

Registration Renewal Guidelines

The registration year is from 1 July to 30 June.

Registration renewal applications for 2019/20 are due by 31 May 2019.

BOAQ will email an Application for Renewal of Registration notice to each Architect in early April to the email address provided by the Architect and recorded on the BOAQ register.

2019/20 Annual registration fees:

Practising Architect \$289.00

Non-Practising Architect \$98.80

You may renew your registration either on-line OR by completing the renewal form and returning it to BOAQ by mail or scanning and emailing to mail@boaq.qld.gov.au.

On-line renewal of registration is the preferred option.

Instructions for On-line Renewal

1. Access www.boaq.qld.gov.au
2. Click Sign In button on top right hand corner of home screen or the My Account tab.
3. Username is your registration number.
4. Click "Hi [Your Name]" on the top right hand corner to access Account Profile Information. In the first year you will need to create a new password. To do this click on forgot my password. A link will be emailed to your listed email address.

5. Click "Renew Now" button to commence renewal process.

IMPORTANT: To renew on-line registrants **must** be able to answer **NO** to all fitness to practice (FTP) questions and **YES** to the continuing professional development (CPD) question.

Alternatively, the hard copy renewal form (a copy is emailed or you can print a copy from within your profile page when logged in) is to be completed and submitted to BOAQ. The application for renewal is to include supporting documents relating to your YES answer to the FTP questions or NO to the CPD question.

Continuing Professional Development

BOAQ expects that a registered architect undertake a minimum of 20 hours of CPD throughout the CPD year (1 April to 31 March).

Practising architects may be subject to an audit carried out by BOAQ.

CPD does not apply to non-practising architects.

For more information visit the CPD page on the BOAQ website under resources.

Signature

For on-line renewal a declaration form must be read and accepted.

For hard copy renewal notice, the declaration must be signed by the architect applying for renewal.

Non-practising architects must declare that they will not practice as an architect in Queensland.

It is an offence under the Architects Act 2002 to state anything on the form that you know is 'false or misleading in a material particular' and the Board may cancel an architect's registration where it has reasonable grounds to believe that the architect has been registered because of a materially false or misleading representation.

Expiry of Registration

Registration automatically expires if no registration renewal application is received by 30 June. No registration renewal applications will be accepted after 30 June.

Persons whose registration has expired will be required to submit an Application for Restoration of Registration and pay an additional fee as well as the annual registration fee. BOAQ may also require the applicant to provide evidence that they have maintained their competency in architecture by submitting evidence of CPD.

Definitions

Contact details - place of business:

BOAQ requires a street address for your contact details, shown as "place of business". A post office box is not sufficient and renewals without a street address will not be accepted. The *Architects Act 2002* provides that your contact address is made available to the public.

Enquiries and assistance

Please contact BOAQ on (07) 3069 2397 or mail@boaq.qld.gov.au if you have any questions or difficulties with the renewal process.