

*Individual Registration Renewal for July 1, 2016 through June 30, 2018*

**NAME AND MAILING ADDRESS:**

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

Registration Number: \_\_\_\_\_ Preferred Address for Correspondence:  Business  Residence

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Residence Phone: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

**FELONY/DISCIPLINE INFORMATION** (attach documentation of questions answered as "yes"):

**Since your last renewal:**

1. Have you been convicted of a felony criminal offense?  Yes  No
2. Are there any felony criminal charges now pending against you?  Yes  No
3. Have you had disciplinary action of any type or been denied licensure/registration by any state board, including Iowa, or similar licensing body, in any governmental agency or jurisdiction?  Yes  No
4. Are there any architectural or other professional license investigations/disciplinary actions currently pending against you in any state, including Iowa?  Yes  No

**AFFIDAVIT:** With my signature, I hereby affirm/attest that the information provided on this application is true and correct to the best of my knowledge and belief. All education reported has been completed prior to the date of this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STATUS / FEE:**

**Applications postmarked on or before June 30, 2016:**

Active: \$200  Inactive: \$100 (See Instructions and sign affidavit below)  Retired: \$0 (See Instructions and sign affidavit below)

**Applications postmarked on July 1 through July 30, 2016:**

Active: \$225  Inactive: \$125 (See Instructions and sign affidavit below)  Retired: \$0 (See Instructions and sign affidavit below)

**INACTIVE or RETIRED STATUS AFFIDAVIT:** I am renewing to an inactive or retired status. I affirm that I will not engage in any of the practices in Iowa that are listed in Iowa Code section 544A.16, without first complying with all rules governing reinstatement to active status.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: You must furnish your Social Security number on page 3 of this form for your renewal to process.**



**INSTRUCTIONS:**

Be sure to complete the application in its entirety. Incomplete applications may be returned to you unprocessed. You must renew your registration by June 30, 2016. Registrants who fail to renew by the expiration date are not authorized to practice architecture in Iowa until reinstated as provided in Rule 193B-2.6(544A,17A). Practicing on a lapsed registration could result in disciplinary action.

If registered for less than 12 months, you are not required to report **continuing education**. If registered for more than 12 months but less than 24 months, you must report at least 12 public protection subject hours. If registered for 24 or more months, you must report 24 public protection subject hours. You may submit a copy of your AIA transcript if it covers the period July 1, 2014 thru June 30, 2016. Complete the summary section of this form. To request an exemption for working overseas or active military service, submit a letter of explanation and formal documentation that includes exact dates and location of service. In hardship situations, explain the circumstances and provide supporting documentation.

**Inactive registration** is available to a certificate holder residing within or outside Iowa who is not engaged in Iowa in any practice for which a certificate of registration as an architect is required. While inactive, a person shall not use the title "architect" or any other title that might imply that the person is offering services as an architect. Continuing education is not required, and the renewal fee is \$100. Reinstatement from inactive status to active status is available during the period of registration by paying current active registration fees and submitting evidence of completion of 24 public protection subject hours of continuing education.

**Retired registration** is available to a person who does not reasonably expect to return to the workforce in any capacity for which a certificate registration is required due to bona fide retirement or disability. The title "architect retired" may be used in the context of non-income-producing personal activities. Continuing education is not required. Reinstatement from retired status to active status is available during the period of registration by paying current active registration fees and submitting evidence of completion of 24 public protection subject hours of continuing education.

Please return the form with a check made payable to "State of Iowa" or complete the credit card payment section of the form and mail it to: Iowa Architectural Examining Board; 200 E. Grand, Suite 350, Des Moines, IA 50309. You may renew online using our secure website in lieu of mailing your renewal form – address is [www.plb.iowa.gov](http://www.plb.iowa.gov). The site operates 24 hours a day, 7 days a week, and requires payment by Discover, MasterCard or Visa. You will not need to submit a transcript or continuing education report, but will simply report total hours taken during the reporting period.

IDENTIFICATION AND PAYMENT INFORMATION REQUIRED FOR PROCESSING   THIS PAGE WILL NOT BE ADDED TO FILE OR PART OF PUBLIC RECORD	
<input type="checkbox"/> <b>Check</b>	Payment Amount \$ _____
<input type="checkbox"/> <b>VISA, MASTERCARD or DISCOVER (Circle One)</b>	
Card Number _____ - _____ - _____ - _____	Expiration (Month/Year) ____/____
Name of Cardholder _____	
Signature of Cardholder _____	Phone Number (____) _____ - _____ ext _____
<b>Personal E-mail Address:</b> _____	
<b>Business E-mail Address:</b> _____	
<b>Date of Birth</b> ____/____/____	
<b>Social Security Number of Licensee:</b> _____ - _____ - _____	
<i><b>Privacy Act Notice:</b> Disclosure of your Social Security Number on this license application is required by 42 U.S.C. § 666(a)(13), Iowa Code §§ 261.126(1), 252D.8(1), 272J.8(1) and 193 IAC 4.4. The number will be used in connection with the collection of child support obligations, college student loan obligations, and debts owed to the state of Iowa, and as an internal means to accurately identify licensees, and may also be shared with taxing authorities as allowed bylaw including Iowa Code § 421.18.</i>	