



State of Vermont
Office of the Secretary of State

Office of Professional Regulation
89 Main Street, 3rd Floor
Montpelier, VT 05620-3402
www.sec.state.vt.us

James C. Condos, Secretary of State
Christopher D. Winters, Deputy Secretary
S. Lauren Hibbert, Director

October 18, 2018

Dear architect license applicant:

You are receiving this letter because you have previously been approved to sit for an exam by the Office of Professional Regulation (OPR). This letter is to inform you that the Vermont Architecture Rules will be soon changing. One proposed feature is the time allowed to schedule and complete your exams. The proposed new rules will allow one year to schedule your first exam, beginning from the date you were approved to sit for the exam. Once you have completed and passed your first exam, you will be allowed five (5) years to complete all exams.

In anticipation of this change, please take one of the following actions:

- ✓ If you have successfully passed one or more exams and your NCARB 5-year rolling clock has started, you may disregard this letter.
- ✓ If you have not registered with NCARB to start scheduling your exams, please do so as soon as possible. Otherwise your application may be expired and you may be required to re-apply according to new rule requirements.
- ✓ If you do not intend to finish the exams and do not wish to complete your Vermont application, please let us know in writing that you would like to expire your application, using the email below.

The proposed new rules will be posted soon. Updated information for the Architect profession can be found on the website at <https://www.sec.state.vt.us/professional-regulation/list-of-professions/architects/statutes-rules.aspx>. Please use care in referencing old versus new rules with any applicable effective dates.

If you have any questions or wish to update the status of your application, please email Danielle Rubalcaba at Danielle.rubalcaba@sec.state.vt.us

Thank you for your cooperation.

Sincerely,

Danielle Rubalcaba
Licensing Administrator II

