

2011 INDIVIDUAL RENEWAL FORM ONLINE/HARD COPY COMPLETION INSTRUCTIONS:

1. NAME, LICENSE NUMBER, FEE CHARGED

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

2. CONTINUING EDUCATION:

- This section must be completed by each candidate, regardless of classification, state of residence, or first year registration status.
- If you mark “no”, your hard form is automatically returned, and you will not be allowed to renew online.
- If you are an emeritus, 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 at least two weeks in advance of the 31 December 2010 deadline. You must be approved in writing to use these classifications.
- If you are an out of state candidate, you must list your educational jurisdiction or your form will be returned as incomplete, or you will not be allowed to continue online.
- If you are not licensed in a state with a reciprocal education agreement with Louisiana (check NCARB’s website under ‘continuing education requirement by state’) you still must complete 12 hours of HSW per year to maintain your Louisiana license.
- You may carry no more than 12 CEU’s forward in one year.
- If you are not more than one year delinquent, you do not have to provide proof of your CEUs at this time; however, please maintain your records because:
- Please be aware that LSBAE conducts an annual random education audit of licensees at which time you must provide proof of education, which will be reviewed by the members of the LSBAE. Failure to provide proof of your hours will result in disciplinary action which may include fines and will include your being audited for CEU’s for the next five 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. Almost everyone qualifies 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 either physically located in the state or an out-of-state firm licensed to do business in the state. 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

You must certify that the information is correct, or your form will be returned, or you will not be allowed to renew online.

7. PREFERRED ADDRESS

Please fill out entirely, so that we may compare/update our contact 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 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 it; and, if your submission is not postmarked by December 31, 2010, 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 certificate online, as we will not have the means to print and mail it to you. 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, certification checked, and check enclosed. All hard copy submissions must be postmarked by December 31, 2010 or a late fee equal to your renewal fee will be charged and must be paid before your renewal will be processed.

Please feel free to contact us should you have any further questions.