



APPLICATION FOR TEMPORARY MILITARY LICENSE/CERTIFICATE INSTRUCTIONS

It is your responsibility to complete forms and have third parties forward any documents noted in the instructions. All required forms and documents must be received before the Board can consider your application.

1. Read the qualifications for temporary military license/certificate (**Minnesota Statute § 197.4552** and **326.10 Subd. 10** and **Minnesota Rule 1800.0450**). Qualified individuals must be: (1) an active duty military member; (2) the spouse of an active duty military member; or (3) a veteran who has left service in the two years preceding the date of license or certificate application, and has confirmation of an honorable or general discharge status.
2. Complete your application thoroughly (attach additional pages as necessary). **Be sure to sign and date the Rules of Professional Conduct** (page [2](#)).
3. Have your signature on the application **notarized**.
4. Enclose Evidence of Military Status.
5. Enclose a current criminal background check.
6. Include the \$132 license/certificate fee. Make checks payable to “Minnesota Board of AELSLAGID.”
7. **Verification of Licensure/Certification Form** – Complete the “**Requested by**” section of the form and send to **any one of the state boards** in which you are **currently licensed or certified**. You are responsible for any fees that state may require for this service.
8. Mail the **application** (pages [1-3](#)), along with the **documentation** noted in items 4 and 5, and the **fee** to the address above.

If the Board finds that you are eligible for licensure/certification:

The Board will issue a temporary license/certificate and notify you in writing. Temporary licenses/certificates are valid for a maximum of six months.

During that period, you must complete the full application required for licensure or certification and pay the application fee. [Applications can be found on the Board website.](#)

It is your responsibility to complete the appropriate application, submit all supporting documentation and pay the application fee.

Temporary licenses/certificates cannot be renewed.

If the Board finds that you are not eligible: You will be notified in writing.

If you have questions regarding your application, please call the Board office at 651-296-2388.

NOTICE OF COLLECTION OF PRIVATE DATA

In accordance with the Minnesota Government Data Practices Act (MN Statute §13.04, Subd. 2), the Board is required to inform you of your rights as they pertain to private data collected from you on this application for licensure. The data you furnish on the application will be used by the Board to assess your qualifications for licensure. The collection of your social security number by the Board is required by both federal and state laws. You are not legally required to provide this data; however, if you fail to do so, the Board may be unable to approve your application or issue your license.

Federal law (42 U.S.C. 666(a)(13)) requires each state to collect social security numbers at the time of application for a professional or occupational license in order to improve effectiveness of child support enforcement.

Additionally, pursuant to Minnesota Statutes §270C.72, subdivision 4 (2017) the Board must provide the Commissioner of the Minnesota Department of Revenue a list of all applicants, including name, address and social security number or Individual Tax Identification Number (ITIN), each calendar year for the purpose of identifying individuals owing delinquent taxes. Pursuant to Minnesota Statutes §13.41, subdivision 2 (2017), all application data, except name and designated address, are private data until licensure is granted. When licensure is granted, all data, except social security number, become public record.

The Board will not share your private data with other persons or agencies unless you authorize its release or it is required by law.



FOR BOARD USE ONLY
Application #

APPLICATION FOR TEMPORARY MILITARY LICENSE/CERTIFICATE

FOR BOARD USE ONLY
License #
Date License Issued
License Fee \$

License/Certificate Fee: \$132

Enclose check or money order payable to
MN Board of AELSLAGID

Part A: Applicant Information (All fields are required.)

Note: If any of the information below changes after you submit this application, you must notify the Board immediately.

- The address below is my (check one): Home Business. If **business**, list name: _____
- General/contact information:

Legal Name _____ <small>(First) (Middle) (Last) (Suffix)</small>	SS # _____ <small>(Or Individual Taxpayer ID #, if no Social Security #)</small>
Former Name _____ <small>(If applicable)</small>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address _____ <small>(No PO boxes)</small>	Birth Date _____ <small>(MM) (DD) (YYYY)</small>
City _____ State/Province _____	
Zip/Postal Code _____ Country _____	Phone # _____
- Have you ever had a professional license disciplined, denied, surrendered, suspended or revoked? If **yes**, provide a statement of explanation on a separate sheet of paper. Yes No
- This application is for the following profession:

Architect	Professional Engineer	Professional Land Surveyor	Landscape Architect	Professional Geoscientist	Professional Soil Scientist	Certified Interior Designer
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Part B: Record of Examination(s) and Licensure

List all states (other than Minnesota) or countries in which you hold an architect, professional engineer, land surveyor, landscape architect, professional geologist, and professional soil science license or certification as an interior designer. Attach a sheet if needed.

Note: You will also need to request verification of licensure from **one** state in which you are currently licensed or certified (see [instructions](#) and see the [Verification Form](#)).

WHERE LICENSED	DATA PERTAINING TO LICENSE(S)				CHECK METHOD FOR EACH LICENSE			
	Profession <small>(For Engineering, Include Discipline)</small>	License #	Date Issued <small>(mm/yyyy)</small>	Is License Current? Yes No	Written Exam—List Number of Hours:	Oral Exam	Exemption <small>(Grandfather Clause)</small>	Comity
				Yes No				
				Yes No				
				Yes No				
				Yes No				

Part C: Rules of Professional Conduct (MN Rules 1805.0100-1805.1600)

Read below, then sign and date. Keep a copy of this document for your records.

1805.0100 PROFESSIONAL CONDUCT.

Subpart 1. Purpose. This rule of professional conduct is adopted for the purpose of implementing the laws and rules governing the practice of architecture, engineering, land surveying, landscape architecture, and geoscience including Minnesota Statutes, section 326.11.

Subp. 2. Scope. This rule is applicable to and binding upon each person, corporation, or partnership subject to the regulatory jurisdiction of the board and each person subject to the control of the licensee.

Subp. 3. Imputed knowledge of professional responsibility. Each licensee who holds a certificate of licensure issued by the board is charged with knowledge of this rule. In the exercise of the privileges and rights granted by the certificate of licensure, the licensee shall conform professional conduct to the public and to the board in accordance with the provisions of this rule, and shall, as a condition of licensure, subscribe to and agree to conduct the practice in accordance with the provisions of this rule.

1805.0200 PERSONAL CONDUCT.

Subpart 1. Public confidence and personal integrity. A licensee shall avoid any act which may diminish public confidence in the profession and shall, at all times, conduct himself or herself, in all relations with clients and the public, so as to maintain its reputation for professional integrity.

Subp. 2. False statements and nondisclosure. A licensee shall not submit a materially false statement or fail to disclose a material fact requested in connection with the application for certification or licensure in this state or any other state.

Subp. 3. Knowledge of unqualified applicants. A licensee shall not further the application for certification or licensure of another person known by the licensee to be unqualified in respect to character, education, or other relevant factor.

Subp. 4. General prohibitions. A licensee shall not: A. circumvent a rule of professional conduct through actions of another; B. engage in illegal conduct involving moral turpitude; C. engage in conduct involving dishonesty, fraud, deceit, or misrepresentation; D. engage in conduct that adversely reflects on the licensee's fitness to practice the profession; or E. permit the licensee's name or seal to be affixed to plans, specifications, or other documents which were not prepared by or under the direct supervision of the licensee.

1805.0300 CONFLICT OF INTEREST.

Subpart 1. Employment. A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest.

Subp. 2. Compensation. A licensee shall not accept compensation for services relating or pertaining to the same project from more than one party unless there is a unity of interest between or among the parties to the project and unless the licensee makes full disclosure and obtains the express consent of all parties from whom compensation will be received.

Subp. 3. Gifts. A licensee shall not, directly or indirectly, solicit or accept any compensation, gratuity, or item of value from contractors, their agents, or other persons dealing with the client or employer in connection with the work for which the licensee has

been retained without the knowledge and approval of the client or the employer.

1805.0400 IMPROPER SOLICITATION OF EMPLOYMENT.

A licensee shall seek and engage in only the professional work or employment the professional is competent and qualified to perform by reason of education, training, or experience. A licensee shall not falsify or misrepresent the extent of the licensee's education, training, experience, or qualifications to any person or to the public; nor misrepresent the extent of the licensee's responsibility in connection with any prior employment. A licensee shall not transmit, distribute, or publish or allow to be transmitted, distributed, or published, any false or misleading information regarding the licensee's own qualifications, training, or experience or that of his or her employer, employees, associates, or joint venturers. A licensee shall not tender any gift, pay, or offer to pay, directly or indirectly, anything of substantial value, whether in the form of a commission or otherwise, as an inducement to secure employment. A licensee is not prohibited from paying a commission to a licensed employment agency for securing a salaried position.

1805.0500 FALSE OR MALICIOUS STATEMENTS.

A licensee shall make no false or malicious statements which may have the effect, directly or indirectly, or by implication, of injuring the personal or professional reputation or business of another member of the profession.

1805.0600 KNOWLEDGE OF IMPROPER CONDUCT BY OTHERS.

A licensee who has knowledge or reasonable grounds for believing that another member of the profession has violated any statute or rule regulating the practice of the profession shall have the duty of presenting such information to the board. A licensee, when questioned concerning any alleged violation on the part of another person by any member or authorized representative of the board commissioned or delegated to conduct an official inquiry, shall neither fail nor refuse to divulge such information as the licensee may have relative thereto.

1805.0700 ACTION BY OTHER JURISDICTION.

Convictions of a felony without restoration of civil rights, or the revocation or suspension of the certificate of licensure of a licensee by another jurisdiction, if for cause which in the state of Minnesota would constitute a violation of law or of these rules, shall be deemed to be a violation of these rules of professional conduct. Any licensee adjudged mentally incompetent by a court of competent jurisdiction shall, until restored to mental competency, be deemed to be incompetent to practice the profession within the meaning of Minnesota Statutes, section 326.11, subdivision 2.

1805.0800 EMPLOYMENT ON THE BASIS OF MERIT.

A licensee as an employer, shall refrain from engaging in any discriminatory practice prohibited by law and shall, in the conduct of the business, employ professional personnel solely upon the basis of merit.

1805.0900 MISCONDUCT.

Misconduct within the meaning of Minnesota Statutes, section 326.11, subdivision 1 shall include any act or practice in violation of the rules of professional conduct as set forth in parts 1805.0100 to 1805.0800.

1805.1500 REGISTRATION.

No corporation, partnership, or other firm engaged in the practice of architecture, engineering, land surveying, landscape architecture, or geoscience, or two or more of these professions, shall contract with or accept employment for professional services of an architectural, engineering, land surveying, landscape architectural, or geoscience character as defined in Minnesota Statutes, sections 326.02 to 326.15 unless a member or employee of the corporation, partnership, or other firm in responsible charge of the work is registered and licensed under the provisions of Minnesota Statutes, sections 326.02 to 326.15 to practice the profession called for by the employment.

1805.1600 RESPONSIBLE CHARGE AND DIRECT SUPERVISION.

Subpart 1. Responsible charge; defined. A person in responsible charge of architectural, engineering, land surveying, landscape architectural, geoscience, or certified interior design work as used in Minnesota Statutes, section 326.14 means the person who determines design policy, including technical aspects, advises with the client, superintends subordinates during the course of the work and, in general, the person whose professional skill and judgment are embodied in the plans, designs, and advice involved in the work. Plans and specifications for buildings, structures, or projects of standard design which have been designed outside the state shall bear the certification of the design professional licensed in another United States licensing jurisdiction. In addition, a Minnesota licensed architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer shall review the design and certify that it is appropriate to the site on which construction is proposed and is in compliance with the State Building Code adopted by the Department of Administration where the building code is in effect.

Subp. 2. Direct supervision; defined. A person in direct supervision of work as referred to in Minnesota Statutes, section 326.12, subdivision 3, means that person who is the employer, an employee of the same firm, or who is under contract to or from another firm and who is in responsible charge of the technical aspects of the architectural, engineering, land surveying, landscape architectural, geoscience, or certified interior design work in progress, and whose professional skill and judgment are embodied in the plans, specifications, reports, plats, or other documents required to be certified pursuant to that subdivision. A person in direct supervision of work directs the work of other licensees, interns, draftspersons, technicians, and clerical persons assigned to that work and is in responsible charge of the project comprising the work being supervised.

Printed Name

Date

Signature

Part D: Affidavit

Read the statements, **select the appropriate yes/no response**, then **sign and date** below.

If you answer “No” to any of the statements, you **must** enclose a statement of explanation for each checked statement. Your application is not considered complete until you provide the required explanation(s).

MN Rule 1800.0400 Subp. 5 (2018)

- | | |
|--|--|
| 1. I have read and will comply with the provisions of Minnesota Statutes §§ 326.02 – 326.15 (2016) and the Rules and Regulations adopted thereunder; | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. I am not now under any disciplinary proceeding or action, pending or otherwise, in any other jurisdiction; | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. I have never been convicted of a felony; | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. I have not represented myself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design; and | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. I have not performed or offered to perform architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior designer services, without proper licensure or certification in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

I swear/affirm I have read the application and that my answers to the statements are true and complete.



Applicant Signature _____

Date _____

THIS SECTION FOR BOARD USE ONLY

Application Withdrawn Date

RECOMMEND DENIAL OF APPLICATION
Board Member Signature
Board Member Name
Date

RECOMMEND APPROVAL OF APPLICATION
Board Member Signature
Board Member Name
Date



VERIFICATION OF EXAMINATION AND/OR LICENSURE (FOR TEMPORARY MILITARY LICENSE/CERTIFICATE APPLICATION)

TO BE COMPLETED BY APPLICANT

Complete **Section A** and send a signed copy of this form to **one** state in which you are **currently licensed**.
Check with that state regarding fees or other filing requirements, as failure to do so may delay their processing of this form.

Section A: Contact Information and Applicant Authorization

TO: (Address of state board completing form)

Legal Name _____
(First) (Middle) (Last) (Suffix)

Last 4 of SS # XX-XXX- Former Name _____
(if applicable)

Address _____

City _____ State _____ Zip _____

I am applying to the Minnesota Board of AELSLAGID. I authorize the Verifying Board to provide any and all pertinent information requested.

Applicant Signature

Date

TO BE COMPLETED BY VERIFYING BOARD

Complete all relevant items in **Sections B–D** and return to the Minnesota Board at the address above.

(Note: This abbreviated verification form is specifically for MN applicants seeking a temporary military license and does not require that the verifying Board provide exam information or method of licensure/certification)

Section B: Registrations/Licenses Held by Applicant

Profession*	Certificate/License #	Date Issued (mm/dd/yyyy)	Expires (mm/dd/yyyy)

* List if applicant is professional or structural engineer, architect, land surveyor, etc.

Section C: Investigations or Complaints

Has formal disciplinary action ever been taken against the above-named individual? Yes No
If **yes**, attach a detailed explanation.

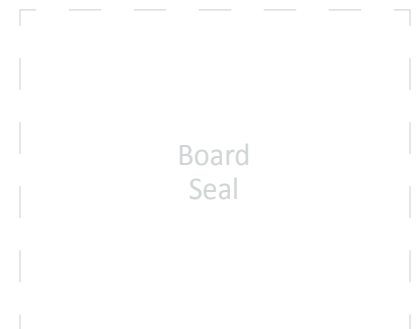
Section D: Verifying Board Signature

The information provided herein is correct to the best of our knowledge.

Signature

Title

Date





AUTHORIZATION TO RELEASE APPLICANT INFORMATION TO A THIRD PARTY

THIS FORM IS NOT REQUIRED

Only complete this optional form if you intend someone other than yourself to contact the Board regarding the status of your application.

Minnesota law prohibits the Board from sharing any information regarding your application (prior to final licensure) with **anyone** other than yourself unless you submit this authorization.

AUTHORIZATION/RELEASE

Applicant data is classified as private or confidential under the Minnesota Data Practices Act. However, **I hereby waive my rights under the Minnesota Data Practice Act** and authorize the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design to provide information contained in my application materials, including any documents, to the following individual:

_____ Provide first and last name of third party who may receive information.

I understand that I am not legally required to sign this form. The purpose of this authorization is to facilitate the processing of my application. This authorization automatically expires one year after this date.

_____ Printed Name of Applicant

_____ Date

_____ Applicant Signature