

Important Notice - Alabama Architect Registration Renewal

Alabama Architect Registrations are scheduled to expire on **December 31, 2024**. Please read this renewal information entirely before attempting to renew your license. There are specifically three things you need to know:

1. New Licensing Portal

You will notice a different look to the licensing portal/renewal application this year due to transitioning to a new provider for database services.

Therefore, **the first time you go to the licensing portal, make sure you register first** (no prior passwords have been affiliated with your license file in this new system).

You will need your name, date of birth, and last four of your social security number (as it appears in your official BOA record) to create your account.

Once registered, then you can simply login anytime to renew or update your record.

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

Register in the licensing portal and renew your license at:

<https://www.onlineboa.org/login/>

(Google Chrome is the recommended browser)

2. 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, 2024, 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, 2025. If not renewed, a reinstatement application with CE documentation and reinstatement fee of \$460 would be required.

3. Continuing Education

Make sure you have obtained your twelve hours of HSW in the 2024 calendar year before you login to renew your registration (unless CE exempt*). The renewal application requires an attestation of completion of the required CE hours at the time of submitting your renewal. This is not a new requirement.

The system will randomly select 10% of renewals for CE Audit. The selection process is blind to staff and anyone renewing their license is eligible to be audited (even if randomly selected for audit in the prior year). Notification of audit will be sent to the licensee with specific instructions for submitting proof of CE for their renewal to be processed.

**CE Exempt – those renewing for the first time who have passed the ARE to obtain initial Alabama licensure.*

Troubleshooting - What to do if...

I'm having trouble logging into the new Licensing Portal.

Answer: Make sure to select, "Click here to Register" the first time you go to the licensing portal (rather, than selecting login first). You will receive a temporary password by text message and email. Then you will be able to login to the Licensing Portal and set your own password.

If following this step does not correct the issue, please send an email to licensing@boa.alabama.gov and include the specific technical issue you are experiencing so we can better assist in the resolution of the issue.

I'm in the Licensing Portal, but I don't see where I renew.

Answer: You will need to scroll down to the "License" Section. In this section you will see a "Renew" option (do not select, "Start Application" at the top – this is only for new applications and not renewals).

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

Answer: We recommend google chrome as your web browser or clearing your browsing history. Also, please double check the website address and make sure you are going to <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 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

Thank you for your timely attention to your license renewal and for your patience with the launch of the new licensing portal.