



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Board of Architectural Examiners**

P.O. Box 11419 • Columbia, SC 29211-1419  
 110 Centerview Dr. Columbia, SC 29210  
 Phone: 803-896-4408 Fax: 803-896-4427  
[www.llr.sc.gov/POL/Architects/](http://www.llr.sc.gov/POL/Architects/)



**LATE INDIVIDUAL ARCHITECT RENEWAL – 2015 - 2017**

**NAME:** \_\_\_\_\_ **REGISTRATION NO.** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Business Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Business E-Mail:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Business Fax:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home E-Mail:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Preferred Mailing Address: (check one) \_\_\_\_\_ Business \_\_\_\_\_ Home**  
**(Please include your full name, registration number, e-mail and complete mailing addresses)**

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

**Late Penalties**                      **Renewed July 1, 2015, to July 31, 2015, total fee is \$165 (late fee applies)**  
    **Renewed August 1, 2015, to June 30, 2017, total fee is \$265 (additional late fee applies)**

**CONTINUING EDUCATION**

1. **CONTINUING EDUCATION:** Twenty-four hours of continuing education are required for registration renewal. All 24 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, 2013 through June 30, 2015. No carry-over of continuing education hours into the next biennial licensure period is permitted. However, carry-over within the licensure period is allowed.
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 8765 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. **REGISTRANTS ON ACTIVE MILITARY DUTY:** Individuals serving on active military duty are exempt from continuing education requirements while serving. If you are claiming this exemption and are serving on active duty in the Armed Forces of the United States, please check off the exemption for "REGISTRANTS ON ACTIVE MILITARY DUTY" when completing the CERTIFICATION statement on the back of this form
4. **PERSONAL HARDSHIPS:** Personal hardship requests are considered on an individual basis and must be received by June 1, 2015. 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.

## 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, 2015, will be processed as timely renewals. Renewals postmarked AFTER June 30, 2015, will be considered late and will be subject to late fees.

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## RENEWAL QUESTIONS

**You must 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, 2013, has your professional or occupational registration/license been denied, suspended or revoked in any jurisdiction?  YES  NO
2. Since January 1, 2013, 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, 2013, 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, 2013, have you 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, 2013, have you been convicted of a crime (other than traffic violation)?  YES  NO
6. Has there been any change in the status of your lawful presence in the United States since initial licensure?  YES  NO

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## CERTIFICATION STATEMENTS – Answer ONE of the following

1. I have completed the required 24 hours of continuing education in topics related to health, safety and welfare (HSW). **NOTE: YOU MUST HAVE COMPLETED THE REQUIRED 24 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 8765 or higher)
  - Registrants on Active Military Duty. I certify that I am currently serving on active military duty in the Armed Forces of the United States.
  - Personal Hardship (Attach Board's Approval)

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Original Signature

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Date

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Print Name

“South Carolina Law requires the agency to collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file, may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services. In order to better protect the information you provide, please provide the Department with the following information that may be released to the public upon request: a public mailing address, a public email address and a public telephone number.”