

Board for Architects, Professional Engineers, Land Surveyors, Certified  
Interior Designers, and Landscape Architects (APELSCIDLA)

Application Review Matrix

Delegation of Authority to DPOR Staff

The Board hereby delegates authority to conduct predetermination fact-findings and license eligibility fact findings for criminal convictions to the Department of Professional and Occupational Regulation in accordance with the applicable portions of the Administrative Process Act (Code of Virginia 2.2-4000 et. seq.)

The Board hereby delegates authority to conduct license eligibility fact findings for experience and technical reviews to the board members and former board members.

Authorization to Approve Certain Prior Criminal Convictions

Applications and Predetermination Requests disclosing the following convictions will not be reviewed by the Board and may be approved by DPOR staff:

1. Felony convictions more than five years old unless the conviction resulted in incarceration and the release date is less than three years from the date of application. This does not include convictions for rape, robbery, murder, abduction, manslaughter, sexual offenses, crimes against minors, felony DUI, assaulting a police officer, bribery, embezzlement, crimes involving fraud, offenses related or perpetrated in any way through the use of a professional license. Further, this does not include any applicant who fails to disclose a reportable criminal conviction on his application.
2. For felony drug convictions within the past five years, the applicant must provide some evidence of satisfactorily completing substance abuse counseling when required by the court.
3. A reportable misdemeanor conviction more than three years old unless there is a prior conviction for the same offense within the last five years.

Authorization to Approve Prior Disciplinary Action

Applications disclosing prior disciplinary violations that did not involve revocation or suspension will not be reviewed by the Board and may be approved by DPOR staff.

*Revised on July 22, 2025*