

## SECTION .0200 - PRACTICE OF ARCHITECTURE

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

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

(b) The licensee or registrant shall give notice in writing to the Board of the following within 30 days of the following adverse actions:

- (1) the filing of any criminal charges against the licensee or registrant and, if so, the jurisdiction, charge, and case number of each such charge;
- (2) any conviction of, or plea of nolo contendere by, the licensee or registrant for a felony or misdemeanor under any laws and, and, if so, the jurisdiction, charge, case number, and date of each such criminal conviction;
- (3) the filing of any disciplinary action, charges, or contested case proceeding 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;
- (4) the finding by any court, board, agency, or professional organization that the licensee or registrant is 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;
- (5) any denial, limitation, reprimand, suspension, or revocation taken against the licensee or registrant's credentials, to include 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;
- (6) whether the terms of the adverse action have been satisfied; and
- (7) whether any liens or judgments have been filed or entered against the licensee or registrant and, if so, the jurisdiction, date, and parties involved with such lien or judgment.

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

(d) Each licensed or registered firm shall give notice in writing to the Board of the following within 30 days of the following adverse actions:

- (1) the filing of any criminal charges against the firm or any of its owners and, if so, the jurisdiction, charge, and case number of each such charge;
- (2) any conviction of, or plea of nolo contendere by, the firm or any of its owners for a felony or misdemeanor under any laws and, and, if so, the jurisdiction, charge, case number, and date of each such criminal conviction;
- (3) the filing of any disciplinary action, charges, or controversy against the firm or any of its owners 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;
- (4) the finding by any court, board, agency, or professional organization that the firm or any of its owners is 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;
- (5) any denial, limitation, reprimand, suspension, or revocation taken against the firm's credentials or that of any of its owners, to include 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; and
- (6) whether any liens or judgments have been filed or entered against the firm or any of its owners and, if so, the jurisdiction, date, and parties involved with such lien or judgment.

*History Note: Authority G.S. 83A-5; 83A-6;  
Eff. February 1, 1976;*

*Readopted Eff. September 29, 1977;*  
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*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January*  
*13, 2015;*  
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