



ARCHITECT LICENSE RENEWAL APPLICATION

In order to renew an architect license, a licensee must: 1) complete five hours of coursework on disability access requirements in the previous two years; 2) complete a Renewal Application; and 3) submit the Renewal Application with the appropriate renewal fee to the Board. A Renewal Application may not be submitted to the Board more than 90 days prior to license expiration. If the license is renewed more than 30 days after its expiration, 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 cancelled and cannot be renewed. Individuals **may not** legally practice architecture in California without a current and valid license issued by the Board.

1. Personal Information

LICENSE NUMBER: C -	EXPIRATION DATE:	
LAST NAME:	FIRST NAME:	
MIDDLE NAME:	SUFFIX:	
ADDRESS OF RECORD:		
CITY:	STATE/PROVINCE:	ZIP/POSTAL CODE:
COUNTRY:	EMAIL (OPTIONAL):	
HOME PHONE:	WORK PHONE:	

2. Continuing Education and Disciplinary/Conviction Information

Please read additional information and instructions on **REVERSE** side of application **BEFORE** answering.

(A) In the previous two years, have you completed five hours of coursework on disability access requirements per Business and Professions Code section 5600.05?

*By checking "**NO**," renewal requirements have not been fulfilled. YES NO*

(B) In the preceding renewal period, have you been disciplined by a public agency or have you been convicted of a crime in any state, the U.S.A. and its territories, 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

PRIOR TO SIGNING THIS RENEWAL APPLICATION, REVIEW ALL INFORMATION. I certify and declare under penalty of perjury under the laws of the State of California that all of my representations on this Renewal Application are true, correct, and contain no material omissions of fact to the best of my knowledge and belief.

Signature

Date

ARCHITECT LICENSE RENEWAL APPLICATION

3. Additional Information

Coursework and Audit Requirements

Business and Professions Code (BPC) section 5600.05 requires California architects to complete five hours of coursework on disability access requirements in the previous two years as a condition of license renewal. The coursework must include information and practical guidance concerning the requirements imposed by the Americans with Disabilities Act of 1990 (Public Law 101-336; 42 U.S.C. Sec. 12101 et seq.), state laws that govern access to public facilities, and federal and state regulations adopted pursuant to those laws. The coursework must also be presented by trainers or educators with knowledge and experience in disability access requirements. The Board does not have authority to approve or endorse course providers or courses. Coursework on disability access requirements is available online and from a variety of sources (see partial list below). Be sure to select a course/trainer/educator that meets the requirements of BPC section 5600.05(a)(3).

[California Building Officials](#)
(916) 457-1103

[The American Institute of Architects, California Council \(chapters\)](#)
(916) 448-9082

[Division of the State Architect](#)
(916) 445-8100

Local Building Departments

Pursuant to BPC section 5600.05(b), the Board may audit the records of a percentage of licensees to verify completion of the 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. The records must include all of the following information: course title, subjects covered, name of provider and trainer or educator, date of completion, number of hours completed, and a statement about the trainer or educator's knowledge and experience background.

If a licensee is subject to an audit, a letter will be sent by the Board to the licensee's address of record requesting the required documentation. Do not submit the documentation with the Renewal Application. LICENSEES WHO PROVIDE FALSE OR MISLEADING INFORMATION ARE SUBJECT TO AN ADMINISTRATIVE CITATION, WHICH MAY INCLUDE AN ADMINISTRATIVE FINE PURSUANT TO BPC SECTIONS 125.9 AND 5600.05(a)(1) OR DISCIPLINARY ACTION BY THE BOARD.

Instructions on How to Answer Question 2(B) on Renewal Application (Disciplinary/Conviction)

(A) **Check "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 section 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 \$1,000 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 and attach. 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 the disciplinary action, name and location of public agency, and the fine or sentence imposed. If convicted under another name, please indicate other name(s).

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