



The North Carolina Board of Architecture and Registered Interior Designers  
434 Fayetteville Street Suite 2005  
Raleigh, NC 27601  
[ncba@ncbarch.org](mailto:ncba@ncbarch.org)  
984-328-1161

2023-2024 Architect License Renewal Form

Renewal fee and late fees: (N.C.G.S. 83A-11)

- 2023-2024 Renewal Fee is \$50.00.
- July 2, 2023 through July 31, 2023- \$50.00 late fee (for a total of \$100.00)
- After August 1, 2023- \$100.00 late fee (for a total of \$150.00)

Important Reminders:

- Returned checks will be assessed a charge of \$35.00.
- If you renewed on-line do not use this form.
- In order to continue practicing architecture, you must renew the license registration no later than June 30, 2022.
- To print a certificate of licensure go to the resources section of [www.ncbarch.org](http://www.ncbarch.org), select architect search, select 'licensee' and search by name or license number. The matches will appear, click on your license number, then click on 'create a certificate'.
- If you do not renew by June 30, 2023, your license will expire. If you offer or render architectural services after your license expires you may be charged with non-licensed practice of architecture.

Incomplete Renewal Forms Will Be Returned.

PLEASE PRINT CLEARLY

\_\_\_\_\_  
LAST,                      FIRST                      MIDDLE

\_\_\_\_\_  
NC License Number

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

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

The above address is my (check one) HOME \_\_\_\_\_ or FIRM \_\_\_\_\_ address. If it is your HOME address, please do not include the firm name.

Preferred Phone Number  
\_\_\_\_\_

E-mail address  
\_\_\_\_\_

**CONTINUED ON THE NEXT PAGE**

**Section One - Continuing Education Certification of Compliance**

I certify that I have completed the required twelve hours of continuing education for the reporting period January 1, 2022 to December 31, 2022 as set forth in 21 NCAC 02.0903 (Non-residents should refer to 21 NCAC 02.0908)

\_\_\_\_\_(initials) YES , I certify that I have complied.

OR

I am exempt from the continuing education requirements for the following reason/s:

\_\_\_ I am Exempt per rule 21 NCAC 02.0906 (1) "New Registrant".

\_\_\_ I have served more than 90 consecutive days on Temporary Active Duty in the armed forces of the United States. Exempt per rule 21 NCAC 02.0906 (2).

\_\_\_ I have applied for and was granted an exemption based on rule 21 NCAC 02.0906 (3) ("Medical exemption.")

OR

I certify that I HAVE NOT complied with the North Carolina Board of Architecture Rules and Laws requiring 12 contact hours of continuing professional education on health, safety and welfare issues during the 2022 calendar year. I understand that my license will be placed on probation and renewed conditionally. I understand that I have until December 31, 2023 to obtain and submit documentation of the deficient contact hours for 2022 and that failure to comply may ultimately result in license revocation.

\_\_\_ I HAVE NOT COMPLIED, I AM DEFICIENT (amount) \_\_\_\_\_ HOURS. \_\_\_\_\_ (initials)

Questions regarding continuing education should be directed to Tyler Barrick at tyler@ncbarch.org

**Section Two - Moral Character Data Please read and answer this section CAREFULLY.**

(If you answer Yes to any of the following questions, please submit details and/or a copy of disciplinary action.)

-Since July 1, 2022, has your professional license/registration been denied, suspended, or revoked in any jurisdiction?

YES \_\_\_ (initials) OR NO \_\_\_ (initials)

-Since July 1, 2022, have you surrendered or allowed a professional license/registration to lapse in any jurisdiction due to pending or threatened disciplinary action?

YES \_\_\_ (initials) OR NO \_\_\_ (initials)

-Since July 1, 2022, have you been charged, arrested, convicted, found guilty or pleaded nolo contendere to any criminal offenses (excluding non-criminal traffic infractions) or have you been party to any civil litigation alleging that you committed fraud or gross negligence in the practice of architecture?

YES \_\_\_ (initials) OR NO \_\_\_ (initials)

-Since July 1, 2022 have you been investigated, charged, or disciplined since the filing of your last renewal application, or are you currently under investigation by any governing or licensing board (other than North Carolina) or by a state or federal agency?

YES \_\_\_ (initials) OR NO \_\_\_ (initials)

\_\_\_\_\_(initials) I certify that I have read and understand the Public Notice Statement required by NCGS § 143-764(a)(5). The Public Notice Statement is found at <http://www.ic.nc.gov/121317ECSPublicNotice.pdf>

\_\_\_\_\_(initials) I certify that I have not been investigated for employee misclassification per NCGS 143-764(a)(5). Questions regarding employee misclassification should be directed to NC Industrial Commission at 919-807-2582

**Section Three - Certification**

I certify that I have read the North Carolina Architectural Laws and Rules and I am qualified to practice architecture in the state of North Carolina. The information I have provided on this form is true and accurate to the best of my knowledge. (The laws and rules may be viewed at [www.ncbarch.org](http://www.ncbarch.org).)

\_\_\_\_\_  
SIGNATURE OF ARCHITECT

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINTED NAME

Return completed form to:  
NCBA/RID  
434 Fayetteville Street Suite 2005  
Raleigh, NC 27601