

**SOUTH CAROLINA DEPARTMENT OF LABOR LICENSING & REGULATION**  
**Board of Architectural Examiners**  
**Office of Licensure & Compliance**  
**Post Office Box 12517, Columbia, SC 29211-2517**  
**Synergy Business Park, Kingstree Building, 110 Centerview Drive (29210)**  
**Phone: (803) 896-4501**

**INDIVIDUAL ARCHITECT RENEWAL – 2009-2011**

**NAME AND MAILING ADDRESS**

**REGISTRATION NO.**

(Please include your full name, registration number, e-mail and complete mailing address)

E-Mail:

Phone:

Fax:

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**RENEWAL FEES FOR ARCHITECTS (Make check payable to LLR – Architectural Board)**

**Renewal Fees**                      **\$130**

**Late Penalties**                      **Renewed July 1, 2009 or after, total fee is \$180 (late fee applies)**

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**CONTINUING EDUCATION**

1.        **CONTINUING EDUCATION:** Twelve hours of continuing education are required for registration renewal. All 12 CE hours must include the study of relevant technical and professional architectural subjects related to safeguarding life, health, property, and promoting the public welfare (HSW). This reporting period is from July 1, 2008 through June 30, 2009. However, continuing education activities completed after July 1, 2007, which were not used for last year's renewal, will also be accepted. **NOTE: YOU MUST HAVE COMPLETED THE REQUIRED 12 HOURS OF CONTINUING EDUCATION PRIOR TO SIGNING AND SUBMITTING THIS RENEWAL FORM.**
2.        **FIRST-TIME REGISTRANTS:** If this is the first renewal period for your South Carolina registration, you are exempt from the continuing education requirements for this reporting period. **If your South Carolina registration number is 7791 or higher, this exemption applies to you.** When completing the CERTIFICATION statement on the back of this form, please check off the exemption for "FIRST-TIME REGISTRANT."
3.        **OUT-OF-STATE REGISTRANTS:** If you are currently licensed in another state that requires continuing education for license renewal and have completed the requirements in that state, you may check off the exemption for "OUT-OF-STATE REGISTRANT" when completing the CERTIFICATION statement on the back of this form.
4.        **CIVILIANS ON ACTIVE DUTY:** If you are a civilian and you have served on active duty in the Armed Forces of the United States for more than ninety consecutive days since July 1, 2008, please check off the exemption for "CIVILIAN" when completing the CERTIFICATION statement on the back of this form.
5.        **PERSONAL HARDSHIPS:** Personal hardship requests are considered on an individual basis and must be received by June 1, 2009. If you have already been granted a personal hardship exemption by this Board in writing, you are exempt from the continuing education requirements. When completing the CERTIFICATION statement on the back of this form, please check off the exemption for "PERSONAL HARDSHIP" and attach your letter from the Board approving the hardship.

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**INSTRUCTIONS FOR COMPLETING RENEWAL FORM BY MAIL**

- For mail-in renewals, please write your license number on your check, answer all RENEWAL questions, check one of the CERTIFICATION statements and submit the appropriate fee (make check payable to LLR-Architectural Board). Make any address changes directly on the form. **Incomplete applications will be returned.**
- Applications POSTMARKED by June 30, 2009, will be processed as timely renewals. Renewals postmarked AFTER June 30, 2009, will be considered late and will be subject to late fees.

## RENEWAL QUESTIONS

If you wish to renew your license, please answer the following questions. If your answer to any of the questions is yes, please explain on a supplemental sheet. Applications will be returned if questions are not answered.

1. Since January 1, 2008, has your professional or occupational registration/license been denied, suspended or revoked in any jurisdiction?  Yes  No
2. Since January 1, 2008, have you surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to pending or threatened disciplinary action?  Yes  No
3. Since January 1, 2008, have you been found by any court to have violated the architectural registration laws or the professional/occupational laws of any jurisdiction? (If yes, provide dates and details including results of any appeals, if not previously provided to this board.)  Yes  No
4. Since January 1, 2008, have you or your firm been the subject of disciplinary action by a professional or occupational registration Board? Disciplinary action includes, but is not limited to, any reprimand, fine, probation, suspension, revocation, cease and desist order, or other action relating to the practice or registration of architects, engineers, landscape architects, or interior designers, including consent orders, settlement agreements, stipulations or the like. (If yes, provide dates and details including results of any appeals, if not previously provided to this board.)  Yes  No
5. Since January 1, 2008, have you been convicted of a crime (other than traffic violation)?  Yes  No

## CERTIFICATION STATEMENTS – Answer ONE of the following

1. I have completed the required 12 hours of continuing education in topics related to health, safety and welfare (HSW). This reporting period is from July 1, 2008 through June 30, 2009. However, continuing education activities completed after July 1, 2007 which were not used for last year's renewal, will also be accepted. (**DO NOT** include any documentation of your continuing education hours; keep the documentation in the event your report is audited.)  
**NOTE: YOU MUST HAVE COMPLETED THE REQUIRED 12 HOURS OF CONTINUING EDUCATION PRIOR TO SIGNING AND SUBMITTING THIS RENEWAL FORM.**  
 Yes  No
2. I am exempt from continuing education requirements for the following reason:  
 First-Time Registrant. (My registration number is 7791 or higher)  
 Out-of-State Registrant. I certify that I have completed continuing education in \_\_\_\_\_ (State), license number \_\_\_\_\_  
 Civilian on Active Duty. I certify that I served on active duty in the Armed Forces of the United States for more than ninety consecutive days since July 1, 2008.  
 Personal Hardship (Approval attached)

Original Signature

Date