



Answers to License Renewal Frequently Asked Questions

1. When is the Architect Licensure renewal date?
 - February 28, 2015
2. When is the deadline to have all of my continuing education credits completed?
 - December 31, 2014
3. What is the difference between the license renewal deadline and the continuing education credit reporting deadline?
 - Your license renewal deadline is the date that your licensure renewal paperwork is due to the Department of Business and Professional Regulations. Your continuing education credit reporting deadline is the date that all 24 hours of required continuing education must be completed.
4. What is the State of Florida Renewal Agency phone number?
 - The Department of Business and Professional Regulation is (850) 487-1395.
5. I have extra CE hours, can they “roll over” to the next renewal cycle?
 - No, any additional hours above the required 24 will not apply to any other renewal years.
6. What is the License Renewal fee?
 - \$125.00
7. How many hours are required?

24 Total:

 - 22 hours of HSW credit
 - 2 hours of Advanced Florida Building Code
8. How do I know if a course I have taken is an approved Advanced FBC course?
 - If it was taken through AIA Florida it will have “Advanced FBC” in the title.
 - If it was taken through another vendor, you will need to contact them directly.
9. If I have taken more than 2 hours in Advanced Florida Building Code, can I use the extra hours towards my HSW requirement?
 - Yes, as long as they are HSW approved (which they should be).
10. How do I know how many hours I have?
 - If you are an AIA Member: If you go to www.aia.org and in the top right hand corner, in gray, click on “transcripts” it will bring you to a log in page. Once you log in, your transcript will pop up and you can adjust the dates to see how many hours you have accumulated between March 1, 2013 and now.

- If you are NOT an AIA Member: There is no cumulative record of the hours you have taken, as the state does not keep CE on file for architects. You will need to gather your certificates from the companies you took CE courses with.

11. I am missing credits on my transcript.

- You will need to contact the provider of that course. If it's an AIA Florida, AIA Northwest, or AIA Palm Beach course, please contact Natasha Reed at NReed@aiafla.org.

12. I don't have certificates for my courses.

- If you are an AIA Member, the state of Florida will accept your transcript as proof.
- If you are not an AIA Member, please contact the provider of the course. If the course was provided by AIA Florida, AIA Northwest, or AIA Palm Beach please contact Natasha Reed at NReed@aiafla.org.

13. I am a newly licensed architect; do I need to fulfill the CE requirement?

- If you were licensed **after** February 28, 2014 then no, you do not need to fulfill the CE requirement, you will just need to renew your license.
- If you were licensed **before** February 28, 2014, then yes, you will need to fulfill the CE requirement and renew your license.
- The Department of Business and Professional Regulations CE handbook for the Architecture profession states: "A person initially licensed for less than 12 months prior to the end of a renewal period need not complete any continuing education as a condition of the first renewal. Individuals licensed 12 to 24 months prior to the end of the renewal cycle are required to complete 24 CEHs."

14. I am out of state. I don't want to travel to Florida, how can I get my Advanced FBC hours?

- Please visit www.aiafla.org and select "Continuing Education" from our drop down menu, then click "online courses" to the right. We currently have 4 online and dvd courses (all in either format) that will satisfy your 2-hour Adv. FBC requirement for state license renewal.

15. I am an AIA Emeritus member. Do I still need to comply with the CE terms?

- If you want to keep an active license in Florida the state requires you complete the CE hours and renew your license.
- If you are retired or retiring, you may call the Department of Business and Professional Regulations (DBPR) and request that they place you in "retired" status so that you do not have to comply with the CE terms; however, you will also not be licensed to practice. You can contact DBPR at (850) 487-1395.

16. How can I plan to obtain my Continuing Education Hours in the future?

- Attend AIA Florida Conventions
 - i. July 30 – August 1, 2015 – The Boca Raton Resort
 - ii. July 21 – 24, 2016 – The Breakers in Palm Beach
- Attend AIA Florida Hot Topics Seminars
 - i. They occur once per year, include 6 CEUs and the next series will take place in Spring of 2015
- Look for AIA Florida 12x8 Seminars each renewal year
- See our calendar of events for your local component CE schedules on our website under the "Upcoming Events" button on the right-hand side of the website.

17. What is the next License Renewal and Reporting cycle after 2015?

- After the 2015 renewal deadline, architects will have two calendar years to complete their renewal requirements each biennium (January 1, 2015-December 31, 2016).

18. Are you offering the full 24 hours in a seminar format this year?

- No, you can achieve 12 hours at an AIA FL 12x8 seminar before the end of the year in a single day. Please visit our website menu, dropdown, Continuing Education for the schedule of 12x8 seminars and find one near you.
- See our calendar of events for your local component CE schedules on our website under the “Upcoming Events” button on the right-hand side of the website.