

COA FAQ's:

1. Q: I just got my Architect License, now how do I get my COA within the required 30 days?

A: First, you will need to contact the Secretary of State's (SOS) Office to become registered to do business in Alabama at www.sos.alabama.gov or (334) 242-5324. You will need to provide proof of your Alabama Architect Registration with a copy of your current certificate. Upon approval from the SOS office, you may then apply for a COA with the Board office.

Second, make application for COA by completing the application request form at:

<https://boa.alabama.gov/wp-content/uploads/2023/10/COA-Application-Request-Form-Fillable.pdf>

2. Q: What is the 2/3 ownership requirement?

A: Two-thirds (2/3) or more of the officers, partners, directors, members, or others (depending on the legal structure of the entity) are registered/licensed architects and/or licensed professional engineers in any United States jurisdiction and are also voting stockholders of the entity.

At least one (1) of the stockholding officers, partners, directors, or members must be an architect registered in the State of Alabama, who has authority to contractually bind the entity and whose name and registration seal shall appear on all documents prepared under his or her responsible control.

3. Q: How do I update my firm officers, owners, etc.?

A: Please go to <https://licensing.boa.alabama.gov/landing> where you can enter or upload your new information using the Supervising Professional tab. It is recommended this be done within thirty (30) days of the change.

4. Q: How does a COA change their Responsible Architect?

A: Please go to <https://licensing.boa.alabama.gov/landing> where you can enter or upload your new information using the Supervising Professional tab. It is recommended this be done within thirty (30) days of the change.

5. Q: When do COA's expire?

A: The COA license cycle runs from May 1st through April 30, which is different from the license cycle for individual which runs from January 1 through December 31. Therefore, all COA's expire annually on April 30th regardless of issue date. COA Renewals open on April 1st of each year.

6. Q: Our COA has lapsed – what is required to reinstate?

A: Currently, COA's do not have a reinstatement form or fee. You can renew your COA through the Licensing Portal located at <https://licensing.boa.alabama.gov/landing>

7. Q: How do I login to the licensing portal to renew my COA?

A: If it's your first time logging in for the firm:

1. The responsible architect of the firm will need to login to the Licensing Portal at <https://licensing.boa.alabama.gov/landing> 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.*