

Delinquent and Revoked License Notification Policy

INDIVIDUALS

Per 21 NCAC 02 .0213 each year the Board shall send notice of renewal to architects no less than 30 days prior to June 30. The Board has previously adopted a policy to send notice of renewal on May 15th each year. On July 1, licenses that are not renewed shall expire and are placed on delinquent status. Unless renewed, a license will remain on delinquent status until June 30 of the following year. At that time, the license will be revoked for failure to renew.

As a courtesy, the Board has adopted the following policy on reminder notifications.

On or about the last Friday in June each year, the Board will email a **second notice** to individuals who have not yet renewed their license.

On or about the last Friday in July each year, the Board will email a **third notice** to individuals who are on delinquent status.

On or about the first Friday in May each year, the Board will send via U.S. mail a **forth notice** to individuals who are on delinquent status. This notice shall inform the individual that the license will be administratively revoked on July 1 for failure to renew. Administrative revocation is a non-disciplinary action.

At their discretion, the Board will publish via its Newsletter a list of all architects who have delinquent licenses. Upon request, the Board will share with the AIANC a list of expired architects.

FIRMS

Per 21 NCAC 02 .0214 each year the Board shall send notice of renewal to architects no less than 30 days prior to December 30. The Board has previously adopted a policy to send notice of renewal on November 1st each year. On January 1st, licenses that are not renewed shall expire and are placed on delinquent status. Unless renewed, a license will remain on delinquent status until December 30 of the following year. At that time, the license will be revoked for failure to renew.

As a courtesy, the Board has adopted the following policy on reminder notifications.

On or about the last Friday in December each year, the Board will email a **second notice** to firm that have not yet renewed the license.

On or about the last Friday in January each year, the Board will email a **third notice** to firms that are on delinquent status.

On the first Friday in December each year, the Board will send via U.S. Mail a **forth notice** to firms that are on delinquent status. This notice shall inform the firm that the license will be administratively revoked on January 1 for failure to renew. Administrative revocation is a non-disciplinary action.

Adopted on October 13, 2017