

INDIVIDUAL RENEWAL FORM ONLINE/HARD COPY INSTRUCTIONS:

1. CHANGES IN CONTACT, CONTACT EMAIL FOR THIS FORM, NAME, LICENSE NUMBER, CHECK NUMBER AND FEE CHARGED

- Please make sure to note if there have been changes in your contact information.
- Provide a contact email which someone will be checking during the renewal period and who is authorized to make corrections for questions or corrections needed regarding this form, this form contact email may differ from your individual architect license email. **If a contact email is not listed, any incomplete or incorrect form will be returned via mail.**
- Please list check number and indicate correct fee, **if you are sending in a batch of individual renewals, please note that sending one check to cover several applications can result in delayed processing of individual applications if there is an error on one which cannot be processed until a correction is received. This can result in the entire batch of individual license renewals being returned.**
- If online, please complete name and license number.

2. CONTINUING EDUCATION:

- This section must be completed by each architect, regardless of classification, state of residence, or first year status.
- **You must be able to certify that you have met the continuing education requirements of 12 CEH in HSW (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 deadline. You must be approved in writing to use these classifications.**
- GENERAL CONTINUING EDUCATION INFORMATION
- 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;

NOTE: 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 at that time 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 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.

5. **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.

6. **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, 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.

7. **SUBMITTING HARD COPY**

If you have chosen to download a hard copy of the form, please make sure it is complete or it cannot be processed, the certification checked, the form is signed and a check (made payable to LSBAE) is enclosed. Mail to LSBAE, 9625 Fenway, Suite B, Baton Rouge, LA., 70809 **all hard copy submissions must be postmarked by December 31 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.