Individual and Firm Renewals

Helpful Hints

Can I renew early? Individual registrations can begin renewing November 12, 2019 and firm registrations can begin December 13, 2019.

Haven’t received the email with your PIN? Check your email Junk folder if you haven’t received a renewal email by the date shown on the www.osbae.com website. You may also need to check the email on record under the ADDRESS CHANGES tab.

Make @osbae.com a safe sender to receive future important emails. For ‘How To’ help, search the Internet for “how to make safe sender in [your email service provider]”.

Unable to log in? Outdated browsers and firewalls may cause problems. Try updating the browser, using a different browser, or a different device.

If you have renewed your individual registration and need to renew the firm registration, or vice versa, clear the browsing history and cache from your device before attempting the next renewal.

Can I use the Online Payments tab for renewing? No. Online Payments is for other types of payments. A payment by itself does not constitute a complete renewal as there are legal questions that, by completing and submitting the renewal application, you will be electronically attesting that the information is true and accurate. Use the RENEWALS tab.

Have a new address? Address changes and other contact information may be completed through the online renewal application. At any time, individuals may use the ADDRESS CHANGES tab; firms may update contact information by completing and submitting a Contact Information Change Form under the FORMS tab.

No longer practicing in Oregon? If you wish to place your individual, or firm, registration in inactive status, click on the OPT OUT button at the bottom of the second screen. Choosing to opt out places the registration in inactive status immediately and you, or the firm, are no longer permitted to solicit or practice architecture in Oregon.

Did I renew successfully? The renewal process is complete when a Receipt of Payment page appears that can be printed/saved.

Once the online renewal application is complete, the expiration date of the certificate of registration will be updated on the Board’s website under the REGISTRATION VERIFICATION SEARCH tab, and a new certificate of registration will be emailed to the individual architect or the firm representative.

Want to See Continuing Education (CE) Requirements? Individual registration renewals include questions regarding CE. Unless this is your first renewal, prior to renewing your certificate of
registration you must have completed a minimum of 24 hours in Health, Safety, and Welfare (HSW) subjects between 1/1/2018 - 12/31/2019. See OAR 806-010-0145 Continuing Education for details.

**How do I submit Continuing Education (CE) hours?** CE is no longer submitted during the renewal process. Registrants are required to keep records of their CE. See OAR 806-010-0145 Continuing Education for details.

Don’t get caught without enough HSW CE. In April, following individual renewals, candidates will be notified they’ve been randomly selected for an audit. During the renewal process, questions that include CE will be answered. By completing and submitting the renewal application, you will be electronically attesting that the information is complete and accurate.

**What are the Fees?**

**Individual**
- $200 Renewal Fee
- $100 Late Continuing Education (CE) Fee (if CE is completed after 12/31/2019)
- $100 Late Fee (if renewed 1/31/2020 – 2/29/2020)

**Firm**
- $100 Renewal Fee
- $100 Late Renewal Fee (if renewed 3/2/2020 - 3/31/2020)