

ALABAMA CERTIFICATE OF AUTHORIZATION

RENEWAL NOTICE 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 you will use the firm principals email address of record and password (recently set up for their individual license renewal). 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.