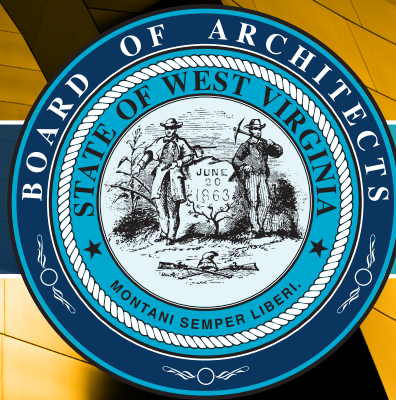


RENEWAL BEGINS 6.1.2023



brdarch.wv.gov

Architects registered in West Virginia renew annually in June, as all West Virginia registrations expire on June 30, 2023. To renew your registration, login using the “Registrant Login” on the Board’s website brdarch.wv.gov or go directly to Certemy platform login at wvba.certemy.com.

At the login:

- Enter the email address associated with your Board of Architects’ record.
- Enter your password. If you forgot or need to reset your password, see wvba.certemy.com/entry/forgotpw.

To renew:

- Make sure you are in the Credentials tab and complete four steps to renew on the right-hand side of the screen.
 1. **Application**
 2. **Renewal Fee** – Payable by credit card or fill out the 3rd Party Payment section if sending a check.
 3. **Questionnaire** – Disclose disciplinary matters and upload related documents since the last renewal.
 4. **Continuing Education** – Upload a copy of your AIA transcript or certificates with the HSW designation from Calendar Year 2022. Documentation of a minimum of 12 HSW hours during the prior calendar year is a requirement for renewal.
- Once you renew, your application goes to the Board’s verification screen. Once renewal is complete, you are alerted with an email from the online system. You will also be able to

access a digital copy of your license upon completion in your “digital wallet.” You can also store continuing education documents in the “digital wallet” year-round so you can access them at renewal.

Notes:

- Renewal is \$75.00 until July 1, when the fee goes to \$150.00 for a late renewal. Late renewal is available until Dec. 31, 2023.
- Even if you recently registered with West Virginia, all registrations are annual and expire on June 30th, so you will need to renew. New registrants are exempt from the continuing education requirement and audit if this is their first renewal since registration. However, if 12 HSW hours of continuing education were earned during 2022, then upload the evidence.
- Paper applications are still available on the Board’s website, and fees are payable by check to the WV Board of Architects.

Questions:

Contact Emily at Emily.B.Papadopoulos@wv.gov or 304.558.1406.

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