

**West Virginia Board of Architects**  
**Overview of Significant Rule Modifications of Registration Rule (2CSR1)**

- Adds “place of assembly” to the definition of Commercial Structure in 2.2.6
- Adds definition of “Competence” given NCARB’s focus on competency (See 2.2.7)
- Clarification of definition of “Responsible Control” in 2.2.27
- Clarification regarding acceptance of relevant military service for initial registration for application to AXP hours (See 5.1.3.a.)
- Reduces from five years to three years the required experience following registration for architects seeking reciprocal registration without a NCARB certificate (See 6.2.2)
- Adds a new pathway of Universal Reciprocal Licensing for West Virginia residents and military spouses (See 6.3 and 6.4)
- Elimination of an exemption for meeting West Virginia’s continuing education
- Reorganization and clarification regarding signing and sealing technical submissions and prototypical building documents (See 9.5.2 and 9.5.3)
- Clarification regarding when a registered architect may sign or seal technical submissions integrating the work of another registered architect (See 9.5.5)

Sealing and Signing

The Board sought to offer more flexibility to architects regarding how they seal documents, including more security for those who choose the digital seal and signature option. If digital options are chosen, conditions are required. These changes are in response to comments but also to provide options. Dates are now required with the seal and signature application.

9.6.2.b

Electronic and digital seals may now be used. Electronic and digital signatures may be used. A signature and date are required with the seal application. While signatures have been required previously, dates have not. The signature and date shall be affixed on all technical submissions.

9.6.2.b.2

For electronic or digital documents transmitted to others in their native format (e.g. AutoCAD, Revit, Word, or Excel), a digital signature with an electronic authentication process attached to or logically associated with the document must be unique to the person, capable of verification, under the sole control of the person using it and linked to the document in such a manner that the digital signature is invalidated if any data in the document is changed.

#### 9.6.2.b.3

For electronic or digital documents transmitted to others in a PDF or similar format that has modified the native file so that it is not easily altered, an electronic (scanned) signature is acceptable if it is an accurate depiction of the licensee's actual signature. It is the responsibility of the architect sealing the document to provide adequate security when documents with electronic seals or signatures, or both, are distributed.

#### Notes:

Electronic signatures may include scanned images of handwritten signatures or typed notations such as "/s/ Jane Doe" without authentication or encryption included.

A digital signature is a signature system applied to an electronic document that uses specific technical processes to provide signer authentication, document authentication, and efficiency. A digital signature uses digital keys to attach the identity of the signer to the document. These are used for greater security

### **Overview of Rule Modification of Fee Rule (2CSR3)**

3.5 The Board removed the word "nonresident" in relation to applicants for reciprocal registration, recognizing that persons applying for reciprocal registration may be a resident of West Virginia.