requirements of this Paragraph:

- 5 (1) "Preliminary - Do not use for construction";
- 6 (2) "Progress Drawings - Do not use for construction";
- 7 (3) "Final Drawing - Not released for construction";
- 8 (4) "Final Drawing - For Review Purposes Only";
- 9 (5) "Not a Certified Document – This document was originally issued and sealed by (name of licensee  
10 or registrant), (license or registration number), on (date of sealing). This document shall not be  
11 considered a certified document";
- 12 (6) "Not a Certified Document as to the Original Document but Only as to the Revisions - This  
13 document originally issued and sealed by (name of licensee or registrant), (license or registration  
14 number), on (date of sealing). This document is only certified as to the revisions".

15  
16 *History Note: Authority G.S. 83A-6; 83A-10; 83A-12;*  
17 *Eff. February 1, 1976;*  
18 *Readopted Eff. September 29, 1977;*  
19 *Amended Eff. December 1, 2010; July 1, 2006; October 1, 1995; July 1, 1993; May 1, 1989; October*  
20 *1, 1985;*  
21 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13,*  
22 *2015;*  
23 *Amended Eff. April 1, 2024; June 1, 2022; November 1, 2017.*  
24  
25



1 21 NCAC 02 .0210 is amended with changes as published in 38.10 NCR 621-636 as follows:

2  
3 **21 NCAC 02 .0210 INCOMPETENCE**

4 (a) ~~In practicing architecture, an architect shall act with reasonable care and competence and shall apply the technical~~  
5 ~~knowledge and skill which is ordinarily applied by architects of good standing, practicing in the same locality. No~~  
6 ~~person shall be permitted to practice architecture or registered interior design if such person~~ **person's competence** ~~is~~  
7 ~~found by a licensed physician or court of law to be~~ **substantially** ~~impaired in his or her ability to practice the~~  
8 **profession because of** ~~by~~ **physical or mental disability.** ~~disabilities.~~

9 (b) ~~In designing a project, an architect shall take into account all applicable state and municipal building laws and~~  
10 ~~rules. While an architect may rely on the advice of other professionals (e.g., attorneys, engineers and other qualified~~  
11 ~~persons) as to the intent and meaning of such laws and rules, once having obtained such advice, an architect shall not~~  
12 ~~design a project in violation of such laws and rules. No person shall be permitted to practice architecture or registered~~  
13 ~~interior design if such person is found insane or incompetent by a court of law.~~

14 (c) ~~An architect shall undertake to perform professional services only when he, together with those whom the architect~~  
15 ~~may engage as consultants, are qualified by education, training and experience in the specific technical areas involved.~~

16 (d) ~~No person shall be permitted to practice architecture if such person's professional competence is substantially~~  
17 ~~impaired by physical or mental disabilities.~~

18 (e) ~~Architects preparing plans for building permits for projects not exempt under G.S. 83A-13 shall submit plans that~~  
19 ~~are complete and buildable. Such plans shall conform with the State Building Code and local plan submission~~  
20 ~~requirements. Professional judgment shall be exercised to reflect sufficient documentation necessary for plan~~  
21 ~~approval. Provided, however, this Rule does not alter any standard of liability applicable to licensees.~~

22  
23 *History Note: Authority G.S. 83A-6; 83A-14; 83A-15;*  
24 *Eff. February 1, 1976;*  
25 *Readopted Eff. September 29, 1977;*  
26 *Amended Eff. April 1, 2024, July 1, 2006; June 1, 1995; May 1, 1989; November 1, 1979;*  
27 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13,*  
28 *2015;*  
29 *Temporary Amendment Eff. November 30, 2021;*  
30 *Temporary Amendment Expired Eff. September 11, 2022.*  
31  
32

21 NCAC 02 .0213 is amended with changes as published in 38.10 NCR 621-636 as follows:

**21 NCAC 02 .0213 INDIVIDUAL LICENSES AND REGISTRATIONS**

(a) Renewal. The license to practice architecture or interior design registration must be renewed on or before the first day in July each year. Continued practice after such date shall constitute unlawful practice as set forth in G.S. 83A-12 and may be grounds for disciplinary action. No less than 30 days prior to the renewal date, the Board shall send a notice of renewal to each individual licensee or registrant via electronic mail. The licensee or registrant shall submit to the Board the completed license or registration renewal documentation, along with the annual license or registration renewal fee. The Board shall not accept incomplete renewal documentation. If the accompanying payment in the amount of the renewal fee is dishonored by the licensee or registrant's drawee bank for any reason, the Board shall suspend the license or registration until the renewal fees and check charges are paid. When the annual renewal has been completed according to the provisions of G.S. 83A-11, as well as Section .0900 of this Chapter, the Executive Director shall approve renewal of the license or registration for the current renewal year. Renewal fees are non-refundable. All applications for renewal of individual licensure or registration shall contain the following:

(1) the licensee's or registrant's name, mailing address, physical address, email address, and phone number;

(2) whether the licensee or registrant has satisfied the continuing education requirements set forth in Rule .0903;

(3) since issuance of the individual's licensure or registration or the individual's last renewal, whichever is later:

(A) whether the licensee or registrant has had a credential denied, limited, reprimanded, suspended, or revoked and, if so, a statement providing the reason for the adverse action; the date and jurisdiction in which the adverse action occurred; the terms of the adverse action imposed; and whether the terms of the adverse action have been satisfied;

(B) whether the licensee or registrant has been convicted of a felony or misdemeanor under any laws and, and, if so, the jurisdiction, charge, case number, and date of each such criminal conviction;

(C) whether any criminal charges have been filed or are pending against the licensee or registrant and, if so, the jurisdiction, charge, and case number of each such charge;

(D) whether any court, board, agency, or professional organization has found the licensee or registrant guilty of unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the jurisdiction, charge, case number, and date of such adverse action;

(E) whether any disciplinary action, charges, or controversy is pending against the licensee or registrant before any court, board, agency, or professional organization for unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the jurisdiction, charge, and case number of each such pending action; or

1                   (F) whether any liens or judgments have been filed or entered against the licensee or registrant  
2                   and, if so, the jurisdiction, date, and parties to ~~involved with~~ such lien or judgment.

3 (b) Late Renewal. If the Board has not received the annual renewal fee and completed renewal documentation on or  
4 before the first day of July, each year the license or registration shall expire and be placed on delinquent status. For  
5 the purpose of this Rule, "delinquent status" means an administrative suspension and is not considered discipline. The  
6 license or registration may be renewed at any time within one year of being deemed delinquent, upon the return of the  
7 completed renewal documentation, the annual renewal fee, and the late renewal penalty and demonstration of  
8 compliance with Section .0900 of this Chapter.

9 (c) Reinstatement. After one year from the date of expiration, the Board shall revoke the license or registration for  
10 failure to renew. Reinstatement shall occur pursuant to G.S. 83A-11 and Sections .0300 and .0900 of this Chapter.

11 (d) Any individual who is currently licensed or registered by and in good standing with the Board who is serving in  
12 the armed forces of the United States shall not be subject to late fees, suspension, or revocation for failure to renew  
13 licensure on or before the first day July each year, provided that the individual has been granted an extension of time  
14 to file a tax return as set forth in G.S. 105-249.2.

15  
16 *History Note: Authority G.S. 83A-6; 83A-11; 93B-15(b);*  
17 *Eff. February 1, 1976;*  
18 *Readopted Eff. September 29, 1977;*  
19 *Amended Eff. December 1, 2010; July 1, 2006; July 1, 1999; May 1, 1989; November 1, 1979;*  
20 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13,*  
21 *2015;*  
22 *Amended Eff. November 1, 2017;*  
23 *Temporary Amendment Eff. November 30, 2021;*  
24 *Amended Eff. April 1, 2024; June 1, 2022.*  
25  
26

21 NCAC 02 .0214 is amended with changes as published in 38.10 NCR 621-636 as follows:

**21 NCAC 02 .0214 FIRM PRACTICE OF ARCHITECTURE AND REGISTERED INTERIOR DESIGN**

(a) Prior to offering and rendering architectural or registered interior design services as set forth in G.S. 83A and Rule .0204(a) and Rule .0204(c) of this Chapter, all firms shall submit an application for firm licensure or registration and be granted licensure or registration by the Board. Application for firm licensure or registration to practice of architecture or registered interior design within the State of North Carolina shall be made upon forms provided on the Board web site at [www.ncbarch.org](http://www.ncbarch.org) and include the required application fee as set forth in Rule .0108 of this Chapter. Licensure for firm practice of architecture shall be issued only under the provisions of the Professional Corporation Act, G.S. 55B and G.S 57D-2-02. Registration for firm practice of interior design shall be issued only under the provisions of the Business Corporation G.S. 55 and G.S 57D. All applications for firm licensure or registration shall contain the following:

- (1) the firm's name, mailing address, physical address, email address, and phone number;
- (2) the firm's representative completing the application;
- (3) for all officers, directors and shareholders, if the firm is a professional corporation:
  - (A) the profession;
  - (B) the credential number and jurisdiction in which the credential was issued, if outside of North Carolina;
  - (C) the credential number issued by the Board, if any;
  - (D) whether the individual is an officer, director, or shareholder; and
  - (E) percentage of stock owned.
- (4) for all members and owners, if the firm is a professional limited liability company:
  - (A) the profession;
  - (B) the credential number and jurisdiction in which the credential was issued, if outside of North Carolina;
  - (C) the credential number issued by the Board, if any;
  - (D) whether the individual is a member or manager; and
  - (E) percentage of membership held.
- (5) the names, position, and ownership interest of any non-licensed shareholder or member of the firm;
- (6) whether the firm is a professional corporation or professional limited liability company;
- (7) whether the firm intends to form a new entity with the North Carolina Secretary of State and, if so, copies of the proposed articles of incorporation or organization;
- (8) whether the firm intends to register with the North Carolina Secretary of State as a foreign entity and, if so, copies of the articles of incorporation or organization filed in the other jurisdiction;
- (9) whether the firm or any of its owners ever has had a credential denied, limited, reprimanded, suspended, or revoked and, if so, a statement providing the reason for the adverse action; the date

1 and jurisdiction in which the adverse action occurred; the terms of the adverse action imposed; and  
2 whether the terms of the adverse action have been satisfied;

3 (10) whether the firm or any of its owners ever has been convicted of a felony or misdemeanor under  
4 any laws and, and, if so, the jurisdiction, charge, case number, and date of each such criminal  
5 conviction;

6 (11) whether any criminal charges have been filed or are pending against the firm or any of its owners  
7 and, if so, the jurisdiction, charge, and case number of each such charge;

8 (12) whether any court, board, agency, or professional organization has found the firm or any of its  
9 owners guilty of unprofessional conduct, dishonest or fraudulent practice, or incompetent practice  
10 and, if so, the jurisdiction, charge, case number, and date of such adverse action;

11 (13) whether any disciplinary action, charges, or controversy is pending against the firm or any of its  
12 owners before any court, board, agency, or professional organization for unprofessional conduct,  
13 dishonest or fraudulent practice, or incompetent practice and, if so, the jurisdiction, charge, and case  
14 number of each such pending action;

15 (14) whether any liens or judgments have been filed or entered against the firm or any of its owners and,  
16 if so, the jurisdiction, date, and parties to [involved with] such lien or judgment;

17 (15) if the firm is a foreign entity, a certification from the person identified in Paragraph (b)(2) of this  
18 Rule that:

19 (A) the information contained in the application is true and correct to the best of his or her  
20 knowledge and belief; and

21 (B) he or she has read the statutes and rules set forth in North Carolina General Statutes 55B  
22 for corporations, or Chapter 57D [(for PLLC),] for PLLCs, Chapter 83A[ and], and Title 21  
23 Chapter 2 of the North Carolina Administrative Code.

24 (16) if the firm is an entity desiring to be incorporated or organized in North Carolina, a certification  
25 from the incorporator or organizer that the information contained in the application is true and  
26 correct to the best of his or her knowledge and belief; and

27 (17) a certification that the incorporator, organizer, officer, or owner of the firm has read and understands  
28 the public notice statement on employee misclassification that is set forth in the application and has  
29 disclosed any investigations for employee misclassification, and its results, over the preceding 12-  
30 month period, as prescribed by G.S. 143-789.

31 (b) Architecture firm licensure and interior design firm registration shall be renewed on or before December 31st of  
32 each year. If the Board has not received the annual renewal fee as set forth in Rule .0108 and completed application  
33 on or before December 31st of each year, the architecture firm license or interior design firm registration shall expire.  
34 The Board shall send a notice of renewal to each licensed and registered firm no less than 30 days prior to the renewal  
35 date. Renewal documentation shall be accompanied by the renewal fee. If the accompanying draft or check in the  
36 amount of the renewal fee is dishonored by the firm's drawee bank for any reason, the Board shall suspend the firm  
37 license or registration until the renewal fees and returned check charges are paid. When the annual renewal has been

1 completed according to the provisions of G.S. 83A-11, the Executive Director shall approve renewal for the firm for  
2 the current renewal year. Upon completion of the firm annual renewal, the Board may randomly audit the compliance  
3 of firm licenses and registrations and require proof in the form of corporate records maintained pursuant to North  
4 Carolina General Statute 55B or 57D. Such records shall be maintained for a period of seven years after the renewal  
5 is submitted. Renewal fees are non-refundable. All applications for renewal of firm licensure or registration shall  
6 contain the following:

7 (1) the firm's name, mailing address, physical address, email address, and phone number;

8 (2) the firm's representative completing the application;

9 (3) since issuance of the firm's licensure or registration or the firm's last renewal, whichever is later,

10 (A) whether the firm or any of its owners has had a credential denied, limited, reprimanded,  
11 suspended, or revoked and, if so, a statement providing the reason for the adverse action;  
12 the date and jurisdiction in which the adverse action occurred; the terms of the adverse  
13 action imposed; and whether the terms of the adverse action have been satisfied;

14 (B) whether the firm or any of its owners has been convicted of a felony or misdemeanor under  
15 any laws and, and, if so, the jurisdiction, charge, case number, and date of each such  
16 criminal conviction;

17 (C) whether any criminal charges have been filed or are pending against the firm or any of its  
18 owners and, if so, the jurisdiction, charge, and case number of each such charge;

19 (D) whether any court, board, agency, or professional organization has found the firm or any  
20 of its owners guilty of unprofessional conduct, dishonest or fraudulent practice, or  
21 incompetent practice and, if so, the jurisdiction, charge, case number, and date of such  
22 adverse action;

23 (E) whether any disciplinary action, charges, or controversy is pending against the firm or any  
24 of its owners before any court, board, agency, or professional organization for  
25 unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if  
26 so, the jurisdiction, charge, and case number of each such pending action; or

27 (F) whether any liens or judgments have been filed or entered against the firm or any of its  
28 owners and, if so, the jurisdiction, date, and parties involved with such lien or judgment;

29 (4) an affirmation from the architectural firm's Chief Executive Officer or person designated by firm  
30 resolution as a responsible officer in charge that:

31 (A) the information contained in the renewal application is true and correct to the best of his or  
32 her knowledge and belief;

33 (B) ownership of the shares or stock or membership of the firm is in compliance with the rules  
34 and laws of North Carolina;

35 (C) any officers, directors, shareholders or members and professional employees, who are  
36 practicing architecture or registered interior design for said firm in the State of North  
37 Carolina, are duly licensed to so practice in this State;

1 (D) at least one officer, director, and shareholder or member/owner of the firm is licensed in  
2 North Carolina;

3 (E) non-licensed individuals do not own no more than one-third of the total stock or ownership;  
4 and

5 (F) the firm has read and understands the public notice statement on employee  
6 misclassification that is set forth in the application and has disclosed any investigations for  
7 employee misclassification, and its results, over the preceding 12-month period, as  
8 prescribed by G.S. 143-789.

9 (c) Failure to Renew and Reinstatement. Within one year of the expiration, the firm license or registration may be  
10 renewed at any time, upon the return of the completed renewal documents, the annual renewal fee, and the late renewal  
11 fees. After one year from the date of expiration for non-payment of the annual renewal fee the licensee or registrant  
12 shall seek reinstatement, as allowed by G.S. 83A-11. The Board may reinstate the firms' license or registration, as  
13 allowed by G.S. 83A-11.

14 (d) Seal. Each licensed or registered firm shall adopt a seal pursuant to Rule .0206 of this Chapter.

15 (e) Every firm, partnership, corporation or limited liability company that performs or offers to perform architectural  
16 or registered interior design services in the State of North Carolina shall have a resident Architect or Registered Interior  
17 Designer in Responsible Control in each separate office located in North Carolina where architectural or registered  
18 interior design services are performed or offered to be performed. Out-of-state office locations where architectural or  
19 registered interior design services are performed or offered to be performed for North Carolina projects shall have  
20 architects or registered interior designers in responsible control [charge] of only the specific projects in North Carolina.

21  
22 *History Note: Authority G.S. 55B-5; 55B-10; 55B-15; 83A-6; 83A-8; 83A-10*

23 *Eff. February 1, 1976;*

24 *Readopted Eff. September 29, 1977;*

25 *Amended Eff. July 1, 2014; December 1, 2010; July 1, 1993; May 1, 1989; November 1, 1979;*

26 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13,*  
27 *2015;*

28 *Temporary Amendment Eff. November 30, 2021;*

29 *Amended Eff. April 1, 2024; June 1, 2022.*  
30  
31

1 21 NCAC 02 .0215 is amended with changes as published in 38.10 NCR 621-636 as follows:

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3 **21 NCAC 02 .0215 OUT OF STATE FIRMS**

4 (a) Architectural and interior design firms from other states shall be granted firm licensure or registration for practice  
5 in this State upon receipt by the Board of a completed application as set forth in Rule .0214(a), fees as required by  
6 Rule .0108, the submission of a copy of their firm charter, or other corresponding documents, amended as may be  
7 necessary to ensure compliance with all requirements of Chapter 55B, the Professional Corporation Act for  
8 architectural firms and Chapter 55, the Business Corporation Act for registered interior design firms. In addition to  
9 the other requirements as set out in G.S. 83A-8, out of state interior design firms shall, prior to registration, receive  
10 from the Secretary of State of North Carolina a certificate of authority to do business within the state. Architectural  
11 firms shall obtain a certificate for filing from the Board prior to submitting application to the Secretary of State for a  
12 Certificate of Authority.

13 (b) Designated Individuals. If an out of state entity offers both architectural and engineering services, then it shall  
14 comply with requirements set forth in G.S. 89C. An out of state entity shall have at least one officer, director and  
15 shareholder licensed as an architect in this state. Two-thirds of the issued and outstanding shares of the out of state  
16 corporations shall be owned by licensed architects or engineers who are licensed to practice their profession in a  
17 jurisdiction of the United States. However, the firm shall designate at least one architect who is licensed in the State  
18 of North Carolina to be in responsible control for the firm practice of architecture within the State of North Carolina.  
19 A registered interior design firm shall designate one registered interior designer to be in responsible control of all  
20 interior design work offered and performed by that firm in this State.

21 (c) Partnerships. An out of state architectural or registered interior design partnership may practice architecture or  
22 registered interior design, if every partner in the firm is licensed or registered as an individual in this state under Rule  
23 .0213 and the partnership complies with Paragraph (f) this Rule .

24 (d) Limited Liability Companies. An out of state Limited Liability Company may practice architecture or registered  
25 interior design if the Limited Liability Company complies with G.S. 57D and at least one member and one owner are  
26 licensed or registered as an individual under Rule .0213 and comply with Paragraph (a) of this Rule.

27 (e) Limited Liability Partnerships. An out of state Limited Liability Partnership may practice architecture or registered  
28 interior design, if the Limited Liability Partnership complies with G.S. 59, and at least one partner is licensed or  
29 registered as an individual under Rule .0213.

30 (f) Failure to Renew and Reinstatement. If the Board has not received the annual firm renewal fee and completed  
31 application as required by Rule .0214(b) on or before December 31st each year the firm license or registration shall  
32 expire and be deemed delinquent. The firm registration may be renewed at any time within one year, upon the return  
33 of the completed application, the annual renewal fee and the late renewal fees. After one year from the date of  
34 expiration for non-payment of the annual renewal fee, the license or registration shall be automatically revoked. The  
35 Board may reinstate the firm's license or registration, as allowed by G.S. 83A-11.

36  
37 *History Note: Authority G.S. 55B-6; 83A-6; 83A-8; 83A-9; 55B-16;*



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*Eff. February 1, 1976;*  
*Readopted Eff. September 29, 1977;*  
*Amended Eff. ~~April 1, 2024;~~ December 1, 2010; June 1, 1995; July 1, 1993; May 1, 1989;*  
*November 1, 1979;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13,*  
*2015;*  
*Temporary Amendment Eff. November 30, 2021;*  
*Amended Eff. April 1, 2024; June 1, 2022.*

1 21 NCAC 02 .0302 is amended with changes as published in 38.10 NCR 621-636 as follows:

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3 **21 NCAC 02 .0302 ARCHITECTURAL LICENSURE BY EXAMINATION**

4 (a) Those individuals who wish to take the Architectural Registration Exam (ARE) shall contact the National Council  
5 of Architecture Registration Boards (NCARB) directly to obtain exam eligibility. Upon completion of all requirements  
6 set forth in the NCARB Architecture Experience Program (AXP), a candidate seeking licensure by exam in North  
7 Carolina shall direct NCARB to transmit a completed NCARB AXP record to the North Carolina Board of  
8 Architecture and Registered Interior Designers.

9 (b) Upon passing all sections of the NCARB ~~ARE~~, ARE, fulfillment of all NCARB AXP requirements, and  
10 completion of the National Architectural Accrediting Board (NAAB) accredited degree, NCARB, as directed by the  
11 candidate, will transmit a completed NCARB AXP file to the Board to determine compliance with G.S. 83A-7(a)(1)a.  
12 G.S. 83A-7(a)(1)(a), which shall be deemed satisfied through completion of the requirements set forth in  
13 Subparagraphs (1) through (5) of this Paragraph. The Board shall grant licensure by exam to those individuals who:

- 14 (1) are of good moral character as defined in G.S. 83A-1(5);
- 15 (2) are at least 18 years of age;
- 16 (3) have completed a NAAB accredited professional degree in architecture or who have completed a  
17 NAAB accredited degree program that is identified as an NCARB endorsed Integrated Path To  
18 Architectural Licensure Degree Program;
- 19 (4) have completed the NCARB AXP; and
- 20 (5) submit the Application for Licensure by Exam and fee as required by Rule .0108.

21 (c) Retention of credit for purposes of licensure by examination in North Carolina.

- 22 (1) Passing scores received after July 1, 2006 on any part of the ARE remain valid for a period of time  
23 established by the exam provider, NCARB.
- 24 (2) Scores received on any part of the ARE prior to July 1, 2006 are invalid.

25 (d) Practical training pursuant to G.S. 83A-7(a)(2) means practical experience and diversified training as defined by  
26 the NCARB AXP.

27 (e) During the application process, Board members, in order to augment the evidence submitted in an application may  
28 interview the applicant regarding qualifications required in Paragraph (b) of this Rule. The Board shall determine  
29 whether an interview is needed on a case-by-case basis, based upon information in the application, including any  
30 academic or professional discipline.

31 (f) To complete the ARE, an exam candidate shall receive a passing grade in each division of the ARE. Information  
32 regarding NCARB grading methods and procedures can be found on their web site at [www.ncarb.org](http://www.ncarb.org).

33 (g) A person currently employed under the responsible control of an architect, who holds a Professional Degree from  
34 a NAAB accredited program, and who maintains an active NCARB AXP record or has completed the NCARB AXP  
35 may use the title "Architectural Intern" or "Intern Architect" in conjunction with his or her current employment.

36 (h) The fees for examination, or parts thereof, are set and collected by the NCARB. Fee information is available on  
37 the NCARB web site [www.ncarb.org](http://www.ncarb.org).

1 (i) The standards of the National Council of Architecture Registration Boards and its components are hereby  
2 incorporated by reference including subsequent amendments and editions, and can be accessed at no charge at  
3 [www.ncarb.org](http://www.ncarb.org).

4  
5 *History Note: Authority G.S. 83A-1; 83A-6; 83A-7; 83A-12;*  
6 *Eff. February 1, 1976;*  
7 *Readopted Eff. September 29, 1977;*  
8 *Amended Eff. March 1, 2016; July 1, 2014; November 1, 2010; July 1, 2006; July 1, 2000; July 1,*  
9 *1996; June 1, 1995; December 1, 1992; July 1, 1991;*  
10 *Amended Eff. November 1, 2017;*  
11 *Temporary Amendment Eff. November 30, 2021;*  
12 *Amended Eff. April 1, 2024; June 1, 2022.*

13  
14

1 21 NCAC 02 .0303 is amended with changes as published in 38:10 NCR 621-636 as follows:

2

3 **21 NCAC 02 .0303 ARCHITECTURE LICENSURE BY RECIPROCITY**

4 (a) An individual who holds a current license in good standing from a National Council of Architecture Registration  
5 Boards (NCARB) recognized jurisdiction and a Certified Council Certificate issued by NCARB shall qualify for  
6 licensure by reciprocity upon receipt of a certified record from NCARB and the Board application for licensure by  
7 reciprocity and fee as required by Rule .0108 as provided in G.S. 83A-7(b). Revocation of the certificate by NCARB  
8 shall automatically suspend the architect's license to practice in North Carolina until such time as the certificate is  
9 reinstated by NCARB.

10 (b) In order to supplement or clarify the contents of a record or application, the Board may interview the applicant to  
11 ensure that the applicant has had sufficient architectural practice experience to be able to practice architecture in this  
12 State.

13

14 *History Note: Authority G.S. 83A-6; 83A-7;*

15 *Eff. February 1, 1976;*

16 *Readopted Eff. September 29, 1977;*

17 *Amended Eff. [~~April 1, 2024~~] July 1, 2014; November 1, 2010; July 1, 2006; July 1, 2000; October*  
18 *1, 1995; May 1, 1989; October 1, 1984; September 1, 1982;*

19 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13,*  
20 *2015;*

21 *Temporary Amendment Eff. November 30, 2021;*

22 *Amended Eff. ~~April 1, 2024~~; June 1, 2022.*

23

24

1 21 NCAC 02 .0306 is amended as published in 38.10 NCR 621-636 as follows:

2

3 **21 NCAC 02 .0306 INTERIOR DESIGNER REGISTRATION**

4 (a) Those individuals who wish to practice as a registered interior designer in North Carolina shall demonstrate that  
5 they have satisfied the educational and professional experience eligibility requirements adopted by the Council for  
6 Interior Design Qualification (CIDQ) to sit for the National Council for Interior Design Qualification Examination  
7 (NCIDQ), shall pass the NCIDQ Examination, and submit to the Board an application for registration and fee as  
8 required by Rule .0108. Revocation of the certificate by CIDQ shall automatically suspend the interior designer's  
9 registration to practice in North Carolina until such time as the certificate is reinstated by CIDQ.

10 (b) An architect shall be granted registration to practice interior design so long as they are currently licensed and in  
11 good standing in the State of North Carolina and submit the Board application for registration and fee.

12 (c) In order to supplement or clarify the contents of a record or application, the Board may interview the applicant to  
13 ensure that the applicant has had interior design experience to be able to practice registered interior design in this  
14 State.

15 (d) The standards of the CIDQ and its components are hereby incorporated by reference including subsequent  
16 amendments and editions and can be accessed at no charge at [www.cidq.org](http://www.cidq.org).

17

18 *History Note: Authority G.S. 83A-7;*  
19 *Temporary Adoption Eff. November 30, 2021;*  
20 *Eff. June 1, 2022.*  
21 *Amended Eff. April 1, 2024.*

22

23

1 21 NCAC 02 .0307 is adopted with changes as published in 38.10 NCR 621-636 as follows:

2  
3 **21 NCAC 02 .0307 CERTIFICATION AND LICENSURE FOR MILITARY PERSONNEL AND**  
4 **MILITARY SPOUSES**

5 (a) Upon receipt of a request for certification or licensure pursuant to G.S. 93B-15.1 from an applicant with military  
6 training and experience, the Board shall issue a certificate or license upon submission of the following to the Board:

7 (1) an application containing the following information:

8 (A) the applicant's contact information;

9 (B) the social security number of the applicant;

10 (C) the requested designation of licensure or registration;

11 (D) employment history;

12 (E) whether the applicant has ever been certified, licensed, or registered to practice architecture  
13 or registered interior design by the Board, by another occupational board~~Board, or~~ in  
14 another state/jurisdiction and, if so what credential was held, in what state/jurisdiction, the  
15 issuance date and expiration date, and what examinations were taken to obtain said  
16 certification, licensure, or registration;

17 (F) whether the applicant has ever had a credential denied, limited, reprimanded, suspended,  
18 or revoked;

19 (G) whether the applicant has ever been convicted of, or plead nolo contendere to, a felony or  
20 misdemeanor under any laws;

21 (H) whether any criminal charges have been filed or are pending against the applicant;

22 (I) whether any court, board, agency, or professional organization has found the applicant  
23 guilty of unprofessional conduct, dishonest or fraudulent practice, or incompetent practice;

24 (J) whether any charges are pending against the applicant before any court, board, agency, or  
25 professional organization for unprofessional conduct, dishonest or fraudulent practice, or  
26 incompetent practice;

27 (K) the applicant's affirmation that the applicant has read the statutes and rules set forth in  
28 North Carolina General Statutes 83A and Title 21 Chapter 2 of the North Carolina  
29 Administrative Code, the information provided by the applicant in the application is true,  
30 and that the applicant has read and understands the public notice statement on employee  
31 misclassification that is set forth in the application and has disclosed any investigations for  
32 employee misclassification, and its results, over the preceding 12-month period, as  
33 prescribed by G.S. 143-789;

34 (2) written documentation to satisfy conditions set out in G.S. 93B-15.1(a); or

35 (3) written documentation to satisfy conditions set out in G.S. 93B-15.1(a2).

36 (b) Upon receipt of a request for certification or licensure pursuant to G.S. 93B-15.1 from a military spouse, the Board  
37 shall issue a certificate or license upon submission of the following to the Board:

1           (1) an application containing the following information:

2           (A) the applicant's contact information;

3           (B) the social security number of the applicant;

4           (C) the requested designation of licensure or registration;

5           (D) employment history;

6           (E) whether the applicant has ever been certified, licensed, or registered to practice architecture  
7           or registered interior design by the Board, by another occupational Board, or in another  
8           state/jurisdiction and, if so what credential was held, in what state/jurisdiction, the issuance  
9           date and expiration date, and what examinations were taken to obtain said certification,  
10           licensure, or registration;

11           (F) whether the applicant has ever had a credential denied, limited, reprimanded, suspended,  
12           or revoked;

13           (G) whether the applicant has ever been convicted of, or plead nolo contendere to, a felony or  
14           misdemeanor under any laws;

15           (H) whether any criminal charges are pending against the applicant;

16           (I) whether any court, board, agency, or professional organization has found the applicant  
17           guilty of unprofessional conduct, dishonest or fraudulent practice, or incompetent practice;

18           (J) whether any charges are pending against the applicant before any court, board, agency, or  
19           professional organization for unprofessional conduct, dishonest or fraudulent practice, or  
20           incompetent practice;

21           (K) a completed NCARB AXP file as set forth in Rule .0302; and

22           (L) the applicant's affirmation that the applicant has read the statutes and rules set forth in  
23           North Carolina General Statutes 83A and Title 21 Chapter 2 of the North Carolina  
24           Administrative Code, the information provided by the applicant in the application is true,  
25           and ~~that~~ ~~[that -; and]~~ the applicant has read and understands the public notice statement on  
26           employee misclassification that is set forth in the application and has disclosed any  
27           investigations for employee misclassification, and its results, over the preceding 12-month  
28           period, as prescribed by G.S. 143-789 (2) written documentation to satisfy conditions set  
29           out in G.S. 93B-15.1(b);

30           (c) Military trained applicants and military spouse applicants may apply for a temporary license by submitting to the  
31           Board an application containing the information set forth in Paragraph (a)(1) of this Rule.

32           History Note: Authority G.S. 83A-7; 93B-15.1;

33           Eff. April 1, 2024.

1 21 NCAC 02 .0606 is repealed as published in 38.10 NCR 621-636 as follows:

2

3 **21 NCAC 02 .0606 WHO SHALL HEAR CONTESTED CASES**

4

5 *History Note: Authority G.S. 83A-6; 150B-11; 150B-38; 150B-40;*

6 *Eff. February 1, 1976;*

7 *Readopted Eff. September 29, 1977;*

8 *Recodified from 21 NCAC 2 .0605;*

9 *Amended Eff. May 1, 1989;*

10 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13,*  
11 *2015.*

12 *Repealed Eff. April 1, 2024.*

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14