



# Ohio Board of Examiners of Architects

77 South High Street, 16th Floor  
Columbus, Ohio  
43215-6108

Phone (614) 466-2316  
Fax (614) 644-9048  
www.arc.ohio.gov

## APPLICATION FOR ARCHITECT LICENSE RENEWAL

License No. \_\_\_\_\_

License Expires: **December 31, 2007**

Date Renewal Mailed \_\_\_\_\_

Your Check No. \_\_\_\_\_

The 2007-2009 renewal fee for the Ohio license to practice Architecture is now due. To remain active, the \$125.00 renewal fee must be paid no later than December 31, 2007. For applications postmarked or received after December 31, 2007, the fee increases to \$137.50, which includes a late fee of \$12.50. Ohio licenses are active for two years; these renewals are valid January 1, 2008, through December 31, 2009.

### Continuing Education Requirement

To renew the license, every architect must have earned a minimum of 24 Continuing Education (CE) contact hours between January 1, 2006 and December 31, 2007. The Board will conduct audits and request proof of completion. Failure to complete the requirement can result in sanctions, including fines, suspension, license revocation, and/or other penalties. A list of guidelines and acceptable activities is online at [www.arc.ohio.gov](http://www.arc.ohio.gov). DO NOT submit proof of completion unless a notice of audit is received.

### Renew Online or by Mail

To renew online and pay by credit card, go to <https://license.ohio.gov> and select "License Renewal". To access the system enter the user ID and Password found below. Keep this information in a secure location and do not share the User ID or Password with anyone.

**Your user ID is:** \_\_\_\_\_

**Your password is:** \_\_\_\_\_

If mailing the renewal, return the bottom portion of this form in the enclosed envelope. Be sure to keep a copy for your records. Include the appropriate fee (\$125 or \$137.50) by check or money order, U.S. funds only, payable to:

**"Richard Cordray, Treasurer, State of Ohio"**

**DETACH HERE AND RETAIN THE UPPER PORTION FOR YOUR RECORDS.**

### OHIO BOARD OF EXAMINERS ARCHITECTS

**Complete only for a change of mailing address.**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Telephone and e-mail are required.**

Daytime Telephone: (      )      --

E-mail Address: \_\_\_\_\_

Signature

Date

**Signature required:** By signing this document, the licensee affirms all questions have been answered truthfully, and no information has been withheld that might affect the application. Failure to respond truthfully can result in board sanctions, including fines, suspension, revocation, and/or other penalties.

**YOU MUST ANSWER ALL OF THE QUESTIONS ON THE REVERSE SIDE OF THIS DOCUMENT.**

For Board use only.

Date Received

Check No.

**YOU MUST ANSWER ALL OF THESE QUESTIONS: If you answer "Yes" to any of the questions numbered 1 through 5, you may not renew online and you must attach an explanation for each "Yes" answer on a separate sheet of paper.**

1.  YES  NO Has your professional or occupational registration been denied, suspended or revoked in any jurisdiction?
2.  YES  NO Have you surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to pending or threatened disciplinary action?
3.  YES  NO Have you been found by any court to have violated the architectural registration laws or professional/occupational license laws of any jurisdiction?
4.  YES  NO Have you or your firm been the subject of disciplinary action by a professional or occupational registration board? Disciplinary action may include, but is not limited to: reprimands, fines, probation, suspension, revocation, cease and desist orders, or other action relating to the practice or registration of architects, including consent orders, settlement agreements, stipulations or the like.
5.  YES  NO Have you been convicted of any crime (other than a traffic violation)?
6.  YES  NO Are you aware of the firm registration requirements as listed in Ohio Revised Code section 4703.18(H-L)?
7.  YES  NO I have completed the Continuing Education requirement, or, as a reciprocal license holder, have met the continuing education requirements of my base state, providing it accepts satisfaction of Ohio's requirements as meeting its own.  
***Do not submit proof of completion unless notified of an audit!***

**Request for exemption from the Continuing Education Requirement:**

- I wish to request exemption from the Continuing Education requirement for the reason checked below and have attached supporting documentation. You will be notified if the request is approved.
- Active duty in the military, which restricts participation in continuing education activities.
  - Physical disability, illness, or other extenuating circumstance preventing the architect from practicing architecture.