



STATE BOARD OF ARCHITECTURAL EXAMINERS

# Individual Architect Registration Renewal & Reinstatement Application Instructions

**Registration Period: January 1 through December 31**

9625 Fenway Avenue, Suite B, Baton Rouge, LA 70809

(225) 925-4802 \* [bd@lsbae.com](mailto:bd@lsbae.com)

The legislature has enacted laws which govern the practice of architecture in Louisiana. In accordance with those laws, the LSBAE has adopted rules which regulate the registration of individuals practicing architecture. To register as an architect, one must meet the education, experience and examination requirements. Additionally, architects renewing their license have continuing education requirements that must be met on an annual basis. For more information, see [Board Rule §1315](#).

Please make sure we have an email contact for you for questions related to this form.

1. Name and License Number as shown on your current license.
2. Please provide your firm name and firm registration number.
3. Please provide your complete business address (including city, state, and zip).
4. Please provide your phone and fax numbers and your e-mail address.

## **CONTINUING EDUCATION CERTIFICATION**

This section must be completed, 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 claiming an exemption, please check the box for exemption claimed:

- First year registrants are exempted from the CE requirement in their first renewal cycle.
- Emeritus architects are exempted
- If you are less 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 random continuing education audits of licensees at which time you must provide proof that you have satisfied our 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 CEHs for the next three years.***

## **MORAL CHARACTER DATA**

If you respond positively to any question in this section, you may not renew online. Please download a hard copy of the form from our website.

5. Please indicate if you have practiced architecture in Louisiana without a license in the past five years.
  - 5a. Please list projects you have practiced or offered to practice on if you responded yes to question 5.
6. Please indicate if your registration has been denied, suspended or revoked in any jurisdiction in the past five years.
7. Please indicate if you have surrendered or allowed your registration to lapse due to pending or threatened disciplinary action in the past five years
8. Please indicate if you have been investigated, charged, or disciplined or you are currently under investigation by a governing or licensing board or by a state or federal agency in the past five years.
9. Please indicate if you been investigated, charged, or disciplined by a governing or licensing state or federal body or if you have been party to civil litigation alleging fraud or gross negligence in the practice of architecture in the past five years.

If you answered yes to questions 5 through 9, you may NOT renew online. Please provide a brief explanation and formal documentation relevant to your affirmative responses.

## **CERTIFICATION**

If renewing online, you must certify that you have read the [Louisiana Architects Licensing Law](#) and the [LSBAE rules](#), and that your answers are true and correct. If renewing via hard copy, you must make a similar certification, and you must sign and date your form; otherwise your form will be returned.

## **SUBMITTING ONLINE**

Once you have completed your online application, you will proceed 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, **your submission must be postmarked by December 31.**

**Renewals received with a postmark after December 31 will be considered delinquent and you will be assessed a late fee.**

If you choose to pay online by credit card, please be aware that we will not be mailing an updated certificate. **You must print your own online renewal certificate.** You may choose "print certificate" from the original menu on our website after you sign in.

**SUBMITTING HARD COPY**

If you have opted to download a hard copy of the form, please make sure it is complete or it cannot be processed, the certification is checked affirmatively, 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 your application will be considered delinquent and you will be assessed a late fee.**

Please feel free to contact us at [bd@lsbae.com](mailto:bd@lsbae.com) if you have questions.

**RENEWAL FEES:**

In-State: \$75.00  
Out-of-State: \$150.00

**DELINQUENT (REINSTATEMENT) FEES:**

In-State: \$180.00  
Out-of-State: \$330.00

**APPLICATIONS MUST BE POSTMARKED BY DECEMBER 31, 2017**



STATE BOARD OF ARCHITECTURAL EXAMINERS  
 9625 Fenway Avenue, Suite B, Baton Rouge, LA 70809  
 (225) 925-4802 \* [bd@lsbae.com](mailto:bd@lsbae.com)

# Individual Architect Registration Renewal & Reinstatement Application

Registration Period: January 1 through December 31

PLEASE NOTE CHANGES IN MY CONTACT INFORMATION:  YES  NO

**I AM APPLYING TO:**

- RENEW** MY LICENSE
- REINSTATE** A DELINQUENT LICENSE

EMAIL: \_\_\_\_\_  
*FOR QUESTIONS ABOUT THIS RENEWAL FORM*

ENCLOSED CHECK # _____
<b>RENEWAL</b>
<input type="checkbox"/> \$75 – IN -STATE RENEWAL
<input type="checkbox"/> \$150 – OUT-OF-STATE RENEWAL
<input type="checkbox"/> \$5 - EMERITUS
<b>DELINQUENT/REINSTATEMENT</b>
<input type="checkbox"/> \$180 – IN-STATE DELINQUENT <b>OR</b> REINSTATEMENT
<input type="checkbox"/> \$330 – OUT-OF-STATE DELINQUENT <b>OR</b> REINSTATEMENT

- 1. Name: \_\_\_\_\_ LA REG#: \_\_\_\_\_
- 2. Firm Name: \_\_\_\_\_ LA FIRM REG #: \_\_\_\_\_
- 3. Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- 4. Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTINUING EDUCATION CERTIFICATION (SUBJECT TO RANDOM AUDIT):**

Compliance with the continuing education requirements of the LSBAE rules is a condition for renewing your registration, unless you are exempt. For exemptions, see [LSBAE rule §1315B](#). The LSBAE rules require a minimum of twelve (12) CEHs in health, safety and welfare (HSW) each calendar year (January — December). See [LSBAE rule §1315.D.2](#).

- I certify that I have completed the continuing education hours (CEH) required in LSBAE rule §1315.D **OR** that I am **exempt**. *IF CLAIMING EXEMPTION, PLEASE SELECT EXEMPTION CLAIMED.*
- New Registrant  Emeritus  Military  Hardship

**MORAL CHARACTER DATA**

**Please read and answer this section CAREFULLY. If you answer "YES" to any of the Moral Character Data questions, please attach any formal documentation relevant to your affirmative response(s).**

- 5. Have you practiced or offered to practice architecture in the state of Louisiana without an active license in the past five years?  
**5A. IF YES, PLEASE ATTACH A LIST OF PROJECTS.**  Yes  No
- 6. Has your professional license/registration been denied, suspended or revoked in any jurisdiction in the past five years?  Yes  No
- 7. Have you surrendered or allowed your professional license/registration to lapse in any jurisdiction due to pending or threatened disciplinary action in the past five years?  Yes  No
- 8. In the past five years, have you been investigated, charged, arrested, convicted, found guilty or pleaded nolo contendere to any criminal offense (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
- 9. In the past five years, 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

Upon receipt of this application and the appropriate fee, the individual described herein will have their individual license renewed and will be authorized to practice architecture in the state of Louisiana, unless the application is disapproved. This authority will expire on **December 31<sup>st</sup> of the following year** unless it is renewed **prior** to that date. Failure to renew in a timely manner will result in fines and penalties.

**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.lsbae.com](http://www.lsbae.com)). The information I have provided on this form is true and accurate to the best of my knowledge.  Yes  No

Signature \_\_\_\_\_(required)      Date \_\_\_\_\_(required)

**MUST BE POSTMARKED BY December 31, 2017 or Delinquent (Reinstatement) fees will apply.**