

2012 INDIVIDUAL RENEWAL FORM ONLINE/HARD COPY INSTRUCTIONS:

1. NAME, LICENSE NUMBER, FEE CHARGED

- If online, please complete. If hard copy, fill out the first two, circle correct fee status.

2. CONTINUING EDUCATION:

- This section must be completed by each architect, regardless of classification, state of residence, or first year registration status.
- If you cannot answer “yes” to Continuing Ed requirements, you cannot renew.

2.1 LOUISIANA RESIDENT ARCHITECTS AND/OR ALL RENEWING WITH CEH EXEMPTIONS:

- If you are a Louisiana resident, you must be able to certify that you have met the continuing education requirements or that you are exempt; otherwise you cannot renew your license.
- If you are an emeritus architect, mark “yes” as you are exempt, and make sure to check “emeritus” from the exemption claimed section.
- If you are a first year registrant, mark “yes” as you are exempt, and make sure to check “new registrant” from the exemption line.
- If you are requesting a military or hardship waiver, your written request must be submitted to the Board at least two weeks in advance of the 31 December 2011 deadline. You must be approved in writing to use these classifications.

2.2 NON-RESIDENT ARCHITECTS

- If you are a non-resident architect registered to practice architecture in another jurisdiction which mandates at least eight (8) hours of CEH in HSW and which accepts LA’s continuing education requirements as meeting its own and you have satisfied the mandated continuing education requirements of that other jurisdiction, you must list that jurisdiction (state) or certify that you have met LA’s continuing education; otherwise you will not be allowed to continue online or your form will returned as incomplete.
- The states which do not mandate at least eight (8) hours of CEH in HSW or which do not accept LA’s continuing education requirements as meeting its own are **CALIFORNIA, KANSAS, MICHIGAN, VIRGINIA AND WASHINGTON STATE**. **Satisfying the educational requirements of those states will not enable an architect to renew their LA architectural license. However, if you have an architectural license in another state which mandates at least eight (8) hours of CEH in HSW and which accepts LA’s continuing education requirements as meeting its own, you may list that state as your jurisdiction as indicated above.** If you cannot certify licensure in some state which meets LA’s continuing education requirements or that you have completed twelve CEHs of HSW, you may not renew your LA architectural license.

2.3 GENERAL CONTINUING EDUCATION INFORMATION

- You may carry forward no more than 12 CEHs to the subsequent renewal period.
- If you are not more than one year delinquent, you do not have to provide proof of your CEHs at this time; however, please maintain your records because **LSBAE conducts an annual random education audit of licensees at which time you must provide proof that you have satisfied LA’s continuing education**

requirements. Failure to provide proof of your hours may result in disciplinary action which may include fines and will include your being audited for CEH's for the next three years.

3. MORAL CHARACTER DATA

Please answer as requested. If any answer is yes, you may not renew online. Please download a hard copy of the form from our website.

4. FIRM COMPLIANCE CERTIFICATION

Please read the note carefully before answering this section. Most architects qualify to answer this statement as "yes" unless their previously issued firm license (if required) has lapsed. If your firm license has lapsed, you must renew your firm license before you can renew your individual license. Firm License forms may be found on our website (www.lastbdarchs.com).

5. FIRM INFORMATION:

- You will ONLY have a firm license number if your firm is a PC, LLC, or A/E registered with the Board. You may look up this number in the firm roster on www.lastbdarchs.com. If you are a sole proprietorship, partnership, individual architect, working in a non-architectural firm as an in-house architect, or other non-license required firm or situation, you will NOT have a firm number, and must select "other". If renewing online, when "other" is selected, a blank box will open. Type the name of your non-licensed business entity into that box.
- Select your position within your firm.

6. CERTIFICATION

If renewing online, you must certify your answers as correct or you will not be allowed to renew online. If renewing via hard copy, you must certify that the information is correct and sign and date your form; otherwise your form will be returned.

7. PLEASE NOTE MY NEW CONTACT INFORMATION (HARD COPY SUBMISSION ONLY)

Check if contact has changed, and please be sure to fill out new information. Please make sure to include an email contact address.

8. SUBMITTING ONLINE

Once you have finished your online application, you will be taken to the payment section. At this point, you may either pay by Visa/MasterCard, or opt to print and mail in with your check. Please be aware that if you choose to print a copy and mail with check, your license will not be renewed until we have processed your application ; and, if your submission is not postmarked by December 31, 2011, you will be charged a late fee. If you choose to pay online by credit card, please be aware that you must print your own online renewed certificate while logged in as online certificates are not provided by the LSBAE office. You may choose "print certificate" from the original menu after the sign in from our website.

9. SUBMITTING HARD COPY

If you have chosen to download a hard copy of the form, please make sure it is complete, the certification checked, the form is signed and a check is enclosed. **All hard copy submissions must be postmarked by December 31, 2011, or a late fee will be charged and must be paid before your renewal will be processed.** Please feel free to contact us at hmooberry@lsbae.brcoxmail.com if you have further questions.

**LA STATE BOARD OF ARCHITECTURAL EXAMINERS 2012
DELINQUENT RENEWAL**

NAME: _____ LA REG#: _____

\$180.00 INSTATE

\$330.00 OUT-OF-STATE

\$5.00 EMERITUS

CONTINUING EDUCATION CERTIFICATION (SUBJECT TO RANDOM AUDIT):

(Compliance with the continuing educational requirements of the LSBAE rules is a condition for renewing your registration, unless you are exempt. For exemptions, see LSBAE rule §1315.B).

LOUISIANA RESIDENT ARCHITECTS AND/OR All Renewing With CEH Exemptions:

I certify that I have completed the continuing education hours (CEH) required in LSBAE rule §1315.D.2 (resident architect) **OR that I am exempt**. For a resident architect, rule §1315.D.2 requires a minimum of twelve (12) CEHs in health, safety and welfare (HSW) during the previous calendar year (January — December). Of the twelve (12) required CEHs, a minimum of eight (8) CEHs must be obtained in Structured Educational Activities, and no more than four (4) CEHs may be obtained in Individually Planned Educational Activities.

YES

IF CLAIMING EXEMPTION, PLEASE SELECT EXEMPTION CLAIMED:

New Registrant Emeritus Military* Hardship* (*two weeks prior approval needed)

NON-RESIDENT ARCHITECTS:

For a non-resident architect, rule §1315.D.3a requires (i) the mandated requirements for continuing education of a jurisdiction in which that architect is registered to practice architecture, provided that a minimum of eight (8) hours of CEH are obtained in HSW educational activities and also provided the other jurisdiction accepts satisfaction of Louisiana continuing education requirements as meeting its own, or (ii) the requirements of Louisiana resident architects claiming compliance.

Yes, I certify that I am licensed in the qualified jurisdiction (state) of _____
and have met its requirements – OR – that I have met Louisiana requirements as set in rule 1315.D.2.

If you are from one of the following non-qualified jurisdictions: **CALIFORNIA, KANSAS, MICHIGAN, VIRGINIA, OR WASHINGTON STATE** and are not licensed in another qualified jurisdiction, YOU MUST CERTIFY THAT YOU MEET THE MINIMUM REQUIREMENTS OF RULE 1315.D.3b AND HAVE OBTAINED A MINIMUM OF TWELVE CEHs IN HSW.

I am from the non-qualified jurisdiction (state) of _____ (see above) and certify that I have met LA requirements of TWELVE CEHs in HSW for non-resident architects seeking renewal; or, that I am additionally currently licensed in the qualified jurisdiction (state) of _____.

YES

MORAL CHARACTER DATA

(Please read and answer this section CAREFULLY).

Since your last renewal, has your professional license/registration been denied, suspended or revoked in any jurisdiction?

YES NO

Since your last renewal, have you surrendered or allowed a professional license/registration to lapse in any jurisdiction due to pending or threatened disciplinary action?

YES NO

Since your last renewal, have you been charged, arrested, convicted, found guilty or pleaded nolo contendere to any criminal offenses (excluding non-criminal traffic infractions) or have you been party to any civil litigation alleging that you committed fraud or gross negligence in the practice of architecture?

YES NO

Since the filing of your last renewal application, have you been investigated, charged, or disciplined, or are you currently under investigation by any governing or licensing board or by a state or federal agency?

YES NO

(If you answered "YES" to any of the questions you may NOT renew online. Please go to the forms section of www.lastbdarchs.com to download a renewal form. Mail to The Louisiana State Board of Architectural Examiners – 9625 Fenway Ave., Suite B, Baton Rouge, LA 70809. Also, please attach any pertinent documentation regarding a 'yes' answer.) You may contact the board immediately at bd@lsbae.brcoxmail.com.

FIRM INFORMATION - PLEASE NOTE THAT:

- Firm license registration numbers are only issued to professional corporations, architectural-engineering corporations and limited liability companies.
- Sole proprietorships, partnerships and limited liability partnerships are not issued firm license registration numbers.
- If you are retired or not actively practicing architecture but maintains an individual license registration you may select "Yes".
- If you are employed by a public or quasi-public entity, you may select "Yes." (You will be required to identify this entity below.)
- You may confirm firm license registration for corporations or limited liability companies in the roster section at www.lastbdarchs.com click on firms and search by firm name.

Questions regarding firm practice compliance may be sent to bd@lsbae.brcoxmail.com

FIRM PRACTICE COMPLIANCE CERTIFICATION

I certify that the firm or firms through which I offer and render architectural services in the State of Louisiana is one of the following:

- A sole proprietorship.
- A professional architectural corporation that holds an LSBAE license registration number per LSBAE rule §1701 and La. R.S.12:1086 et seq.
- An architectural-engineering corporation that holds an LSBAE license registration number per LSBAE rule §1703 and La. R.S.12:1171 et seq.
- A limited liability company that holds an LSBAE license registration number per LSBAE rule §1705 and La. R.S. 12:1301 et seq.
- A partnership or a limited liability partnership.
- In My Name Only (Not incorporated and/or registered as a business in my home state)

• **Other**

YES NO

FIRM INFORMATION

Type of Firm:

Professional Architectural Corporation **LA Firm Registration Number:** _____

Limited Liability Company **LA Firm Registration Number:** _____

Architectural Engineering Corporation **LA Firm Registration Number:** _____

Sole Proprietor

Partnership or Limited Liability Partnership

Other (non-architectural, public entities, governmental, etc.)

Firm Name _____

My Position in Firm:

Individual Employee Stockholder Partner Member Officer

Other _____

CERTIFICATION:

I certify that I have read the Louisiana Architect Licensing Law (La. R.S. 37:141 et seq. and the LSBAE rules, and I am qualified to practice architecture in the state of Louisiana. (The laws and rules may be viewed at www.lastbdarchs.com). The information I have provided on this form is true and accurate to the best of my knowledge.

YES NO

PLEASE NOTE CHANGES IN MY CONTACT INFORMATION

Signature _____ (required)

Date _____ (required)

Street Address _____ (required)

City, State Zip _____ (required)

Business Phone _____ (required)

Home Phone _____

E-mail _____ (strongly recommended)

FAX: _____