**Section 1150.100 Renewals**

a) Every license issued to an individual under the Act shall expire on November 30 of each even numbered year. The holder of a license may renew the license during the month preceding the expiration date thereof by paying the fee required by Section 1150.75 and meeting the continuing education requirements set forth in Section 1150.105.

b) It is the responsibility of each licensee to notify the Division of any change of address. Failure to receive a renewal notice from the Division shall not constitute an excuse for failure to pay the renewal fee and to renew one's license.

c) Every license issued to a professional design firm under the Act shall expire on April 30 of each odd numbered year. The holder of the license may renew that license for a two-year period during the month preceding the expiration date thereof by paying the fee specified in Section 1150.75 and by certifying that the firm still meets the requirements of Section 21 of the Act and is in good standing with the Illinois Secretary of State (if applicable) and has an active managing agent-in-charge.

d) Practicing or operating on a license which has expired or been placed on inactive status shall be considered unlicensed activity and shall be grounds for discipline pursuant to Section 22 of the Act.

e) It is the responsibility of each licensee to notify the Division of any discipline or conviction of or entry of a plea of guilty or nolo contendere to any crime that is a felony under the laws of the United States or any state or territory thereof, or that is a misdemeanor, an essential element of which is dishonesty, or any crime that is directly related to the practice of the profession of architecture during the last renewal.

(Source: Amended at 46 Ill. Reg. 19600, effective November 23, 2022)