



Pennsylvania
Department of State
State Architects Licensure Board

REFERENCE FORM

Applicant Name:

Applicant Address:

All the following must be completed by the reference:

Must be **typed** or completed in black or blue ink – if all information is not provided, the form is not considered complete.

Name:

Firm Name:

**Firm
Address**

Street:

City/State/Zip

Architect License Number:

License #:

State of Licensure:

How long have you known the applicant?

Years:

Months:

Was the applicant in your employ?

☐ **Yes** ☐ **Full time** ☐ **Part time**

☐ **No** If “No”, please explain your professional association and affiliation in order to critique the applicant’s professional competency below (use a separate page if necessary).

Do you believe the applicant to be qualified to practice architecture?

☐ **Yes** ☐ **No**

If “No” please provide a detailed explanation (use a separate page if necessary).

Do you believe the applicant to be of good moral character?		☐ Yes ☐ No	
		If "No", please explain your professional association and affiliation in order to critique the applicant's professional competency below (use a separate page if necessary).	
Check Applicant's employment activities:			
General Drafting	☐	General Design	☐
		Structural Design	☐
Electrical Systems	☐	Administration	☐
		Inspection of Construction	☐
Detailing	☐	Decorative Design	☐
		Mechanical Systems	☐
Specification Writing	☐	Cost Analysis	☐
		Rendering/Perspective	☐
Please list specific duties the applicant performed (use a separate page if necessary).			
Check your opinion of the applicant's competency:			
Technical Knowledge	☐	Excellent	☐
		Satisfactory	☐
		Unsatisfactory	☐
Professional Experience	☐	Excellent	☐
		Satisfactory	☐
		Unsatisfactory	☐
Affix Professional Seal Here			
If you do not have a seal, please provide a cover letter of explanation as to why this cannot be provided.			
I, _____, (Print your name) certify to the accuracy of the above statements.			
Signature: _____			
Date: _____			

Please return this form directly by email to st-architect@pa.gov or by mail to the address below.

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