



# MISSISSIPPI STATE BOARD OF ARCHITECTURE

## APPLICATION FOR RECIPROCAL REGISTRATION - ARCHITECT

2 Professional Parkway #2B • Ridgeland, MS 39157

www.archbd.state.ms.us • 1-888-272-2627 • Email: msboa@archbd.state.ms.us

### Instructions:

- Required documents:
  1. Completed application
  2. Completion and passage of the Mississippi Jurisprudence Examination
  3. Proof of active licensure in your resident state (wallet card, certificate of standing, or online licensure status print-out)
  4. Submit these three documents with the non-refundable fee of \$400 for non-residents or \$250 for residents.
  5. Transmittal of your NCARB certificate record to Mississippi. You must request the transmittal through the 'My Council Record' section of the NCARB website (ncarb.org). NCARB will electronically transmit your record to the Board.
- After receipt of all components, licensure may take up to four (4) weeks if there are no extenuating circumstances.
- You may print a Certificate of Standing immediately upon licensure from the Board's website. Your wall certificate will follow your Notice of Registration within four (4) months.
- Renewals are in odd calendar years. The renewal period begins on October 1 and is due by November 30.
- Mississippi requires continuing education beginning with your second renewal. You will be exempt from this requirement for your first renewal, and you may be exempted in future renewals if your resident state has a reciprocal CE agreement with Mississippi (see Mandatory CE Guidelines on the Board's website).
- Your attorney can best advise you on firm structure issues.

### PLEASE TYPE OR PRINT LEGIBLY

1. Last Name KINCHEN		2. First Name KEVIN		3. Middle Name J.	
4. Preferred Name for Wall Certificate KEVIN J. KINCHEN					
5. Mailing Address 726 EVERGREEN DR.					
6. City GRETNIA		7. State LA		8. Zip 70053	
9. Daytime Phone (with area code) (504) 298-9363		10. Home Phone (with area code) (504) 263-5561		11. Fax Number (with area code) (504) 263-5561	
12. Social Security No. 435-96-5072			13. Birth Date (month, day and year) 02/05/1965		
14. Are you a resident of Mississippi? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no			15. Jurisdiction of Original/Initial Registration LOUISIANA		
16. List all jurisdictions in which you now hold an active/current license: LOUISIANA					
17. NCARB File No. 59419			18. NCARB Certificate No. 54928		
19. Email kinch.one@gmail.com					
20. Web Site URL					

**21. What firm name(s) do you practice through in your resident state of licensure?**

List all firm names and note the type of entity (such as sole proprietorship, partnership, PC, PLLC, PA, Inc., etc.)

DSMNON ENGINEERING, INC.

**22. Miss. Code Ann. §73-1-19 prohibits the practice of architecture by or through a business corporation and/or a limited liability company (LLC).**

(initial) I am not affiliated with an architectural firm that is a business corporation (Inc.) or an LLC.

(initial) I am affiliated with an architectural firm that is a business corporation or an LLC and understand that I am prohibited from practicing through this type of entity in Mississippi. All correspondence and materials used in Mississippi (contracts, title blocks, business cards, presentations, letterhead, brochures, email signature lines, fax cover sheets, etc.) will reference the firm name shown in section 23 of this application.

**23. What firm or business name(s) will you use in reference to your architectural practice in Mississippi?**

KEVIN J. KINGHEN, NCARB

**24. Is each active owner, stockholder, member, officer, director and/or manager of the entity listed in section 23 a licensed architect or engineer in his/her state of residence?**

Yes (required)

**25. Is at least one owner, stockholder, member, officer, director and/or manager of the entity listed in section 23 licensed as an architect in Mississippi?**

Yes (required) (You may answer yes if you, the applicant, are a stockholder or owner.)

**26. Does the firm or business name(s) in section 23 conform to rules 3.2.3 and 3.2.13?**

Yes (required)

*Firm names are improper if they contain the name or names of individuals actively licensed in another jurisdiction if none of the individuals named in the firm name are actively licensed in Mississippi.*

*Use of the plural "architects" in a firm or business name is restricted to firms employing more than one actively licensed architect.*

**27. What type of firm is the firm you have listed in section 23? (If you are unsure, contact your attorney.)**

Sole Proprietorship/Individual

Partnership

Limited Partnership

Professional Association (PA)\*

*Mississippi Code of 1972, §79-10-21, as amended, states that the name of a professional association must contain the words "professional association", or the abbreviation "P.A." or "PA".*

Professional Corporation (PC)\*

*Mississippi Code of 1972, §79-10-21, as amended, states that the name of a professional corporation must contain the words "professional corporation" or the abbreviations "P.C." or "PC".*

Professional Limited Liability Company (PLLC)\*

*Mississippi Code of 1972, §79-29-208, as amended, requires that the name of a Professional Limited Liability Company must contain the words "Professional Limited Liability Company" or the abbreviations "P.L.L.C." or "PLLC".*

*\*Must be registered with the Mississippi Secretary of State. Attach a certificate of authority showing the firm's business registration. Contact the Mississippi SOS at [www.sos.state.ms.us](http://www.sos.state.ms.us).*

**28. If applicable, provide the address of each Mississippi branch office and the name of the resident registered architect in charge (attach a list if necessary).**

**29. Affidavit/Certification Statements**

Read each of the statements below CAREFULLY. Each applicant must submit this sworn affidavit. It is your responsibility to advise the Board of circumstances that could lead the Board to believe that you or your firm is in violation of any of the acts listed in this affidavit.

Yes  No a. Do you, the applicant, attest that you are the person making the foregoing statements, and that they are made in good faith and are true in every respect?

Yes  No b. Do you certify that you will not represent yourself as an architect or propose or offer architectural services in Mississippi until this application is approved and an architect's license is granted?

Yes  No c. Do you certify that no agent of your firm who is not licensed in Mississippi will offer to perform or contract to perform architectural services in Mississippi until this application is approved and an architect's license is granted?

Yes  No d. Do you certify your understanding of the fact that making a false statement or a misstatement in relation to your application may subject you to disciplinary action including, but not limited to, a monetary penalty or denial of this application?

Yes  No **If your answer to any of the following questions is yes, attach a detailed explanation and substantiating documents:**  
e. Have you, or any agent of your firm, practiced or solicited architectural work or represented yourself as an architect in Mississippi prior to having been licensed by the Board? See the definition of practice in Section 73-1-3 (c).

Yes  No f. Have you been disciplined by any occupational licensing board?

Yes  No g. Are you currently under investigation by any occupational licensing board?

Yes  No h. Has your registration been denied, suspended or revoked in any jurisdiction?

Yes  No i. Have you surrendered or allowed a registration to lapse in any jurisdiction due to any action pending or threatened?

Yes  No j. Have you signed any legal document that settles a dispute or charges against you brought by a Registration Board or a Court of Law?

Yes  No k. Have you been found by a Court or Registration Board to have violated the architectural registration laws or the professional occupational laws of any jurisdiction?

Yes  No l. Have you entered into a negotiated settlement with regard to professional or occupational registration laws?

Yes  No m. Have you ever been convicted of a felony, any crime involving moral turpitude, or a misdemeanor involving fraud, deceit or misrepresentation or been convicted of any crime other than a minor traffic violation in any jurisdiction?

Yes  No n. Are there any felony/criminal charges now pending against you?

Date

10/2/13

Signature of Applicant





## MISSISSIPPI STATE BOARD OF ARCHITECTURE JURISPRUDENCE EXAMINATION

**Requirement** - This examination must be completed by the applicant (the applicant must certify to this fact). Passage of the exam is required for all initial and reciprocal applicants per Rules 2.1 and 2.2 as part of the application process.

**Reference Materials** - This is an open book examination. Refer to the Registration Law and Rules on the Board's website ([www.archbd.state.ms.us](http://www.archbd.state.ms.us)) to complete the exam.

**Scoring** - A score of at least eighty percent (80%) must be achieved. In the event of a score of less than 80%, retakes will be required. However, a mark-up of the failed exam(s) will not be provided to the applicant prior to a successful retake.

**Submittal** - The completed and signed examination must be submitted by fax, postal mail or email to:

Mississippi State Board of Architecture  
2 Professional Parkway #2B  
Ridgeland, MS 39157  
Fax: 601-856-1510  
Email: [msboa@archbd.state.ms.us](mailto:msboa@archbd.state.ms.us)

*Answer each question. Unless otherwise indicated, mark only one answer per question.*

1. The practice of architecture, as defined in state law, includes which of the following? Mark all that apply.  
 a. Offering to perform architectural services  
 b. Teaching architecture in a university setting  
 c. Planning the construction of buildings  
 d. Inspection of construction
  
2. Can an applicant withdraw an application for licensure after the Board receives it?  
 a. Yes, under any circumstances  
 b. Yes, unless the Board has cause to believe that the applicant has violated the Board's law or rules  
 c. No, not at any time
  
3. When are license renewals due?  
 a. November 30<sup>th</sup> of every year  
 b. November 30<sup>th</sup> of every other year (odd calendar years)  
 c. On the license holder's birthday  
 d. One year from the date of issuance
  
4. Is continuing education mandatory?  
 a. Yes  
 b. No
  
5. In a calendar year, how many continuing education hours (CEHs) must be in topics related to health, safety and/or welfare (HSW)?  
 a. 24 CEHs must be HSW  
 b. 12 CEHs must be HSW  
 c. 8 CEHs must be HSW
  
6. How long must an architect retain continuing education records?  
 a. 2 years  
 b. 4 years  
 c. 6 years
  
7. If an architect reports CEHs earned after the close of the continuing education reporting period (December 31 of odd calendar years), the architect:  
 a. Cannot claim the CEHs earned after the close of the reporting period  
 b. Must pay a penalty fee for all CEHs earned after the close of the reporting period  
 c. Is not affected

8. Can an intern use the title "Intern Architect"?
- a. Yes, with no restrictions
  - b. Yes, with restrictions
  - c. No
9. Can an individual not licensed as an architect in Mississippi solicit work or offer services in Mississippi prior to licensure?
- a. Yes, with no provisions or restrictions
  - b. Yes, but only if specific provisions are met
  - c. No
10. What types of entities/businesses are allowable for architectural practice in Mississippi? Mark all that are allowable:
- a. Business corporation (Inc.) or limited liability corporation (LLC)
  - b. Professional corporation (PC) or professional association (PA)
  - c. Professional limited liability company (PLLC)
  - d. Sole proprietorship
  - e. Partnership or limited partnership
11. Can any person be an owner, stockholder, partner or officer of an architectural firm or business?
- a. Yes
  - b. No, only architects
  - c. No, only architects and/or engineers
  - d. No, only architects, engineers, interior designers and/or landscape architects
12. What is required of an architectural firm operating in Mississippi? Mark all that apply:
- a. At least one owner, stockholder or partner of the firm must be licensed as an architect in Mississippi
  - b. Each owner, stockholder or partner of the firm must be licensed as an architect in his/her state of residence
  - c. Each owner, stockholder or partner must be a licensed architect or a licensed engineer in his/her state of residence
  - d. Each owner, stockholder or partner must be licensed as an architect in Mississippi
13. All stationery, printed matter, title blocks and listings of an architectural firm distributed or published in Mississippi must:
- a. List Mississippi architectural license number(s)
  - b. Contain the name of at least one architect licensed in Mississippi
  - c. Contain the name and license number of all architects and engineers within the firm
14. Under which of the following scenarios would a firm name be considered improper for architectural practice? Mark all that apply.
- a. The firm name contains the name or names of individuals actively licensed in another jurisdiction, and none of the individuals named in the firm name are actively licensed in Mississippi
  - b. The firm name contains the name of at least one individual who holds an active Mississippi license
  - c. The firm name contains no person's name, but the name of at least one individual licensed in Mississippi is disclosed on all announcements, stationery, printed matter, contracts, title blocks and listings
  - d. The firm name contains the name of an individual who is deceased or retired from architectural practice, but the name of at least one individual licensed in Mississippi is disclosed on all announcements, stationery, printed matter, contracts, title blocks and listings
15. In regard to architectural seals/stamps, which statements are true? Mark all that apply.
- a. The live or electronic signature of the architect and date of execution must appear over the seal on all working architectural drawings
  - b. The architect must seal work prepared by his or her licensed consultants (such as engineers)
  - c. Electronic seals and signatures may be used
  - d. The architect must seal and sign the original cover or index page of specifications
16. Can an architect seal prototypical documents prepared by others?
- a. Yes, after the architect reviews and analyzes the drawings, then re-draws and issues the documents under the architect's title block and seal
  - b. No, prototypical plans cannot be used in Mississippi

17. In a design/build undertaking, which of the following statements are true?
- a. Architectural plans and specifications may be prepared through an individual or collective agreement with the owner or contractor
  - b. Full disclosure must be made in writing to the owner as to the duties and responsibilities of each of the participating parties
  - c. The architect shall not be an employee of a licensed contractor or a person not licensed to practice architecture or engineering in Mississippi
  - d. The architect must have a separate contract for architectural services either with the contractor or the owner
  - e. All of the above
18. Can a non-resident architectural firm, with no members registered in this state, form a joint venture or an association with a resident architectural firm?
- a. Yes
  - b. No
19. If yes (a non-resident architectural firm can joint venture with a resident firm), is a member of the non-resident firm required to apply for licensure in Mississippi?
- a. Yes
  - b. No
20. Are there any provisions that would allow an architect to submit a price proposal or bid for services?
- a. Yes
  - b. No
21. Who is allowed to sign architectural contracts for Mississippi projects:
- a. Any officer of the firm, regardless of licensure status in Mississippi
  - b. Any employee of the firm, regardless of licensure status in Mississippi
  - c. A Mississippi licensed architect
  - d. All of the above
22. True or false? The Board issues licenses/certificates to architectural firms.
- a. True
  - b. False
23. True or false? The Board issues licenses/certificates to individuals only.
- a. True
  - b. False
24. Is the practice of interior architecture within or part of the practice of architecture?
- a. Yes
  - b. No
25. If the architect of record has not been engaged to perform construction administration services, what must the architect do?
- a. Nothing
  - b. The architect of record must perform construction administration
  - c. The architect of record must notify the building official, owner, client and contractor in writing that the architect is not performing the construction administration
26. Does the Board require an architect to take local building laws and regulations into account when designing a project?
- a. Yes
  - b. No
27. Can an architect receive compensation from more than one party on a project?
- a. Yes
  - b. Yes, but only if the circumstances are fully disclosed to all parties in writing
  - c. No
28. Can an architect solicit or accept compensation from contractors or suppliers in return for specifying or endorsing their companies or products?
- a. Yes
  - b. Yes, but only if the circumstances are fully disclosed to all parties in writing
  - c. No
29. If disciplined in another jurisdiction or by another regulatory body, can an architect licensed in Mississippi be subject to disciplinary action by the Board?
- a. Yes
  - b. No

30. If, in the course of a project, an architect becomes aware that his client has made a decision that violates local codes and affects public health, safety or welfare, which of the following actions is/are required? Mark all that apply.
- a. No action should be taken due to "architect/client" privileges
  - b. The architect reports the decision to the local building official charged with enforcement of the applicable code
  - c. The architect refuses to consent to the decision
31. Which two of the following actions would not be appropriate professional conduct?
- a. An individual who is a licensed architect elsewhere, but not in Mississippi, provides preliminary designs for planning purposes
  - b. An architect performs incidental engineering that is within the architect's area of expertise by way of education and training
  - c. An architect seals architectural plans prepared by a contractor's draftsman for the purpose of obtaining a building permit
32. Which of the following could preclude an applicant from licensure?
- a. Conviction by any court for commission of any felony or any crime involving moral turpitude
  - b. Conviction by any court of a misdemeanor involving fraud, deceit or misrepresentation
  - c. Misstatement or misrepresentation of fact by the applicant in connection with the applicant's application for registration in this state or another jurisdiction
  - d. Violation of any of the rules of conduct required of applicants or architects as adopted by board
  - e. Practicing architecture, or holding oneself out as capable of practicing architecture, in this state prior to licensure
  - f. All of the above
33. Is an architect required to report violations by a fellow architect?
- a. Yes
  - b. No
34. Can an architect have architectural work products produced by an office within Mississippi in which there is no licensed architect resident and regularly employed?
- a. Yes
  - b. No
35. Which of the following statements describe responsible control (mark all that apply):
- a. Reviewing then sealing work that originated from a third party who is not in the architect's employ
  - b. Reviewing then sealing the work of an intern architect who worked under the control and supervision of the architect
  - c. Reviewing then sealing the work of another architect, after coordinating the preparation of the work and integrating it into his or her own (this assumes agreement between the two architects)
36. True or false? All contract documents and technical submissions, including but not limited to contracts, drawings, and pay applications, must be signed by an architect licensed in the State of Mississippi.
- a. True
  - b. False
37. True or false? An architect is guided by a specific procedure when submitting a price proposal on private projects.
- a. True
  - b. False
38. True or false? On public projects, requirements for seeking professional employment are governed by a qualifications based selection procedure as defined by various public procurement statutes.
- a. True
  - b. False
39. In Mississippi, certain projects are exempted from requiring an architect. Which two of the following would not be exempted, and would thus require an architect?
- a. A church measuring 6,000 square feet or more
  - b. A two story medical office measuring 4,500 square feet
  - c. A single story state government owned building measuring 9,000 square feet
  - d. An four-unit/four-family apartment building
40. What is the minimum penalty for plan stamping?
- a. \$2,500 fine
  - b. Suspension and \$2,500 fine
  - c. Probation and \$2,500 fine
  - d. Revocation and \$2,500 fine

MISSISSIPPI STATE BOARD OF ARCHITECTURE  
JURISPRUDENCE EXAMINATION CERTIFICATION

I, the applicant for licensure before the Mississippi State Board of Architecture, certify that I completed the Mississippi Jurisprudence Examination by my own efforts and under my own hand.

K. Kinchen 1/9/14  
Signature and Date

KEVIN KINCHEK  
Printed Name

(504) 263-5561  
Phone Number and Email Address

Kinch.one@gmail.com