



STATE BOARD OF ARCHITECTURAL EXAMINERS

Architect Registration Delinquent Renewal Application Instructions

For Renewal Applications Submitted January 1 – March 31
Registration Period: January 1 – December 31

9625 Fenway Avenue, Suite B, Baton Rouge, LA 70809-1592
(225) 925-4802 * bd@lsbae.com

The legislature has enacted laws which govern the practice of architecture in Louisiana. In accordance with those laws, the LSBAE has adopted rules to regulate the registration of individuals practicing architecture. Architects renewing their license must meet the annual continuing education requirements. For more information, see [Board Rule §1315](#).

Please make sure we have an email contact for you for questions related to this form.

Application Form must be typed (handwritten applications are not acceptable).

Section 1: REGISTRANT CONTACT INFORMATION

Please provide all requested contact information.

Section 2: FIRM REGISTRATION CONFIRMATION

This section must be completed. LA R.S. 37:158(A) requires firms practicing or offering to practice architecture in the state of Louisiana to be licensed by the Board prior to offering such services. Information regarding firm registration can be found [here](#).

Section 3: CONTINUING EDUCATION CERTIFICATION

This section must be completed, regardless of classification, state of residence, or first year status.

You must be able to certify that you have met the continuing education requirements of 12 CEH in HSW (or that you are exempt; otherwise you cannot renew your license).

NOTE: LSBAE conducts random continuing education audits of licensees at which time you must provide proof that you have satisfied our continuing education requirements. Failure at that time to provide proof of your hours may result in disciplinary action which may include fines and will include your being audited for CEHs for the next three years.

Section 4: MORAL CHARACTER DATA

This section must be completed. If you respond yes to any of the questions in this section, be sure to attach documentation to support your response or your application will not be considered complete.

Section 5: CERTIFICATION

Please certify that you have read the [Louisiana Architects Licensing Law and the LSBAE rules](#), and that your answers are true and correct.

SUBMITTING YOUR RENEWAL

If you renew your license online, *please be aware that we do not mail an updated certificate. **You must print your own renewal certificate.***

Please make sure your application is complete, the certification is checked affirmatively, the form is signed, and a check (made payable to LSBAE) is enclosed. If any of these are incomplete, the renewal will not be processed, and will be returned to you for corrections. Mail renewal and payment to LSBAE, 9625 Fenway, Suite B, Baton Rouge, LA, 70809-1592.

Please feel free to contact us at bd@lsbae.com if you have questions.

RENEWAL FEE:

In-State: \$75.00
Out-of-State: \$150.00

DELINQUENT FEE:

In-State: \$105.00
Out-of-State: \$180.00

TOTAL AMOUNT DUE: (U.S. FUNDS ONLY)

In-State: \$180.00
Out-of-State: \$330.00

FOR RENEWALS SUBMITTED JANUARY 1 – MARCH 31



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ENCLOSED CHECK # _____
FEE (U.S. FUNDS ONLY)
<input type="checkbox"/> \$180 – IN -STATE RENEWAL <input type="checkbox"/> \$5 - EMERITUS
<input type="checkbox"/> \$330 – OUT-OF-STATE RENEWAL

NCARB Certificate Number: _____

SECTION 1: REGISTRANT CONTACT INFORMATION

Full Legal Name: _____ Social Security Number: _____
 Name as You Would Like it to Appear on Your License _____
 E-Mail: _____ Date of Birth: _____
 Home Address: _____ City _____ State ____ Zip _____
 Phone: _____ Mobile: _____
 Preferred Mailing Address: Home Work

SECTION 2: FIRM REGISTRATION CONFIRMATION

LA R.S. 37:158(A) requires firms practicing or offering to practice architecture in the state of Louisiana to be licensed by the Board prior to offering such services. Information regarding firm registration can be found [here](#). If approved for licensure in Louisiana, I will be employed by:

Firm Name: _____ LA FIRM REG #: _____
 Firm Address: _____ City _____ State ____ Zip _____
 Phone: _____ Web: _____ Work E-Mail: _____
 This firm is not licensed in Louisiana.
 I am a Sole Proprietor and all architecture business is conducted through my personal name, not a business entity.
 Preferred E-Mail Address: Home Work

SECTION 3: CONTINUING EDUCATION CERTIFICATION (SUBJECT TO RANDOM AUDIT):

Compliance with the continuing education requirements of the LSBAE rules is a condition for renewing your registration, unless you are exempt. For exemptions, see [LSBAE rule §1315B](#). The LSBAE rules require a minimum of twelve (12) CEHs in health, safety and welfare (HSW) each calendar year (January — December). See LSBAE rule §1315.D.2.

I certify that I have completed the continuing education hours (CEH) required in LSBAE rule §1315.D OR that I am **exempt**. *IF CLAIMING EXEMPTION, PLEASE SELECT EXEMPTION CLAIMED:*
 New Registrant Emeritus Military Hardship

SECTION 4: MORAL CHARACTER DATA

Please read and answer this section CAREFULLY. If you answer "YES" to any of the Moral Character Data questions, please attach any formal documentation relevant to your affirmative response(s).

- Since your last renewal, has your professional license/registration been denied, suspended or revoked in any jurisdiction? YES NO
- Since your last renewal, have you surrendered or allowed your professional license/registration to lapse in any jurisdiction due to pending or threatened disciplinary action? YES NO
- Since your last renewal, have you been investigated, charged, arrested, convicted, found guilty or pleaded nolo contendere to any criminal offense (excluding non-criminal traffic infractions) or have you been party to any civil litigation alleging that you committed fraud or gross negligence in the practice of architecture? YES NO
- Since your last renewal, have you been investigated, charged, or disciplined, or are you currently under investigation by any governing or licensing board or by a state or federal agency? YES NO

SECTION 5: CERTIFICATION:

I certify that I have read the [Louisiana Architect Licensing Law](#) (La. R.S. 37:141 et seq.) and the [LSBAE rules](#), (LAC Title 46:I §101-2303) and I am qualified to practice architecture in the state of Louisiana. (The laws and rules may be viewed at www.lsbae.com). The information I have provided on this form is true and accurate to the best of my knowledge. YES NO

Signature _____ (required) Date _____ (required)

*Upon receipt of this application and the appropriate fee, the individual described herein will have their individual license renewed and will be authorized to practice architecture in the state of Louisiana, unless the application is disapproved. This authority will expire on **December 31st of the following year** unless it is renewed **prior** to that date. Failure to renew in a timely manner will result in fines and penalties.*

FOR RENEWALS SUBMITTED JANUARY 1 – MARCH 31