



## Ohio Architects Board Ohio Board of Landscape Architect Examiners

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77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio  
43215-6108

Phone (614) 466-2316  
Fax (614) 644-9048  
[www.arc.ohio.gov](http://www.arc.ohio.gov)

### 2009-2010 Renewal Instructions for Firms Holding **Both** Architecture and Landscape Architecture Certificates of Authorizations (ARLA 021)

#### Each application must include:

- Notarized renewal application (ARLA 021).
- Application must include Secretary of State registration/charter number, which is available online at <http://www.sos.state.oh.us/SOS/businessServices.aspx>, by phone at (614) 466-3910, or toll-free (877) 767-3453.
- Notarized Affidavits of Responsibility (ARLA 01) for each designated architect & landscape architect.
- \$200.00 renewal fee.
- Make check or money order, U.S. dollars only, payable to: "**Treasurer, State of Ohio**"
- Mail to: Ohio Architects Board, 77 S. High St., 16th Fl, Columbus, OH 43215-6108.

#### Important Information:

- Applications without the correct fee or with incomplete information will be returned.
- All current Certificates of Authorization expire on June 30, 2009.
- The renewal certificate authorizes the firm to provide services from July 1, 2009, through June 30, 2010.
- Separate Certificates of Authorization will be issued for architecture and landscape architecture.
- Failure to renew the Certificate of Authorization by the June 30 deadline renders the firm inactive and unauthorized to practice in Ohio.
- There is a 45-day grace period for late renewals, which ends August 14, 2009.
- Renewals postmarked after August 13, 2009, must file new applications for each practice (New application fee: Architecture, \$125; Landscape Architecture, \$125)
- Firms are responsible for notifying the board within 30 days of any changes in the firm's name, address, partners, managers, officers, members, directors, shareholders, designated landscape architects, architects, or re-distribution of ownership.
- Firms with a change of name must file new applications for each practice.
- Firms that do not wish to renew the Certificate of Authorization must notify the Board in writing.
- Firms that do not renew the Certificate of Authorization must dissolve or surrender their license to do business in Ohio with the Ohio Secretary of State.
- Renewing a firm Certificate of Authorization is not the same as renewing an individual's license to practice architecture (expires 12/31/09) or landscape architecture (expires 10/31/09) in the state of Ohio.

#### Firms must meet all of these requirements in order to renew the Certificate of Authorization:

1. More than 50% of the shareholders, members, trustees or partners must be design professionals (architects, landscape architects, engineers, or surveyors) with an active registration in any state. (For example, if ten individuals hold all of the stock or interest in the firm, then six must be registered design professionals.)
2. More than 50% of the shares or interests in the corporation, partnership, limited liability company, trust or association must be owned by design professionals with an active registration in any state.
3. More than 50% of the firm's board of directors (in a corporation) must be active registered design professionals in any state.
4. At least one architect and one landscape architect, each with an active Ohio registration, is in responsible charge of the professional activities and decisions of the firm.
5. At least one architect with an active Ohio registration, designated in responsible charge of the professional activities and decisions of the firm, is also a member of the firm's Board of Directors.
6. The firm must hold an active registration to do business in the state of Ohio with the Ohio Secretary of State, Business Services Division at: <http://www.sos.state.oh.us/SOS/businessServices.aspx>, or by phone at (614) 466-3910, or toll-free at (877) 767-3453.



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### 2009-2010 Renewal Application for Firms Holding Both Landscape Architecture and Architectural Certificates of Authorization (ARLA 021)

Under Chapters 4703 of both the Ohio Revised Code (ORC) and the Ohio Administrative Code (OAC), this firm submits a renewal application for Certificates of Authorization to provide landscape architecture and architectural services from July 1, 2009, through June 30, 2010.

**This firm is registered with the Ohio Secretary of State as a:**

<input type="checkbox"/> Corporation	<input type="checkbox"/> Professional Association	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Partnership
Secretary of State Registration/Charter Number: _____			

#### Contact Information

Firm name/DBA		Contact Name
Principal Office Address		Contact Email (required)
City/State/ZipCode	County (if Ohio)	Telephone
Mailing Address (if different than above)		Fax

#### List all Shareholders, Partners, Members, Managers, Directors, Trustees and Officers (Use additional sheets if necessary)

Name		State/Registration No./Expiration Date	No. of Shares Held
Principal Office Address		County (if Ohio)	% Ownership
Telephone	Fax	Email (required)	

Name		State/Registration No./Expiration Date	No. of Shares Held
Principal Office Address		County (if Ohio)	% Ownership
Telephone	Fax	Email (required)	

Name		State/Registration No./Expiration Date	No. of Shares Held
Principal Office Address		County (if Ohio)	% Ownership
Telephone	Fax	Email (required)	

<b>Board Use Only</b>	Check No.	Rec'd Date
Staff Review Date/Initials	Director Review Date/Initials	Issue Date



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**List the Firm's Designated Responsible Architects and Landscape Architects (use additional sheets if necessary)**

Name	Ohio Registration No./Expiration Date	No. of Shares Held
Principal Office Address	County (if Ohio)	% Ownership
Telephone	Fax	Email (required)

Name	Ohio Registration No./Expiration Date	No. of Shares Held
Principal Office Address	County (if Ohio)	% Ownership
Telephone	Fax	Email (required)

Name	Ohio Registration No./Expiration Date	No. of Shares Held
Principal Office Address	County (if Ohio)	% Ownership
Telephone	Fax	Email (required)

**Affidavit of Authorization**  
(To be signed by person completing form)

State of \_\_\_\_\_, County of \_\_\_\_\_,

I, \_\_\_\_\_, being duly sworn, or affirmed, depose and say I am duly  
Print Name of Authorized Agent

authorized by \_\_\_\_\_ to prepare this application for a Certificate of Authorization  
Print Firm Name

and attest to the best of my knowledge and belief, that the information contained herein is true.

\_\_\_\_\_  
Signature and Title of Affiant

Subscribed and sworn, or affirmed, to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness my hand and seal hereto attached.

\_\_\_\_\_  
Notary Public

Notary Seal

My commission expires \_\_\_\_\_, \_\_\_\_\_.



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**AFFIDAVIT OF RESPONSIBILITY**  
(Complete one for *each* designated responsible architect & landscape architect)

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_, the undersigned affiant, on oath, being duly sworn, state  
Print Name

that I am a registered architect / landscape architect in the State of Ohio, \_\_\_\_\_,  
(circle one) Certificate Number & Expiration Date

issued by the Ohio Architects Board / Landscape Architect Examiners. Further,  
(circle one)

I am a designee of \_\_\_\_\_ and I accept full responsibility for the  
Firm Name  
architectural / landscape architectural activities and decisions of this firm and that I meet the  
(circle one)

requirements, under law, for such designation.

\_\_\_\_\_  
Signature of Affiant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness my hand and seal hereto attached –

\_\_\_\_\_  
Notary Public

Notary Seal

My commission expires \_\_\_\_\_, \_\_\_\_\_.