

## Active Status Renewal Form

**Important:** If you are 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. **You MAY NOT change your status by submitting this form. See the web site for status change forms.**

**Pay the appropriate fee for your current registration status:**

If payment is received:	Resident Fee (TX Address)	Non-Resident Fee
Prior to expiration date	\$305	\$400
1 – 90 days late	\$457.50	\$600
91 days – 2 years late	\$610	\$800
<b>More than 2 years late</b>	<b>Cancelled (nonrenewable)</b>	

**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-----REQUIRED FOR ACTIVE STATUS**

By checking the box at right, I certify that I am in compliance with the continuing education requirements for the current registration 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 ----- REQUIRED**

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 ----- 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: \$ \_\_\_\_\_ for Registration Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_**

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

**Name (please print) \_\_\_\_\_ E-mail \_\_\_\_\_**

**Mailing address: \_\_\_\_\_ Phone \_\_\_\_\_**

**Important! Please check here if this is a new address. (All correspondence will be mailed to this address)**

**City/State/Zip : \_\_\_\_\_ Date \_\_\_\_\_**

**INCOMPLETE FORMS WILL BE RETURNED**

## Renewal Information and Instructions

For additional information and updates regarding these requirements, please refer to our Web site at [www.tbae.state.tx.us](http://www.tbae.state.tx.us), or contact our office at 512/305-9000 or Fax 512/305-8900.

**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 renewal fee that is equal to 1-1/2 times the normally required fee. A person whose registration has been expired for 91 days to 2 years may renew by paying to the Board a renewal fee that is equal to two times the normally required fee. If your registration remains expired for 2 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 mailed to your current address of record. You are responsible for notifying the Board of each address change as it occurs, and failure to notify the Board of your mailing address change is a violation of Board rules.

**Continuing Education Program Hours (CEPH)**: Eight CEPH related to health, safety, and welfare, including 1 related to barrier free design and 1 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. 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 will need to maintain your CEPH documentation for 5 years. For further information on this requirement or the type of training that meets this requirement, 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](http://www.tbae.state.tx.us). Inactive and Emeritus registrants must complete all continuing education for each year they were on inactive or emeritus status before returning to active status. Please see Rule 1.68, 3.68 or 5.78.

**Annual Business Registration-** Effective 9-19-06, Board rules 1.154, 3.124 and 5.134 require that a principal for a firm that offers or provides architectural, landscape architectural or interior design services must annually register information regarding the firm or business entity with the Board. An architect, landscape architect or interior designer or a principal of an architectural, landscape architectural or interior design firm who enters into an agreement to create a business association with a non registrant pursuant to sections 1.122, 3.124 or 5.132 shall annually register the association with the Board. Registration forms as well as complete text of these rules may be downloaded at [www.tbae.state.tx.us](http://www.tbae.state.tx.us).

**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 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 the loan corporation is required in order to reinstate registration.

**Child Support Default is Grounds for Nonrenewal of Professional Registration** – If the Board receives official notice that a registrant has failed to pay court ordered child support, the Board may be prohibited from renewing the registration.