Active Renewal Form
Landscape Architect & Registered Interior Designers

Status Change to Active: See the web site at http://www.tbae.texas.gov/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:

<table>
<thead>
<tr>
<th>If Payment is Received:</th>
<th>Resident Fee (TX Address)</th>
<th>Non-Resident Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to expiration date</td>
<td>$105</td>
<td>$200</td>
</tr>
<tr>
<td>1 – 90 days late</td>
<td>$157.50</td>
<td>$300</td>
</tr>
<tr>
<td>91 days – 2 years late</td>
<td>$210</td>
<td>$400</td>
</tr>
<tr>
<td>More than 2 years late</td>
<td>Cancelled by Operation of Law</td>
<td></td>
</tr>
</tbody>
</table>

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.)

☐ Continuing Education Complete

2. Criminal Convictions
Have you been convicted of any crime, other than a minor traffic violation, that you have not reported to the Board?

☐ No criminal conviction
☐ Yes: Date of Conviction

3. Signature
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

Expiration

Payment Enclosed: $___________ for Registration Number: _____________ Date: _____________

Please indicate profession: ☐ Landscape Architect ☐ Interior Designer (check only one)

Name (please print) ____________________________ E-mail ____________________________

Mailing address: ____________________________ Phone ____________________________

City/State/Zip: ____________________________ Date ____________________________

Make Checks Payable and Mail to: TBAE, P.O. Box 12337, Austin, TX 78711
**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.

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