

**WAC 308-12-215 How do I renew my license?** The architect license renewal period is two years. Your expiration date is your birthday. You must notify the board in writing of any address changes.

You are responsible for renewing your license regardless of receiving a renewal notice from the department. If you fail to renew your license, your license is delinquent and you are prohibited from offering and/or providing professional architect services until your license is reinstated.

(1) If your license has been delinquent less than two years, send to the department:

(a) A letter requesting reinstatement, including certification of having met current professional development requirements; and  
(b) The current renewal fee plus the late penalty fee.

(2) If your license has been delinquent over two years but less than five years, send to the department:

(a) A letter requesting reinstatement, including certification of having met current professional development requirements; and  
(b) Payment from the previous renewal cycle, the current renewal fee, and the late penalty fee.

(3) If your license has been delinquent five or more years, send to the department:

(a) A letter of application requesting reinstatement;  
(b) Payment from all previous renewal cycles, the current renewal fee, and the late penalty fee;  
(c) A review of Washington's laws and rules relating to the practice of architecture; and  
(d) Evidence of completion of thirty-six PDH within the previous three years. See WAC 308-12-260 for qualifying activities.

(4) If your license has been delinquent five or more years, the board will review all of your reinstatement materials. They may request additional information if necessary.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, amended and recodified as § 308-12-215, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-320, filed 2/15/07, effective 3/18/07. Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-320, filed 5/14/02, effective 6/14/02. Statutory Authority: RCW 18.08.430 (1) and (2), 43.24.086 and 43.24.140. WSR 99-08-062, § 308-12-320, filed 4/2/99, effective 5/3/99. Statutory Authority: RCW 18.03.350. WSR 97-06-064, § 308-12-320, filed 2/27/97, effective 3/30/97. Statutory Authority: RCW 18.08.430. WSR 90-17-097, § 308-12-320, filed 8/21/90, effective 9/21/90. Statutory Authority: RCW 18.08.130. WSR 85-05-010 (Order PL 517), § 308-12-320, filed 2/11/85; WSR 83-04-071 (Order PL 422), § 308-12-320, filed 2/2/83; Order PL 262, § 308-12-320, filed 1/13/77.]