



Firm Licensing Portal Guide



Oklahoma Board of Architects’ Firm Licensing Portal

The Firm Licensing Portal becomes accessible to a licensee after they have paid their \$325 licensing fee and have received a license number. The licensee can use the same login information that they use to log into the Licensee Portal.

The Firm Licensing Portal houses the firm’s contact information, which can be changed at any time. The Firm Licensing Portal is also where a firm can access its licensure certificate, pocket card, and good standing letter when verification of licensure is needed. The Portal also contains a list of licensed professionals who have served or are currently serving as a firm’s professional of record.

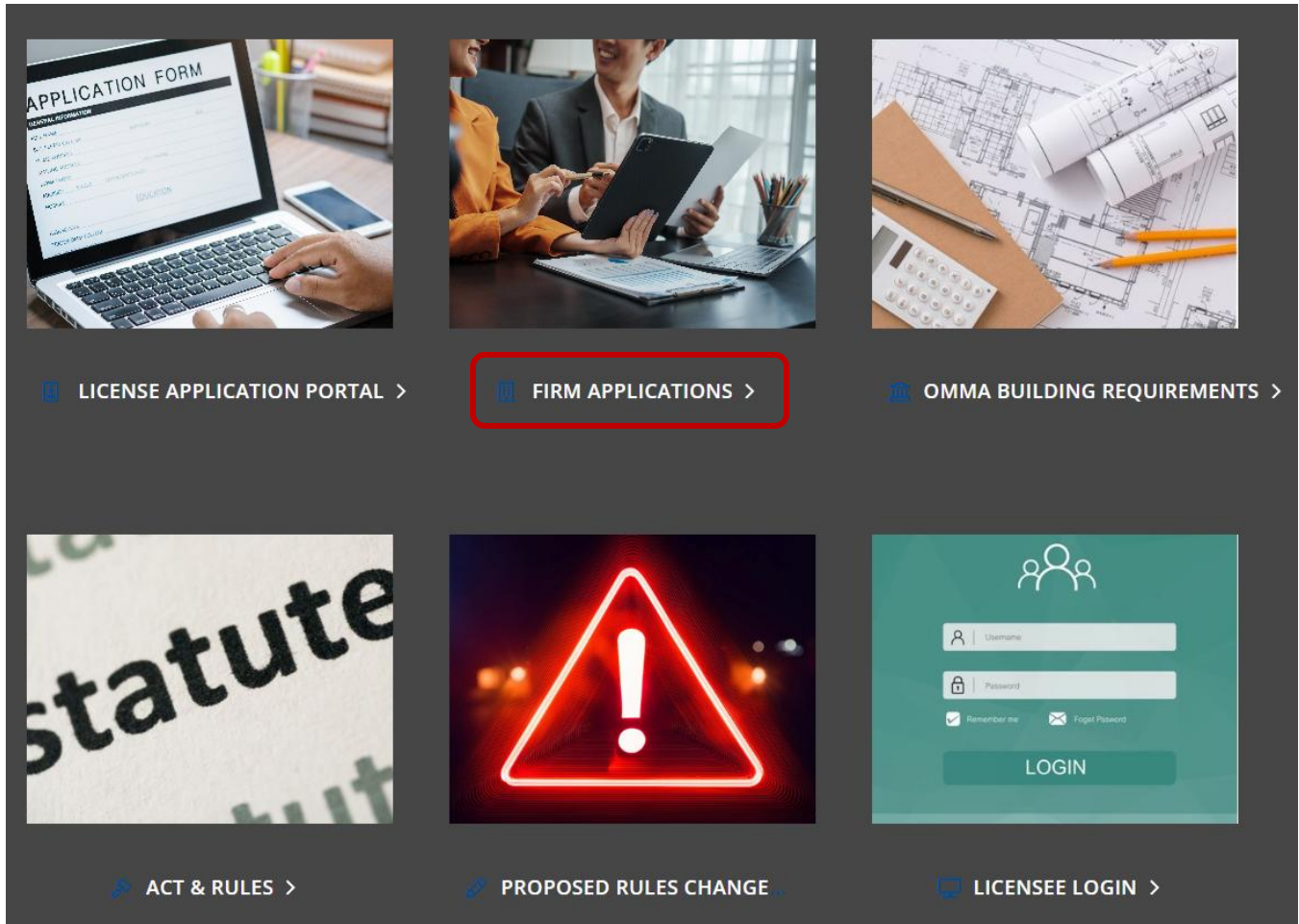
When a firm changes its name or when the firm needs to change the professionals of record listed on its Certificate of Authority, the firm must do a revision, which can be found in the Firm Licensing Portal.

Additionally, the Firm Licensing Portal is where the firm will renew its license every odd year by June 30th.







Accessing the Firm Licensing Portal.....	2
Forgot Your Password?.....	3
The Firm Licensing Portal.....	4
Creating a New Firm and a New Application for Firm Licensure.....	4
Firm Information.....	6
Certificate and Pocket Card.....	7
Document Request.....	8
Firm Revisions.....	9
License Renewals.....	14

Accessing the Firm Licensing Portal

The Firm Licensing Portal can be accessed through a link on the Oklahoma Board of Architects' website:



The image displays a grid of six visual elements, each with a corresponding text link below it. The 'FIRM APPLICATIONS' link is highlighted with a red border.

-  [LICENSE APPLICATION PORTAL >](#)
-  [FIRM APPLICATIONS >](#)
-  [OMMA BUILDING REQUIREMENTS >](#)
-  [ACT & RULES >](#)
-  [PROPOSED RULES CHANGE >](#)
-  [LICENSEE LOGIN >](#)

Note: The same login information used by the Professional of Record to log into their account in the Licensee Portal will be used to log into the Firm Licensing Portal.

Forgot Your Password?

If you have forgotten your password to enter the Firm Licensing Portal, click the “Forgot Password” link on the login page before the third incorrect password attempt:

A screenshot of the "Firm Licensing" login page. It shows a form with two input fields: "E-mail" and "Password". Below the fields is a blue "Sign In" button. Underneath the button is the text "Or" and a red-bordered link that says "Forgot your password? Reset Password". At the bottom, there is a link that says "Don't have account yet? Register for an Account".

On the next screen, enter the email that is on file with the Board:

A screenshot of the "Firm Licensing" password reset page. It shows a form with one input field labeled "E-mail". Below the field are two buttons: a blue "Next" button and a grey "Back" button. Above the input field, the text reads "Enter the email address you use to sign in and we will send you a password reset email".

The system will then send a temporary password to that email. Once you login with the temporary password, the system will prompt you to set up a permanent password and security questions.

If you incorrectly attempt to enter a password three times, you will be blocked from entering the portal. At that point, you will need to call the Board office to unlock your account.

The Firm Licensing Portal

Once you enter the Firm Licensing Portal, you will see a page with firm names listed. If you are the Professional of Record for more than one firm, you will see more than one firm listed; you will need to choose the firm to view its information:

OKLAHOMA
Board of Architects,
Landscape Architects and
Licensed Interior Designers

Select Account
Point of Contact Information

Select Firm

Search Firm

[Create New Firm](#)

Note: To apply for a Certificate of Authority, click on "Create New Firm." This only creates contact information for the firm. To start a new application for a Certificate of Authority, click on the "Applications/Renewals/Reinstatements" navigation link on the left side of the screen after creating the contact information for the firm.

Important: Only licensed professionals are authorized to create a new firm.

Firm Name	Firm Type	Address	
Jane Doe Interior Design	CORPORATION, SOLE PROPRIETORSHIP, ESOP (Director, Officer, Shareholder, ESOP, Principal)	1234 Interior Design Way, Design City, California, 90211	Select >
Jane Doe Landscape Architecture Inc.	CORPORATION, SOLE PROPRIETORSHIP, ESOP (Director, Officer, Shareholder, ESOP, Principal)	220 NE 28th St, Suite 150, Oklahoma City, Oklahoma, 73105	Select >

Creating a New Firm and a New Application for Firm Licensure

If you need to create and fill out an application for a new firm, click on "Create New Firm." On the next page, enter the contact information for the firm:

OKLAHOMA
Board of Architects,
Landscape Architects and
Licensed Interior Designers

Select Account
Point of Contact Information

Firm Information

Note: All information with a red asterisk (*) is required.

Firm Information

Legal Name of Entity *

Doing Business As (DBA)

Date of Incorporation *

Business Type *

Federal Tax ID Number *

Primary Professional of Record Email Address *

Business Phone *

Business Fax

Business Website

Firm Physical Address

Street Address *

Street Address 2

City *

Country *

Note: A firm is required to file an application for a Certificate of Authority for each office location performing work on Oklahoma projects (9 Oklahoma Statute § 45-9C).

Click “Submit.”

Note: This step only creates a contact information profile for the firm—THIS IS NOT AN APPLICATION FOR A CERTIFICATE OF AUTHORITY.

After creating a contact information profile for the firm, click on “Applications/Renewals/Reinstatements” in the navigation link list. Click on “Apply for Certificate of Authority”:



- TB Architects, Inc.
1234 OKC Way, OKC, Oklahoma, 73124
- Business Inbox
- Select Account
- Point of Contact Information
- Business Information
 - Firm Information
 - Professionals of Record
 - Certificates of Authority**
 - Applications/Renewals/Reinstatements**
- Requests
 - Firm Revision
 - Document Request
- Documents
 - Supporting Documents
- Finance
 - Invoices & Receipts

Certificate of Authority

Certificate of Authority Renewals

In time of renewal, please click the start renewal button to begin.
Your license information is listed below:

Firm Name	License Number	License Class	License Status	License End Date	Renewal Status
No licenses are available for renewal.					

Certificate of Authority Applications

This section is for your firm practice. As the designated primary professional of record you will be able to apply for a new Certificate of Authority (CA), manage existing CA, including revisions and renewals. Please follow the step-by-step instructions to complete your application. You will be able to save your progress and return to it later.

- Business Corporations
- Professional Corporations
- Limited Liability Companies
- Professional Limited Liability Companies
- Partnerships
- Professional Partnerships
- Sole Proprietorships (excluding those using only name and professional of title)

For assistance, please contact okla@boardofarch.ok.gov or call 405-949-2383.

Application Number	Firm Application Type	Firm License Type	Application Status	Submitted Date	Decision Date
No applications have been started. Click Apply for Certificate of Authority to add application.					

[Apply for Certificate of Authority](#)

Firm Information

The “Firm Information” section is where you can change your contact information:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

Firm Information

Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

Certificate & Pocket Card

Requests

Firm Revision

Document Request

Documents

Supporting Documents

Finance

Invoices & Receipts

Firm Information

Note: All information with a red asterisk (*) is required.

Firm Information

Legal Name of Entity

Jane Doe Landscape Architecture Inc.

Note: List name of the entity. Be sure to include legal entity designation. Examples INC, LLC, LLP.

Federal Tax ID Number

11-222344

Type of Entity

CORPORATION, SOLE PROPRIETORSHIP, ESOP (Director, Officer, Shareholder, ESOP, Principal)

Firm City Location

Oklahoma City

Note: A firm is required to file an application for a Certificate of Authority for each office location performing work on Oklahoma projects (59 Oklahoma Statute § 46.9C).

Business Phone *

(405) 949-2383

Only basic contact information for the firm can be changed on this page.

Note: To change the firm's name or its Professionals of Record, a firm revision must be done.

Certificate and Pocket Card

To download a certificate or pocket card, click on the “Certificate & Pocket Card” navigation link:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ... >

Business Inbox

Select Account

Point of Contact Information

Business Information

Firm Information

Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

Certificate & Pocket Card

Requests

Firm Revision

Document Request

Documents

Supporting Documents

Finance

Invoices & Receipts

Firm License Certificate

If your firm have a valid license that includes a certificate or pocket card you can download a copy of the certificate here.

License Class

Certificate of Authority (Landscape Architect)

[Download Certificate](#)

Document Request

If the firm needs a licensure verification letter, submit a request for a letter of good standing through the “Document Request” navigation link:



- Jane Doe Landscape Architecture Inc. 220 NE 28th St, Suite 150, Oklahoma ...
- Business Inbox
- Select Account
- Point of Contact Information
- Business Information
 - Firm Information
 - Professionals of Record
- Certificates of Authority
 - Applications/Renewals/Reinstatements
 - Certificate & Pocket Card
- Requests
 - Firm Revision
 - Document Request**
- Documents
 - Supporting Documents

Document Request

Number	Status	Submitted Date
No records have been added.		

Start



- Jane Doe Landscape Architecture Inc. 220 NE 28th St, Suite 150, Oklahoma ...
- Business Inbox
- Select Account
- Point of Contact Information
- Business Information
 - Firm Information
 - Professionals of Record
- Certificates of Authority
 - Applications/Renewals/Reinstatements
 - Certificate & Pocket Card
- Requests
 - Firm Revision
 - Document Request**
- Documents
 - Supporting Documents
- Finance
 - Invoices & Receipts

Document Request

1 Document Request

Step 1 of 1

Note: All information with a red asterisk (*) is required.

Document Request

Requested Document * Letter of Good Standing

Details / Notes *

Profession Select..

Forms / Documentation (if applicable) Choose File

Recipient Information

Firm Revisions

When the firm's name or its Professionals of Record need to be changed, a firm revision must be done.

To begin the revision application, click on the "Firm Revision" link in the navigation list:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

- Firm Information
- Professionals of Record

Certificates of Authority

- Applications/Renewals/Reinstatements
- Certificate & Pocket Card

Requests

- Firm Revision**
- Document Request

Documents

- Supporting Documents

Finance

- Invoices & Receipts

Firm Revision

Firm Revision Applications must be done when there have been changes to the firm name, structure, business documents, Professional of Record, etc.

Revision #	Firm Name	Status	Submitted Date
No records have been added.			

Start

Step 1 is a review of the firm contact information:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma City...

Business Inbox

Select Account

Point of Contact Information

Business Information

- Firm Information
- Professionals of Record

Certificates of Authority

- Applications/Renewals/Reinstatements
- Certificate & Pocket Card

Requests

- Firm Revision**
- Document Request

Documents

- Supporting Documents

Finance

- Invoices & Receipts

Firm Revision

1 Firm Information Step 1 of 7

Note: All information with a red asterisk (*) is required.

Firm Information

Legal Name of Entity: Jane Doe Landscape Architecture Inc.

Note: List name of the entity. Be sure to include legal entity designation. Examples INC, LLC, LLP.

Federal Tax ID Number: 11-222344

Type of Entity: CORPORATION, SOLE PROPRIETORSHIP, ESOP (Director, Officer, Shareholder, ESOP, Principal)

Firm City Location: Oklahoma City

Business Phone *: (405) 949-2383

Step 2 is a review of the firm’s legal name, entity type, and any surnames that might be included in the firm name. If any of this information needs to be changed, that must be done on a [Change Request Form](#) and uploaded on the Supporting Documents page:



- TB Architects, Inc.
1234 OKC Way, OKC, Oklahoma, 73124
- Business Inbox
- Select Account
- Point of Contact Information
- Business Information
 - Firm Information
 - Professionals of Record
- Certificates of Authority
 - Applications/Renewals/Reinstatements
- Requests
- Firm Revision**
 - Document Request
- Documents
 - Supporting Documents
- Finance
 - Invoices & Receipts

Firm Revision

Step 2 of 7

2 Names in Firm Title

Note: All information with a red asterisk (*) is required.

Please review your current legal name, entity type, and Names in Firm Title. To change or delete the legal name, entity type, or Names in Firm Title, that information must be filled out on the [Change Request Form](#).

Legal Name of Entity:

Doing Business As (DBA):

Federal Tax ID Number:

Names in Firm Title:

Last Name	First Name	License No	License Type	State of Registration	Status
No Records have been added. Click + Add New Records to add Records.					

< Previous
Save & Continue >

Step 3 is a review of the firm’s Professionals of Record. If any of these people need to be changed, that information must be done on a [Change Request Form](#) and uploaded on the Supporting Documents page:



- TB Architects, Inc.
1234 OKC Way, OKC, Oklahoma, 73124
- Business Inbox
- Select Account
- Point of Contact Information
- Business Information
 - Firm Information
 - Professionals of Record
- Certificates of Authority
 - Applications/Renewals/Reinstatements
- Requests
- Firm Revision**
 - Document Request
- Documents
 - Supporting Documents
- Finance
 - Invoices & Receipts

Firm Revision

Step 3 of 7

3 Professionals of Record

Note: All information with a red asterisk (*) is required.

Please review your current professionals of record. To add or remove a professional of record, additional documents must be uploaded in the Supporting Documents step.

Architects

Last Name	First Name	License/Reg. Number	Role	Professional of Record Start Date	Professional of Record End Date
No Records have been added.					

Landscape Architects

Last Name	First Name	License/Reg. Number	Role	Professional of Record Start Date	Professional of Record End Date
No Records have been added.					

Interior Designers

Last Name	First Name	License/Reg. Number	Role	Professional of Record Start Date	Professional of Record End Date
No Records have been added.					

< Previous
Save & Continue >

Step 4 is the Supporting Documents page; all required Supporting Documents must be uploaded at this time:

- Select Account
- Point of Contact Information
- Business Information
 - Firm Information
 - Professionals of Record
- Certificates of Authority
 - Applications/Renewals/Reinstatements
 - Certificate & Pocket Card
- Requests
 - Firm Revision
 - Document Request
- Documents
 - Supporting Documents
- Finance
 - Invoices & Receipts

4 Supporting Documentation
Step 4 of 7

Note: All information with a red asterisk (*) is required.

Notice of Change in Firm name and/or Professional(s) of record*

Upload completed [Change Request Form](#) which may include revisions to firm name, entity type and any sur names associated with the firm name, and/or adding or deleting Professionals of Record. The professional of record must be duly licensed to practice in Oklahoma through the firm and is legally responsible for the firm's practice or licensed services offered and other information required by the Board.

[Choose Files](#)

Articles, Organizational Agreements or Documents Establishing the Legal Business Entity

Please provide information on the legal business entity including, but not limited to, the articles, organizational agreements, or documents establishing the legal business entity. You may submit a letter of good standing from your state. Please provide your most recent documents for each.

[Choose Files](#)

List of Members, Managers, Officers, Partners, or Other Managing Agents of the Legal Entity

Please upload list of controlling persons.
For example:

- LLC/PLLC = manager or member.
- INC/PC = officer, director, principal or shareholder.

Please also include the license number, type of license, state of registration.

[Choose Files](#)

Professional of Record Affidavit(s)

Please upload new [Professional of Record Affidavit\(s\)](#).

[Choose Files](#)

Step 5 is a declaration as to whether the firm has been disciplined by any governing board or state or federal agency:



- Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ... >
- Business Inbox
-
- Select Account
 - Point of Contact Information
 - Business Information
 - Firm Information
 - Professionals of Record
 - Certificates of Authority
 - Applications/Renewals/Reinstatements
 - Certificate & Pocket Card
 - Requests
 - Firm Revision
 - Document Request
 - Documents
 - Supporting Documents
 - Finance
 - Invoices & Receipts

Firm Revision
Step 5 of 7

5 Declarations

Note: All information with a red asterisk (*) is required.

1. Has the firm been charged, disciplined, and/or entered into a consent agreement, by any governing or licensing body board or by any state or federal agency? * Yes No

< Previous
Save & Continue >

If the answer to the declaration is “YES,” details of the disciplinary action and supporting documents must be uploaded before proceeding:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

Firm Information

Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

Certificate & Pocket Card

Requests

Firm Revision

Document Request

Documents

Supporting Documents

Finance

Invoices & Receipts

Firm Revision

5 Declarations Step 5 of 7

Note: All information with a red asterisk (*) is required.

1. Has the firm been charged, disciplined, and/or entered into a consent agreement, by any governing or licensing body board or by any state or federal agency? *

Yes No

Please give details on the space provide below and attach copies of any relevant documents *

Provide details...

Please upload supporting documentation *

Choose Files

< Previous Save & Continue >

Step 6 is an attestation that all of the information provided in the revision application is true and correct, to the best of your knowledge:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

Firm Information

Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

Certificate & Pocket Card

Requests

Firm Revision

Document Request

Documents

Supporting Documents

Finance

Invoices & Receipts

Firm Revision

6 Attestations Step 6 of 7

Note: All information with a red asterisk (*) is required.

I certify that the information provided in this application is true, accurate, and complete to the best of my knowledge. *

< Previous Save & Continue >

REMINDER: this is a legally binding attestation.

Step 7 of the firm revision includes an invoice. Click “Process Payment” to pay the \$100 revision fee and to submit the application:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ... >

Business Inbox

Select Account

Point of Contact Information

Business Information

Firm Information

Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

Certificate & Pocket Card

Requests

Firm Revision

Document Request

Documents

Supporting Documents

Finance

Invoices & Receipts

Firm Revision

7 Payment

Step 7 of 7

Fee Breakdown

Invoice Item	Amount
Revision Firm Certificate of Authority Fee	\$100.00
Total	\$100.00

Process Payment >

< Previous

Firm License Renewals

Firm license renewals will open at the beginning of April every odd year and must be completed to avoid the expiration of the license.

To begin a license renewal, click on the “Applications/Renewals/Reinstatements” navigation link and click “Start Renewal”:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

Firm Information

Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

Certificate & Pocket Card

Requests

Firm Revision

Document Request

Documents

Certificate of Authority

Certificate of Authority Renewals

In time of renewal, please click the start renewal button to begin.
Your license information is listed below.

Firm Name	License Number	License Class	License Status	License End Date	Renewal Status	
Jane Doe Landscape Architecture Inc.	cla00033	Certificate of Authority (Landscape Architect)	Active	03/30/2025	Not Started	Start Renewal

Certificate of Authority Applications

This section is for your firm practice. As the designated primary professional of record you will be able to apply for a new Certificate of Authority (CA), manage existing CA, including revisions and renewals. Please follow the step-by-step instructions to complete your application. You will be able to save your progress and return to it later.

- Business Corporations
- Professional Corporations
- Limited Liability Companies

Step 1 is a review of the firm’s contact information. Click “Save & Continue”:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

Firm Information

Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

Certificate & Pocket Card

Requests

Firm Revision

Document Request

Documents

Supporting Documents

Finance

Invoices & Receipts

Certificate of Authority Renewal

1 Firm Information

Step 1 of 7

Note: All information with a red asterisk (*) is required.

Refer to the Oklahoma Administrative Code 55:10 Subchapter 13. Each office/branch location producing work in OK is required to have a separate Certificate of Authority
For changes to your Certificate of Authority that include the professional of record and/or firm name change, please select Firm Revision under the Requests tab.

Firm Information

Legal Name of Entity: Jane Doe Landscape Architecture Inc.

Note: List name of the entity. Be sure to include legal entity designation. Examples INC, LLC, LLP.

Federal Tax ID Number: 11-222344

Type of Entity: CORPORATION, SOLE PROPRIETORSHIP, ESOP (Director, Officer, Shareholder, ESOP, Principal)

Firm City Location: Oklahoma City

On Step 2, you should not need to change any information. The status change should automatically populate to “Active.” **If you see a different status type in the “Requested Status” field, please call the Board office.** Click “Save & Continue” to proceed to Step 3:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

Firm Information

Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

Certificate & Pocket Card

Requests

Firm Revision

Document Request

Documents

Supporting Documents

Finance

Invoices & Receipts

Certificate of Authority Renewal

2 Status Change Request Step 2 of 7

Note: All information with a red asterisk (*) is required.

Certificate Type: Certificate of Authority (Landscape Architect)

Current Status: Active

Requested Status*: Active

< Previous Save & Continue >

Step 3 is a review of the firm’s Professionals of Record; you will not be able to change any information on this page:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

Firm Information

Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

Certificate & Pocket Card

Requests

Firm Revision

Document Request

Documents

Supporting Documents

Finance

Invoices & Receipts

Certificate of Authority Renewal

3 Landscape Architect of Record Step 3 of 7

Below are the names of all Professionals of Record in your firm, including owners, officers, managers, directors or any individual who has the authority to enter into contractual relationships or direct the course of business.

For changes to your Certificate of Authority that include professional of record, please see the [Firm Revision](#) under the Requests tab.

Last Name	First Name	License/Reg. Number	Role	Professional of Record Start Date	Professional of Record End Date
Doe	Jane	la00034	Principal	01/14/2025	

< Previous Save & Continue >

Note: If information on this page needs to be changed, do a firm revision before continuing.

Step 4 requires an updated, signed affidavit to be uploaded:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

- Firm Information
- Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

- Certificate & Pocket Card

Requests

- Firm Revision
- Document Request

Documents

- Supporting Documents

Finance

- Invoices & Receipts

Certificate of Authority Renewal

4 Supporting Documents Step 4 of 7

Note: Please provide all the necessary supporting documents.

Primary Professional of Record Affidavit*

Please upload Professional of Record Affidavit (Download affidavit [Architect Affidavit](#), [Landscape Architect Affidavit](#), [Licensed Interior Designer Affidavit](#)) Choose Files

< Previous Save & Continue >

Click "Save & Continue" to proceed to Step 5.

Step 5 is a declaration as to whether the firm has been disciplined by any governing body or state or federal agency since the last license renewal:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

- Firm Information
- Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

- Certificate & Pocket Card

Requests

- Firm Revision
- Document Request

Documents

- Supporting Documents

Finance

- Invoices & Receipts

Certificate of Authority Renewal

5 Declaration Step 5 of 7

Note: All information with a red asterisk (*) is required.

1. Within the last (2) years has the firm been charged, disciplined, and/or entered into a consent agreement, by any governing or licensing board or by any state or federal agency? * Yes No

< Previous Save & Continue >

If the answer to the declaration is “YES,” details of the disciplinary action and supporting documents must be entered before proceeding:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

- Firm Information
- Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

- Certificate & Pocket Card

Requests

- Firm Revision
- Document Request

Documents

- Supporting Documents

Finance

- Invoices & Receipts

Certificate of Authority Renewal

5 Declaration Step 5 of 7

Note: All information with a red asterisk (*) is required.

1. Within the last (2) years has the firm been charged, disciplined, and/or entered into a consent agreement, by any governing or licensing board or by any state or federal agency? Yes No

Please give details on the space provide below and attach copies of any relevant documents *

Provide details...

Please upload supporting documentation

Click “Save & Continue” to continue to Step 6.

Step 6 is an attestation that the information provided in the renewal is true and correct to the best of your knowledge:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

- Firm Information
- Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

- Certificate & Pocket Card

Requests

- Firm Revision
- Document Request

Documents

- Supporting Documents

Finance

- Invoices & Receipts

Certificate of Authority Renewal

6 Attestation Step 6 of 7

Note: All information with a red asterisk (*) is required.

The information provided in this application is true, accurate and complete to the best of my knowledge. There have been no changes to the current Certificate of Authority application and the information given remains correct as last filed with the Board. *

REMINDER: this is a legally binding attestation.

Click “Save & Continue” to proceed to Step 7.

Step 7 contains a payment invoice. Click “Process Payment” to pay the renewal fee and to submit the renewal application:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma ...

Business Inbox

Select Account

Point of Contact Information

Business Information

Firm Information

Professionals of Record

Certificates of Authority

Applications/Renewals/Reinstatements

Certificate & Pocket Card

Requests

Firm Revision

Document Request

Documents

Supporting Documents

Finance

Invoices & Receipts

Certificate of Authority Renewal

7 Payment

Step 7 of 7

Fee Breakdown

Invoice Item	Amount
Landscape Architect Firm Renewal Certificate of Authority Fee	\$325.00
Total	\$325.00

Process Payment >

< Previous

NOTE: If you answered “Yes” on Step 5 that the firm has been disciplined by another jurisdiction, the renewal will not be automatically approved. It must be processed by a Board staff member, and you will receive an email when the renewal has been approved.

If, at any time before paying the renewal fee, you leave the renewal and come back to it, you will click the “Applications/Renewals/Reinstatements” navigation link and then click “Continue” to complete the renewal:



Jane Doe Landscape Architecture Inc.
220 NE 28th St, Suite 150, Oklahoma City, Oklahoma, 73105

- Business Inbox

- Select Account
- Point of Contact Information
- Business Information
 - Firm Information
 - Professionals of Record
- Certificates of Authority
 - Applications/Renewals/Reinstatements**
 - Certificate & Pocket Card
- Requests
 - Firm Revision
 - Document Request
- Documents
 - Supporting Documents
- Finance
 - Invoices & Receipts

Certificate of Authority

Certificate of Authority Renewals

In time of renewal, please click the start renewal button to begin.
Your license information is listed below.

Firm Name	License Number	License Class	License Status	License End Date	Renewal Status		
Jane Doe Landscape Architecture Inc.	cla00033	Certificate of Authority (Landscape Architect)	Active	03/30/2025	In Progress	Continue Renewal	Cancel Renewal

Certificate of Authority Applications

This section is for your firm practice. As the designated primary professional of record you will be able to apply for a new Certificate of Authority (CA), manage existing CA, including revisions and renewals. Please follow the step-by-step instructions to complete your application. You will be able to save your progress and return to it later.

- Business Corporations
- Professional Corporations
- Limited Liability Companies
- Professional Limited Liability Companies
- Partnerships
- Professional Partnerships
- Sole Proprietorships (excluding those using only name and professional of title)

For assistance, please contact okla@boardofarch.ok.gov or call 405-949-2383.

Your application information is listed below.

Application Number	Firm Application Type	Firm License Type	Application Status	Submitted Date	Decision Date		
00182	Certificate of Authority (Architecture)	Certificate of Authority (Architect)	New	None	None	→ Continue	✕ Cancel Application
00159	Certificate of Authority (Landscape Architecture)	Certificate of Authority (Landscape Architect)	Approved	01/14/2025	01/14/2025	→ Documents	→ Review

[Apply for Certificate of Authority](#)