

## **Architects and Interior Designers (AR, ID) Renewal information for current licensees 2023**

Every day we work to improve the way we do business in order to serve you better. **A copy of your license will be sent to the email address associated with your online account once you renew your license.** This process significantly reduces the amount of time it would have otherwise taken for you to receive your license in the mail. The Department will no longer print and mail initial, renewed or duplicate licenses.

If you wish to print your license at any time in the future you may do so using your secure online account with the Department. Please log into [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) to access your account and follow the step by step instructions on how to **print your license**. Additionally after you have created an online account and linked your license you may view a copy of your professional license on your mobile device using the DBPR mobile application. You may download the DBPR mobile application from the Apple App Store or Google Play. Once you have installed the application select "My License" and enter the same login and password information that you used to create your online account to view a copy of your professional license.

### **Continuing Education**

**Interior Designers** are required to complete 20 hours of continuing education (14 hours in health, safety, and welfare related courses, 2 hours in the Florida Building Code Advance course, and 4 hours in optional or health, safety, and welfare related courses). Hours are to be completed between March 1, 2021 and February 28, 2023. Refer to the [Interior Design Continuing Education Handbook](#) for additional information.

**Architects** are required to complete 24 hours of continuing education (22 hours in health, safety, and welfare related courses and 2 hours in the Florida Building Code Advance course). Hours are to be completed between January 1, 2021 and December 31, 2022. Refer to the [Architecture Continuing Education Handbook](#) for additional information.

### **License renewal information**

- **To renew your license Active**, submit your renewal request online and pay the renewal fee of \$100 for Architects or \$75 for Interior Design. If submitted after February 28, 2023, the fee will be \$125 for Architects or \$100 for Interior Design.
- **To renew your license Inactive**, submit your renewal request online and pay the renewal fee of \$50. If submitted after February 28, 2023, the fee will be \$75.
- **If your license is current and active and you wish to renew as inactive**, submit the form – [DBPR AR-ID 1](#) and pay the fee of \$50. If submitted after February 28, 2023, the fee will be \$125.
- **If your license is current and inactive and you wish to reactivate**, submit your renewal request and pay the fee of \$125. If submitted after February 28, 2023, the fee will be \$200.

If you wish to mail your renewal notice, please complete the [blank renewal form](#) found on the profession's website along with your renewal fee payment to:

Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, Florida 32399

If mailing, please allow additional time for processing of your renewal request.

## **Important information**

- State law requires you to maintain a current mailing address (address of record) with the Department of Business and Professional Regulation. All official correspondence from the Department will be sent to this address of record including license renewal notices, important board information, service of process, etc. It is also recommended that you keep your telephone and e-mail address current with the Department. The Department will use the e-mail address for official communication with license holders. Update your personal information through one of the options referenced in this renewal package.
- Effective October 1, 2009, Section 455.227(1)(t), Florida Statutes, requires all professional licensees to self-report to the department, within 30 days of being convicted, or found guilty of, or having plead nolo contendere (no contest) or guilty to a crime in any jurisdiction. A licensee who fails to report this information may be subject to disciplinary action, including fines, suspension or license revocation. To report, complete the criminal self-reporting document and mail it to the department at the address provided on the form. To obtain a copy of the form, go to [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com).
- If you have a compliance order with a past due payment your license will not be renewed until it has been made current.

## **Useful Information**

- A licensee may practice architecture through a qualified business organization that offers architectural services to the public. The business organization must be registered through the department and be qualified by a Florida licensed architect. The qualifying architect must be an officer of the business organization. To register a qualified architectural business organization through application (AR5), please visit the board's web at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com).
- Refer to Rule 61G1-16.004, Florida Administrative Code, Title Block, for updated information required for signed and sealed documents.

Visit [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) to create an account or access an existing account. There you will find license and renewal information, fees and their breakouts, license relationships as well as the opportunity to update personal data, apply online for additional licenses, and renew your license. For commonly asked questions please use the "Ask Us" link at the top of the page and if you need additional assistance select the "Contact Us" link or call our Customer Contact Center at 850.487.1395.