

STEPS TO PROPER REGISTRATION RENEWAL



The Architect Registration Renewal Notice is now a **"Screen Fillable" PDF form**. That means you can fill it out by typing the required information into the form's displayed fields on your keyboard. To find out which fields are required, simply check the box entitled, 'Highlight Required Fields' at the top of the renewal notice. Type the required information and print the forms. Sign and date where indicated and mail them to the Board office with your check.

If you prefer to download and print a blank Architect Registration Renewal Notice so that you can complete it by hand, you may do so. You can duplicate the Continuing Education Annual Report form if you have additional continuing education activities to report.

Most of the forms on this site are in Adobe Portable Document Format (PDF). **To download and print forms**, you need to get the FREE [Acrobat™ Reader](#) and install it on your computer. If you are unable to access these forms for any reason, you may request a paper copy from the Board office.

1. Type your name, firm name, address, city, state and zip code in the required fields.
2. Type your Alabama registration number in the required field.
3. Type your social security number in the required field. Failure to provide your SSN will delay processing of your renewal.
4. Type your telephone number (required) and e-mail address (not required).
5. Mark statements with an "x" on all that apply.
6. Answer all questions. These are required fields.
7. Type the continuing education hours you have earned during the period October 1, 2010 to September 30, 2011 (or through date of submittal) on the Continuing Education Annual Report Form. . **DO NOT ATTACH TRANSCRIPTS. NOTE: GRAND TOTAL OF ALL HOURS MUST EQUAL AT LEAST 12 AND MUST BE HEALTH, SAFETY AND WELFARE RELATED.** Please read attached Continuing Education Guidelines to distinguish between structured and self-directed continuing education hours. DO NOT ENCLOSE DOCUMENTATION for your continuing education hours. Keep the documentation in the event your report is audited.
8. Print the forms and sign and date form where indicated.
9. Return the completed forms and your check in the appropriate amount to the Board postmarked no later than September 30, 2011, to avoid the \$75 late penalty.
10. **ALL RENEWALS postmarked October 1, 2011 through December 31, 2011 MUST include the \$75 late penalty in addition to the applicable renewal fee. ALL REGISTRATIONS not renewed by 12/31/11 MUST be REINSTATED.**

CONTINUING EDUCATION

1. Twelve hours of health, safety, and welfare continuing education are required for registration renewal.
2. **EMERITUS ARCHITECTS:** If you are an Emeritus Architect, you are not required to complete the continuing education requirements. You must be on record with this Board (not AIA) as being an Emeritus Architect to receive this exemption. When completing the statement(s) on page one of the renewal form, please check off the exemption for “EMERITUS ARCHITECT.”
3. **FIRST-TIME REGISTRANTS:** If this is your first renewal period for your Alabama registration, you are exempt from the continuing education requirements for this reporting period. **If your Alabama registration number is 6844 or higher, this exemption applies to you.** When completing the statement(s) on page one of the renewal form, please check off the exemption for “FIRST-TIME REGISTRANT.”
4. **RESIDENTS OF ALASKA, ARKANSAS, IDAHO, IOWA, KANSAS, KENTUCKY, LOUISIANA, MASSACHUSETTS, MISSISSIPPI, MISSOURI, NEBRASKA, NEW MEXICO, NORTH CAROLINA, OHIO, OKLAHOMA, RHODE ISLAND, SOUTH CAROLINA, SOUTH DAKOTA, TENNESSEE, VERMONT, VIRGINIA, WEST VIRGINIA and WYOMING.** Since your RESIDENT STATE requires continuing education and accepts Alabama’s continuing education program as equal to theirs, you do not need to list your activities on our report form. When completing the statement(s) on page 1 of the renewal form, please check off the last statement, list your RESIDENT STATE and registration number, and attach a copy of the latest wallet card issued. **IF YOUR RESIDENT STATE DOES NOT ISSUE WALLET CARDS, PLEASE ATTACH A LETTER OF GOOD STANDING OR CERTIFICATE INDICATING GOOD STANDING.**
5. **PERSONAL HARDSHIPS:** Personal Hardship requests must be received in the Board Office by **September 1, 2011**. If you are granted a personal hardship exemption by this Board in writing, you are exempt from the continuing education requirements. When completing the statement(s) on page one of the renewal form, please check off the exemption for “PERSONAL HARDSHIP” and attach your letter from the Board approving the hardship.
6. **MILITARY:** If registrant is a civilian who serves on active duty in the Armed Forces of the United States for a period of time exceeding ninety (90) consecutive days during the annual reporting period, you are exempt from the continuing education requirements for this reporting period. (This does not include a career military person who is reassigned overseas, etc.) When completing the statement(s) on page one of the renewal form, please check off the exemption for “MILITARY” and attach your orders.

CONTINUING EDUCATION GUIDELINES

REQUIREMENTS:

Each Alabama registered architect shall complete a minimum of twelve (12) continuing education hours each fiscal year (10/1 to 9/30). Topics should include the study of relevant technical and professional architectural subjects related to safeguarding life, health, property, and promoting the public welfare. A minimum of eight (8) CEHs must be earned in a structured setting. A maximum of four (4) CEHs may be earned in a self-directed setting.

STRUCTURED CONTINUING EDUCATION (minimum 8 CEHs required) shall include the following:

1. Attending professional or technical presentations at meetings, conventions, or conferences.
2. Attending in-house programs sponsored by corporations or other organizations.
3. Successfully completing seminars, tutorials, short courses, on-line courses, correspondence courses, televised courses, or videotaped courses.
4. Successfully completing college or university sponsored courses.
5. Successfully completing courses that are awarded continuing education credits.

SELF-DIRECTED CONTINUING EDUCATION (maximum 4 CEHs allowed) shall include the following:

1. Reading books or magazine articles on HSW issues or topics.
2. Visiting architecturally significant sites with focus on HSW issues or topics.
3. Viewing video or presentations on HSW issues or topics.
4. Making professional or technical presentations at meetings, conventions, or conferences.
5. Teaching or instructing a qualified presentation (initial presentation only). Teaching credit shall not apply to full-time faculty at a college, university, or other educational institution.
6. Authoring published papers, articles, or books on HSW issues or topics.
7. Actively participating in a technical professional society or organization as an officer or committee member.
8. Participating in activities that contribute to the welfare of the community and are directly related to the practice of architecture (such as Habitat for Humanity, etc.).

COMPUTATION OF CREDIT:

Successfully completing one (1) hour professional development education (50 minutes contact time) shall be the equivalent of one (1) CEH.

The Board has final authority with respect to approval of courses, credits, and continuing education hours for courses and any other method of earning credit.

EXEMPTIONS:

A first-time new registrant by exam or reciprocity will be exempt for the first renewal period. **NOTE: This exemption does not apply on applications for reinstatement of registration.**

Registrant is an emeritus status architect on record with this Board (not AIA).

Registrant is a civilian who serves on active duty in the Armed Forces of the United States for a period of time exceeding ninety (90) consecutive days during the annual reporting period. (This does not include a career military person who is reassigned overseas, etc.)

Resident registrants of any other NCARB jurisdiction with either a mandatory or voluntary continuing education program provided that same jurisdiction accepts the Alabama continuing education requirement as satisfying their continuing education requirement, and the registrant certifies by affidavit and annual report that all requirements of that jurisdiction for current continuing education compliance and registration have been met. For continuing education purposes, the **address of record on file with the Board** will determine "residence." (Applies to Alaska, Arkansas, Idaho, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Mississippi, Missouri, Nebraska, New Mexico, North Carolina, Ohio, Oklahoma, Rhode Island, South Carolina, South Dakota, Tennessee, Vermont, Virginia, West Virginia and Wyoming residents only.) Registrant must attach to the annual report form a copy of the most recently-issued wallet card, letter of good standing, or certificate.

Personal hardship (considered on an individual basis). Requests must be received at the Board office **no later than September 1.**

REPORTING:

The Continuing Education Annual Report Form must be completed in full in order to process the registration renewal. The registrant must supply enough details on the form to permit verification, must sign and certify the Certification statement on the Continuing Education Annual Report Form, and submit it with the appropriate fee for renewal. **SIMPLY ATTACHING TRANSCRIPTS OR DOCUMENTATION IS NOT ACCEPTABLE. DO NOT SEND DOCUMENTATION.** A random audit of all annual reports will be conducted to ensure accuracy and compliance.

RECORDKEEPING:

The registrant is responsible for retaining proof of participation in continuing education activities. Supporting documents may include but are not limited to: (1) a log showing activity claimed, sponsoring organization, location, duration, etc.; (2) attendance certificates; (3) signed attendance receipts; (4) paid receipts; (5) sponsor's list of attendees (signed by a person in responsible charge of the activity).

Registrants who claim CEHs for self-directed activities must retain information which (1) accounts for the amount of time spent completing the activity; (2) summarizes the content of the activity; and (3) relates the activity to the health, safety, and welfare of the public.

These records must be retained for a period of one year. Copies must be furnished to the Board for audit purposes if requested.

DISALLOWANCES:

If continuing education credits are disallowed, the registrant shall have 60 calendar days after notification to substantiate the original claim or earn other continuing education credits to meet the minimum requirements.

NONCOMPLIANCE AND SANCTIONS:

Failure to fulfill the continuing education requirements and file a properly completed and signed annual report, shall result in non-renewal of the architect's certificate of registration.

Click [here](#) to access **Fillable Renewal Form**