

Architect Active Renewal Form

Status Change to Active: See the web site at <http://www.tbae.state.tx.us/Registrants/ChangeofStatus> for status change forms. You MAY NOT change your status by submitting this renewal form and it will delay your application to change to active status.

Registered in more than one profession: Please complete a separate renewal form for each profession. You may combine and pay the fees for both renewals on the same check. Pay the appropriate fee for your current registration status.

Pay the appropriate amount for each year's renewal fee:

If Payment is Received:	Resident Fee (TX Address)	Non-Resident Fee
Prior to expiration date	\$105.00 + \$3.00 AREFAF = \$108.00	\$200
1 – 90 days late	\$157.50 + \$3.00 AREFAF = \$160.50	\$300
91 days – 2 years late	\$210.00 + \$3.00 AREFAF = \$213.00	\$400
More than 2 years late	Cancelled by Operation of Law	

INCOMPLETE FORMS WILL BE RETURNED

Both questions below must be answered and signed, and the requested information provided, or your payment will be returned, your registration will not be renewed, and late payment penalties will apply.

1. Continuing Education	
By checking the box at right, I certify that I am in compliance with the continuing education requirements for the current period as required by the Rules and Regulations of the Board. (Please see the next page for more information.)	<input type="checkbox"/> Continuing Education Complete
2. Criminal Convictions ----- REQUIRED	
Have you been convicted of any crime, other than a minor traffic violation, that you have not reported to the Board?	<input type="checkbox"/> No criminal conviction <input type="checkbox"/> Yes : Date of Conviction _____
3. Signature ----- REQUIRED	
I testify with my signature, under risk of sanction, that the information I have provided the Board is accurate. Additional documentation will be provided, if requested. Note: Providing false information to the Board is a direct violation of the Board Rules and is subject to enforcement action.	_____ Signature
Payment Enclosed: \$ _____	Expiration Date: _____
for Registration Number: _____	
Name (please print) _____	E-mail _____
Mailing address: _____	Phone _____
City/State/Zip : _____	Date _____
Check Box if new <input type="checkbox"/>	

Renewal Information and Instructions

Renewal Requirements - If you do not renew your registration on or before the expiration date, you may not practice until your registration is brought into a current status. In accordance with the Texas Occupations Code, Subtitle B, Subchapters 1051, 1052 & 1053, a person whose registration has been expired for 1-90 days may renew the registration by paying to the Board a fee that is equal to 1½ times the renewal fee. A person whose registration has been expired for 91 to 365 days may renew by paying to the Board a fee that is equal to two times the renewal fee. Renewal and late fees accrue for each year. If your registration remains expired for two years or longer, you will not be able to renew it. You will be required to file a new application and comply with the current licensure rules, including re-examination. Renewal notices are sent to your current e-mail address of record. You are responsible for notifying the Board of each e-mail or mailing address change as it occurs, and failure to notify the Board of your address change is a violation of Board rules.

Continuing Education Program Hours (CEPH): Twelve CEPH related to the health, safety, and welfare of the public, including 1 hour related to barrier-free design and 1 hour related to sustainable or energy-efficient design, are required for renewal. You must check the box on the front of this form to certify that you have met the CEPH requirements for renewal. **New Registrants: you are exempt for the calendar year in which you were registered, and you may answer that your continuing education is complete for that calendar year. Please refer to your registration letter if you have any questions.** Do not submit your CEPH documentation at this time. If your registration is audited, you will need to provide the necessary supporting documentation to the Board. You are required to maintain your CEPH documentation for 5 years. For further information, please see Rule 1.69, 3.69 or 5.79 of the Board Rules. You can access the statute and rules, and find other information at www.tbae.state.tx.us. Inactive and Emeritus registrants must complete all continuing education for each year on inactive or emeritus status before returning to active status. Please see Rule 1.68, 3.68 or 5.78.

Student Loan Default is Grounds for Nonrenewal of Professional Registration - A licensing agency shall not renew the registration of a registrant whose name is on the list provided by Texas Guaranteed Student Loan Corporation (TGSLC) unless the renewal is the first renewal following the agency's receipt of the list including the registrant's name among those in default, or prior arrangements have been made with the loan corporation. A written notice issued by TGSLC is required in order to reinstate registration.

Child Support Default is Grounds for Nonrenewal of Professional Registration - If the Board receives official notice from the Office of the Attorney General (OAG) that a registrant has failed to pay court ordered child support, the Board is prohibited from renewing the registration. Notice that the default has been cleared must be sent from the OAG to TBAE before the registrant may renew his/her registration.

AREFAF If you are a Active or InActive in-state resident, an additional \$3 surcharge will appear on your renewal fee starting January 1, 2017. This is due to a recent Board decision to reinstate the charge in order to replenish the rapidly depleting ARE Financial Assistance Fund (sometimes known as the ARE "scholarship" or AREFAF), which is required by statute.

For additional information and updates regarding these requirements, please refer to our Web site at www.tbae.state.tx.us, or contact our office at customerservice@tbae.state.tx.us.