



## ARCHITECT LICENSE RENEWAL APPLICATION

An architect renewing their license must: 1) complete ten (10) hours of continuing education coursework as required by Business and Professions Code(BPC) section [5600.05](#); and 2) complete and submit this renewal application with the appropriate renewal fee to the Board.

An Architect License Renewal Application may not be submitted to the Board more than 90 days prior to the license expiration date. A license renewed more than 30 days after its expiration is delinquent and a \$100 delinquency fee is required, plus any accrued and unpaid renewal fees.

A license that is not renewed within five years after its expiration date is nonrenewable. Individuals **may not** legally practice architecture in California without a current and valid license issued by the Board.

Official Board Use Only	
Receipt Number	Fee Paid
Date Paid	Renewal Date

### PERSONAL INFORMATION

LICENSE NUMBER:		EXPIRATION DATE:	
LAST NAME:		FIRST NAME:	
MIDDLE NAME:		SUFFIX:	
ADDRESS OF RECORD:			
CITY:		STATE/PROVINCE:	
ZIP/POSTAL CODE:		COUNTRY:	
DAYTIME PHONE:		EVENING PHONE:	
EMAIL:			

## BUSINESS ENTITY REPORTING

Architects are required by BPC section [5558](#) to notify the Board of the name and address of the business entity (individual, firm, corporation, or limited liability partnership) through which they provide architectural services.

The [Business Entity Report Form](#) is used to comply with this requirement and must be completed when an architect associates or disassociates with a business entity or no longer provide architecture services to the public.

## DISCIPLINARY/CONVICTION QUESTION

1. In the preceding renewal period, were you disciplined by a public agency or convicted of a crime in any U.S. or federal jurisdiction, military court, or other country, which involved a plea or verdict of guilty or a conviction following a plea of nolo contendere? **Yes** **No**

Check box "Yes" if, in the preceding renewal period, you have been disciplined by a public agency or convicted of a crime. "Conviction" includes a plea or verdict of guilty or a conviction following a plea of nolo contendere and any conviction that has been set aside or deferred pursuant to Penal Code sections [1000](#) or [1203.4](#), including infractions, misdemeanors, and felonies.

You do not need to report a conviction of an infraction with a fine of less than \$1000 unless the infraction involved alcohol or a controlled substance. You must, however, disclose any convictions in which you entered a plea or no contest and any convictions that were subsequently set aside or deferred pursuant to Penal Code sections 1000 or 1203.4. "License" includes permits, registrations, and certificates.

"Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation, reprimand, or any other restriction on a license held by you. Please explain details on a separate sheet of paper. Indicate the date and place of arrest, name of court, court case number, code section violated, brief explanation of the offense, and the sentence imposed; or if applicable, indicate the date and nature of disciplinary action, name, and location of public agency and the fine or sentence imposed. If convicted under another name, please indicate other names.

Check box "No" (G.) if, in the preceding renewal period, you have not been disciplined by a public agency and you have not been convicted of a crime.

## CONTINUING EDUCATION REQUIREMENT

Business and Professions Code (BPC) section 5600.05 requires California architects, as a condition of license renewal, to complete five (5) hours of continuing education (CE) coursework on disability access requirements and another five (5) hours of CE coursework on Zero Net Carbon Design prior to the license expiration. Architects who renew a delinquent license must complete the required CE coursework within the prior two years (24 months).

The Board does not have authority to approve or endorse course providers or courses. Coursework on either required subject is available online from a variety of sources. The Board may audit the records of licensees to verify completion of the required coursework. Licensees must maintain records of completion of the required coursework for two years from the date of renewal and make those records available to the Board upon request.

Do not submit your CE documentation with this renewal application. The Board will contact a licensee when they are selected for an audit. However, you (or your provider) may use our [online submission tool](#) to upload your CE documentation at any time.

Licensees who provide false or misleading information are subject to an administrative citation, which may include an administrative fine, or disciplinary action by the board.

I certify the mandatory continuing education coursework as specified in BPC 5600.05 shall be completed prior to the license expiration date or was completed within the prior two years, whichever is applicable to my license record at the time of renewal. **Yes** **No**

**FAMILY SUPPORT NONPAYMENT** - State agencies are prohibited from issuing or renewing the professional or vocational licenses of "support debtors" (those who are more than 30 days late in making periodic payments on a support arrearage, or in making periodic payments on a reimbursement for public assistance as set forth in a judgment or order for support). If the Board receives information that a licensee is noncompliant with an order for support, only a temporary 150-day license is issued. Upon compliance with the order for support, a license is issued for the remainder of the license term.

**WRITTEN CONTRACTS** - Architects are required to use a written contract when offering architectural services in California. See BPC section [5536.22](#), which is available on the Board's website, for full details of the contract requirements.

I certify and declare under penalty of perjury under the laws of the State of California that all my representations on this Architect License Renewal Application are true, correct, and contain no material omissions of fact to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date