

## Important Late License Renewal Notice

Please accept this notice as a courtesy renewal reminder including information on the reinstatement process. Records of the Alabama Board of Architects indicate that your Architect's Registration expired on December 31, 2023. You do have the opportunity to renew late until March 31, 2024 (with the required renewal and late fee).

License Renewal is available under the BOA Licensing Portal at <https://licensing.boa.alabama.gov/landing>.

## 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.

**This is a completely new system. Therefore, the first time you go to the portal, make sure you create an account first (no prior passwords have been affiliated with your license file in this new system).** You will need the email address affiliated with the license record to create your account. (HINT: it's the email address you received this notice at).

Once an account has been created, then you can simply login anytime. You will 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.

Create your account in the licensing portal and renew your license at <https://licensing.boa.alabama.gov/landing>

## Fees & Penalties

The renewal fee is \$135. All major forms of payment are accepted (a convenience fee is paid to 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. 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.

## Troubleshooting - What to do if...

### I don't know the email address affiliated with my license record.

Answer: Please send an email to [licensing@boa.alabama.gov](mailto:licensing@boa.alabama.gov) including your license number and email address you wish to be affiliated with your record.

### I'm having trouble logging into the new Licensing System.

Answer: Make sure you click on, "Create Account" the first time you go to the licensing portal (rather, than selecting login first). You will receive an email after setting up your password to verify the account. Then you will be able to login to the Licensing Portal.

If following this step does not correct the issue, please send an email to [licensing@boa.alabama.gov](mailto:licensing@boa.alabama.gov) with your license number and email address for your license record

to notify the office of the specific technical issue you are experiencing so we can better assist in the resolution of the issue.

**I'm having trouble getting to the site or it's not showing current information on the site.**

Answer: We recommend clearing your browsing history and make sure the website address you have for BOA is <https://boa.alabama.gov/>

**I don't want to renew my license and want to voluntarily surrender my license.**

Answer: Please send an email to [licensing@boa.alabama.gov](mailto:licensing@boa.alabama.gov) with your license number requesting your license be placed on Voluntarily Lapsed status.

**I am no longer practicing and wish to change my license status to Emeritus Architect.**

Answer: If you have been licensed in Alabama for at least ten consecutive years and are at least 65 years of age, you qualify to place your license on Emeritus status. To do so, please complete the Emeritus Architect Application located at <https://boa.alabama.gov/wp-content/uploads/2023/04/Application-for-Emeritus-Status-e-signature-Fillable.pdf>

**More questions?** Please email them to [licensing@boa.alabama.gov](mailto:licensing@boa.alabama.gov)

Thank you for your timely attention to this matter.

Respectfully,

*Paula Pilgreen*

**Executive Director  
Alabama Board for Registration of Architects**

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