

## Important Notice - Alabama Architect Registration Renewal

As a follow up reminder, Alabama Architect Registrations are scheduled to expire on **December 31, 2025**. Please read this renewal information entirely before attempting to renew your license.

There are specifically three things you need to know:

### 1. Go to the Licensing Portal

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

(Google Chrome is the recommended browser)

Login with the username (email) and password to your Architect Registration account (not your COA account). If you have not been in the portal in a while, the system will have you reset your password to meet cybersecurity requirements.

Please allow emails from donotreply@inlumon.com

Password resets, renewal confirmation, receipt, and renewed certificate will be sent to your email address of record from this system generated email address.

### 2. Fees & Penalties

The renewal fee is \$135. All major forms of payment are accepted (a convenience fee of \$5.33 is paid to the online payment provider). If renewal is made after December 31, 2025, 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, 2026. 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 2025 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 Licensing Portal.

*Answer: Make sure you are using the username and password for your individual Architect Registration Portal rather than your COA account username and password; and allow emails*

from "[donotreply@inlumon.com](mailto:donotreply@inlumon.com)". You may need to try a different browser and/or device if there are firewall issues.

If following these steps do not correct the issue, please send an email to [licensing@boa.alabama.gov](mailto:licensing@boa.alabama.gov) and include your license number and 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 see a "License" Section in the top right of your licensing portal homepage. In this section you will see a "Renew" option (do not select, "Start Application" – 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](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 your license renewal.