

REQUIREMENTS FOR ONLINE INDIVIDUAL ARCHITECTURAL RENEWAL 2007-2008

Architects will be able to renew their license online at <https://renewals.llr.sc.gov> between May 1, 2007 and September 30, 2007 (late fees will be added after June 30, 2007). Online renewal is available anytime of the day or night. Pocket cards will be mailed within 48 hours of processing.

1. **CONTINUING EDUCATION:** Twelve hours of continuing education are required for registration renewal. A minimum of 8 CE hours must include the study of relevant technical and professional architectural subjects related to safeguarding life, health, property, and promoting the public welfare. A maximum of 4 CE hours may consist of elective topics related to any other area in the practice of architecture. This reporting period is from July 1, 2006 through June 30, 2007. However, continuing education activities completed after July 1, 2005, 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 RENEWING.**

2. **EMERITUS ARCHITECTS:** If you wish to become an Emeritus architect or wish to renew your Emeritus status, you must be at least 65 years old, licensed for 10 consecutive years, and retired from active practice as an architect. You are not required to complete the continuing education requirements. If you would like to be placed on Emeritus status with the Board, please contact the Board by e-mail at archhelp@llr.sc.gov and type "Emeritus Architect" in the subject line. As an Emeritus Architect, you may refer to yourself as an "**Emeritus Architect**". You **MAY NOT** provide **ANY** architectural services at all; you may not act as expert witness on architectural matters; you may not consult with clients, attorneys, or others as an architect.

If you have already obtained Emeritus status and wish to maintain it, please contact the Board's office by mail to request a paper renewal form. A self addressed, stamped envelope **must be** enclosed when making this request. We **will not** accept requests by phone, fax or e-mail. It will take approximately 1 week to mail the renewal form.

3. **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 7283 or higher, this exemption applies to you.** When completing the CERTIFICATION statement on the web site, please check off the exemption for "FIRST-TIME REGISTRANT."

4. **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 web site.

5. **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, 2006, please contact the Board's office by mail to request a paper renewal form. A self addressed, stamped envelope **must be** enclosed when making this request. We **will not** accept requests by phone, fax or e-mail. It will take approximately 1 week to mail the renewal form.

6. **PERSONAL HARDSHIPS:** Personal hardship requests are considered on an individual basis and must be received in the office by June 1, 2007 (prior to renewing). If you have already been granted a personal hardship exemption by this Board in writing for this renewal period, you are exempt from the continuing education requirements. Please contact the Board's office by mail to request a paper renewal form. A self addressed, stamped envelope **must be** enclosed when making this request. We **will not** accept requests by phone, fax or e-mail. It will take approximately 1 week to mail the renewal form.

7. **RENEWAL QUESTIONS:** You will have a series of renewals questions to answer regarding disciplinary actions. If you have had any disciplinary action taken against you or your firm since January 1, 2006, you will not be able to renew online. Please contact the Board's office by mail to request a paper renewal form. A self addressed, stamped envelope **must be** enclosed when making this request. We **will not** accept requests by phone, fax or e-mail. It will take approximately 1 week to mail the renewal form.