

Iowa Architectural Examining Board 2019 Renewal Information
Individual Registration Renewal for biennium July 1, 2019 through June 30, 2021

Cost

	<u>On or before June 30, 2019</u>	<u>July 1 – 30, 2019</u>
Active	\$200	\$225
Inactive	\$100	\$125
Retired	No Fee	No fee

Continuing Education Requirements

Active Status

- Registered for less than 12 months: No continuing education required.
- Registered more than 12 months but less than 24 months: At least 12 hours of public protection (HSW) hours
- Registered for 24 months or more: At least 24 public protection (HSW) hours

All classes must be completed between July 1, 2017 and June 30, 2019 (or the date of renewal, whichever is sooner.)

Inactive and Retired

No CE required

Frequently Asked Questions

When do the 24 hours of HSW continuing education need to be completed?

The 24 HSW hours must be completed between July 1, 2017 and June 30, 2019 (or the date of renewal, whichever is sooner).

What are the ways to provide CEU?

- Attest to the number of hours.
- Manually input each course and upload certificate
- Upload AIA transcript
- Out of state affidavit for non-residents of Iowa who have a mandatory continuing education requirement

I don't have 24 hours of HSW continuing education. What are my options?

Option 1: You must renew by 11:59 p.m. on June 30, 2019. If you are able, continue to take HSW CE courses and renew by the deadline.

Option 2: Renew in inactive status. You may not practice architecture (as listed in Iowa Code section 544A.16) while inactive; however, you can take the required classes and then apply to change to active status.

Option 3: Petition the board for additional time to take classes. You must complete the “General - Petition for Waiver from Administrative Rules” application online and submit for review prior to June 30th.

Please be advised that if you renew and do not have 24 hours of HSW continuing education, you may face disciplinary action, including public discipline, a civil penalty between \$50 and \$250, and additional continuing education hours equal to double the deficiency in addition to the required hours.

How do I request an exemption from the CEU requirement?

To request an exemption from these requirements (for situations such as working overseas, active military service, or hardship situations) please complete the “General - Petition for Waiver from Administrative Rules” application online and submit for review prior to June 30th.

What is an inactive license?

Inactive licensure is available to a certificate holder residing within or outside Iowa who is not engaged in Iowa in any practice for which licensure 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.

What is a retired status?

Retired licensure is available to a person who does not reasonably expect to return to the workforce in any capacity for which a license is required due to a bona fide retirement or disability. The title "architect" may be used in the context of non-income-producing personal activities. Continuing education is not required.

I am retired. Do I need to renew?

Those architects who wish to be in retired status need to renew as retired for the first biennial after being in active or inactive status. After that, retired architects do not need to renew again.

Registration Instructions:

1. Go to: https://iowaplb.force.com/IPLB_login.
2. Click “New User?” at the bottom of the screen.
3. Enter your first name, last name, email address (username will prepopulate and will be your email address) and primary phone number. Click Submit.
4. You will see a registration confirmation that will take you back to the login screen. IGNORE THIS.
5. Pull up your email and find the email from the State (State of Iowa PLB Self Service). **NOTE:** It may go into your SPAM folder. If you do not receive the email, and you are using a company email, your employer may have it blocked. You will need to contact either your IT Department or the Architectural Examining Board staff.
6. Click on the large link inside the email to complete the registration process.
7. Click “Next” on the login instructions.
8. Verify your full legal name, update as you see fit, and click “Next.”
9. Verify your name is correct. Click “Next.”
10. Create a new password. **NOTE:** It must be at least 10 characters long and have a mix of letters and numbers.

11. You will be taken to “My Iowa PLB Home.” You will see five (5) menu options on the left side of the screen. Click on “Find My Existing License.”
12. On the disclosure notice page, click “Next.”
13. Enter your social security number and click “Next.” **NOTE:** It must be in this format: XXX-XX-XXXX.
14. It will ask you to verify your social security number. Click “Next.”
15. On the Licensing Board drop down menu, select “Architectural Examining Board.”
16. In the License Number Field, enter your architect license number and click “Next.” (OXXXX)
17. Click on the dropdown for “Select License.” Click on your license number. Click “Next.”
18. On the verification page, ensure the “Continue” button is marked and click “Next.”
19. A message will appear stating it could take fifteen (15) min to three (3) business days to link your license. Click “Finish.”
20. You will be taken to your contact information page. Click on the “My Iowa PLB-Home” text in the upper left screen.

From the My Iowa PLB-Home screen you will be able to submit applications, update your contact information, change your password, and other functions. All your applications will be displayed under the “My Applications” header.

To Renew Your License

1. On the MY Iowa PLB – Home screen, click on your license number listed under the “My Licenses” section.
2. Click on “Begin Application Process.”
3. Verify your name and contact information. If it is correct, click “Next.” If you need to edit the information, click on “Yes” and follow the prompts to edit.
4. Answer the Veteran Status question – please note that for the purposes of renewal, Veteran Status does exempt you from renewing or continuing education requirements.
5. Verify your residential address. If it is correct, click “Next.” If you need to edit the information, click on “Yes” and follow the prompts to edit.
6. Specify your gender or select “Do not wish to specify.” Click “Next.”
7. Specify your ethnic or select “Do not wish to specify.” Click “Next.”
8. Select Architectural Examining Board from the drop down. Click “Next.”
9. Select Architect License Renewal. Click “Next.”
10. Select your license. Click “Next.”
11. On the You are About to Create the Following Application, Click “Continue” then click “Next.”
12. Click “Finish”
13. Click on “Complete Checklist” and answer the questions. Once you have them completed, you will return to the application page. If you have submissions, click on Upload submissions. Once you are done, click on “Submit for Review.”
14. Pay fees.
15. Your license card will be emailed to you.