**Important Renewal Announcements**

All Alabama Architect Licenses are scheduled to expire on December 31, 2023**.** License Renewal is available now at [www.boa.alabama.gov](http://www.boa.alabama.gov). Although you have until **December 31, 2023**, to renew on-time without late penalty, you are strongly encouraged to renew early to allow processing time in the event you are randomly selected for CE Audit. Licenses are not renewed until the audit is complete.

**New Online License Renewal System**

We are pleased to announce the launch of our new Licensing System developed by NCARB. Therefore, you will notice a different look to the online renewal application. You now have access to a license portal where you can renew your license, set up a Point of Contact (POC), and continue to manage your license record through-out the year (i.e., update your contact information directly).

Renewal confirmation, receipt, and renewed certificate will be sent to your email address of record. You will need this email address to login. If you do not know your email on file at BOA, please send an email to [licensing@boa.alabama.gov](mailto:licensing@boa.alabama.gov). (HINT: The email address you received this notice at is your email address of record at BOA.)

Set up your licensing portal and renew your license [here](https://licensing.boa.alabama.gov/landing)

For the first-time in the new licensing system, you will need to create your new login for access to your licensing portal (prior passwords will not apply). As part of this initial login process, you will be sent a verification email from the licensing system (there could be a time delay if a high volume of requests are received at once). Once your new login is set up, you will not have to repeat these steps. Simply keep track of your login information to access your licensing portal anytime.

**CE Audit Prior to Renewal and Partnership with CE Broker**

Starting this year, CE Audits will be conducted prior to licenses being renewed. Therefore, registrants randomly selected for CE Audit will not be renewed until the CE Audit is complete. It is imperative that you renew promptly to allow adequate processing time (typically up to ten days) in the event you are audited. If the audit of an architect’s CE hours cannot be completed on or before the renewal deadline, the architect’s license will be considered expired on January 1, 2024.

To process CE Audits as expeditiously as possible, CE Broker is now the official CE tracking system of the Alabama Board for Registration of Architects. If audited, proof of CE should be uploaded to CE Broker.

Activate your free CE Broker account [here](https://boa.alabama.gov/wp-content/uploads/2023/09/CEB-Engagement-Intro-Flyer-ALBOA.pdf)

**Basic Renewal Information**

**CE Requirements**

As part of the renewal process you will be required to affirm completion of twelve (12) HSW continuing education hours earned during the renewal period (January 1, 2023 to December 31, 2023). Make sure you know you have already obtained the required CE for renewal prior to attesting you have met all requirements. You will not have to submit documentation of CE unless you are audited.

A percentage of renewal applications are randomly audited by the online provider of the renewal application. This list is pulled from all active licensees not CE exempt. CE exemptions only apply to first time registrants, Emeritus Architects, civilian military (on active duty for over 90 consecutive days), and personal hardships approved in advance (requests for personal hardship must be received by December 1, 2023). There is no exemption for licensees who were audited in the previous renewal cycle. See detailed CE information [here](https://boa.alabama.gov/architects-interns/continuing-education/).

**What To Do If You Are Audited**

You will be notified during the course of your license renewal should you be randomly selected for audit. Your renewal cannot be processed until the required proof of CE is received. Please allow ten days for your audit to be processed. Follow the below steps if audited:

1. Activate your free CE Broker account [here](https://boa.alabama.gov/wp-content/uploads/2023/09/CEB-Engagement-Intro-Flyer-ALBOA.pdf);
2. Upload proof\* of your CE to CE Broker by following the simple onscreen instructions.

*\*AIA transcripts, certificates of completion issued by the course provider, and other correspondence or documentation provided directly from the course provider with HSW clearly indicated on the supporting documentation.*

**Fees & Penalties**

The renewal fee is $135. All major forms of payment are accepted (a convenience fee is charged by the online payment provider). If renewal is made after December 31, 2023, it will be classified as a late renewal with a required late fee of $75 for a total of $210. So, it is very important that your renewal application be made timely to avoid late penalties. Licenses can only be renewed late until March 31, 2024. If not renewed, a reinstatement application with CE documentation and reinstatement fee of $460 would be required.

**Renewal Questions?**

If after reviewing this information, you have any follow up questions, or if you do not wish to renew your license, please contact the BOA office at [licensing@boa.alabama.gov](mailto:licensing@boa.alabama.gov)