

ALABAMA CERTIFICATE OF AUTHORIZATION

RENEWAL FINAL REMINDER 2024

All Alabama Certificate of Authorizations are scheduled to expire on **April 30, 2024**.

Please go to your licensing portal and renew your COA at
<https://licensing.boa.alabama.gov/landing>

New Online COA Renewal System

We are pleased to announce our new Licensing System developed by NCARB. Therefore, you will notice a different look to the online COA renewal application. You now have access to a license portal where you can renew your COA, 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).

To login to the licensing portal for COA Renewal:

1. The responsible architect of the firm will need to login to the Licensing Portal with their email address and password recently set up for their individual license renewal;
2. Select Firm Profile at top of page and update the Point of Contact (POC) for the Firm;
3. A verification email will then be sent to the POC; follow the prompt in the email to create an account for themselves in the licensing portal;
4. The POC will then be able to login and complete the renewal application.

If you experience login issues or have forgotten your login information, please send an email detailing the specific issue to licensing@boa.alabama.gov.

Renewal confirmation, receipt, and renewed certificate will be sent to your email address of record.

Renewal Fee

The COA renewal fee is \$75. All major forms of payment are accepted (a convenience fee is charged by the online payment provider).

Renewal Questions?

If after reviewing this information, you have any follow up questions, you are experiencing portal login issues, or if you do not wish to renew your COA, please contact the BOA office at licensing@boa.alabama.gov.

Thank you for your timely attention to your COA renewal.