



# Licensee Portal Guide

# Oklahoma Board of Architects’ Licensee Portal

The Licensee Portal becomes accessible to an individual after they have paid their \$325 licensing fee and have received a license number.

The Licensee Portal houses the individual licensee’s personal information, which can be changed at any time. The Licensee Portal is also where a licensee can access a licensure certificate, pocket card, and good standing letter when verification of licensure is needed.

A licensee can also request a name change or license status change.

The Licensee Portal contains an area to log Continuing Education or to upload required documentation in the event that a licensee is chosen for a Continuing Education audit.

Additionally, the Licensee Portal is where an individual licensee will renew their license every odd year by June 30<sup>th</sup>.

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## Accessing the Licensee Portal

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



 [LICENSE APPLICATION PORTAL >](#)



 [FIRM APPLICATIONS >](#)



 [OMMA BUILDING REQUIREMENTS >](#)



 [ACT & RULES >](#)



 [PROPOSED RULES CHANGE...](#)



 [LICENSEE LOGIN >](#)

## Forgot Your Password?

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



**Licensee Portal**

E-mail

Password

Sign In

Or

Forgot your password? [Reset Password](#)

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



**Licensee Portal**

Enter the email address you use to sign in and we will send you a password reset email

E-mail

Next

Back

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 Licensee Portal

Once you enter the Licensee Portal, you will see a Dashboard with a summary of your information. On the lefthand side are navigation links:



**Home**

**Profile**

- Personal Information
- Certificate & Pocket Card

**License**

- Document Upload
- Continuing Education
- CE Transcript Upload
- License Renewal

**Requests**

- Name Change Request
- Document Request
- Status Change Request
- Invoices & Receipts

**Home**

**Your Information**

Legal First Name: Jane  
Legal Last Name: Doe  
Legal Middle Name:   
Telephone: (405) 949-2383  
Email: janedoe045@mailinator.com

**Licenses**

License Type	License Number	License Status	License Effective Date	License Expiration Date
Landscape Architect	la00034	Active	01/22/2025	06/30/2027
Architect	a00061	Active	01/14/2025	03/30/2025

**Outstanding Invoices**

Total: \$0.00 [View](#)

**NOTE: The Outstanding Invoices section will read "\$0.00," EVEN IF a license renewal is due.**

# Personal Information

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



Home

Profile

**Personal Information**

Certificate & Pocket Card

License

Document Upload

Continuing Education

CE Transcript Upload

License Renewal

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### Personal Information

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

**Personal Information**

Legal Last Name \*

Legal First Name \*

Legal Middle name

Date of Birth \*

**Mailing Address**

Street Address \*

Address2

City \*

State \*

ZIP Code \*

**Contact Information**

Telephone \*

Primary E-mail \*

**Note:** The email address entered here are for communication purposes only. You can change the email used for login purposes in Account Settings.

Save

NOTE: You cannot change your name or birthdate on this page. If you need to change your name, click on the “Name Change Request” navigation link:



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### Name Change Request

**Note:** All information with a red asterisk (\*) is required. Legal proof is required to be uploaded for all name change requests.

Current First Name

Current Middle Name

Current Last Name

New First Name \*

New Middle Name

New Last Name \*

Please upload proof of legal name change \*

Submit

# Certificate and Pocket Card

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



- Home
- Profile
  - Personal Information
  - Certificate & Pocket Card**
- License
  - Document Upload
  - Continuing Education
  - CE Transcript Upload
  - License Renewal
- Requests
  - Name Change Request
  - Document Request
  - Status Change Request
- Invoices & Receipts

## Certificate & Pocket Card

You can download your registration certificate & pocket card below.

Registration Type	<a href="#">Download Certificate</a> <a href="#">Download Wallet Card</a>
Architect	<a href="#">Download Certificate</a> <a href="#">Download Wallet Card</a>
Landscape Architect	<a href="#">Download Certificate</a> <a href="#">Download Wallet Card</a>

# Document Request

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

- Home
- Profile
  - Personal Information
  - Certificate & Pocket Card
- License
  - Document Upload
  - Continuing Education
  - CE Transcript Upload
  - License Renewal
- Requests
  - Name Change Request
  - Document Request**
  - Status Change Request
- Invoices & Receipts

### Document Request

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

If you are requesting the document for yourself, please enter your contact details in the recipient's information. Please indicate in the notes your delivery preference of either e-mail, regular mail or pickup.

<b>Document Request</b>	Letter of Good Standing
Requested Document *	
Details / Notes	Provide details...
Related License *	Select...
Forms / Documentation (if applicable)	Choose File
<b>Recipient information</b>	Select...
Recipient Type *	
Organization Name	
Street Address *	
City *	
Country *	Select...
Province/State *	
Postal/Zip Code *	
Telephone *	
Recipient's Email *	

[Submit](#)

# Status Change Request

When a licensee is 65 or older, has been a resident of and worked in Oklahoma for ten years or more, and has retired from active practice, that licensee can request a status change to **Emeritus status**. Emeritus status allows a licensee to continue to use their professional title without the requirements to renew their license every two years or to obtain 24 hours of HSW Continuing Education. However, a licensee with an Emeritus status cannot perform or offer professional services.

Additionally, military service members who are deployed may request a status change to **“Military Deployed.”** Deployed military service members are exempt from Continuing Education and license renewal requirements while they are deployed.

To request a license status change, click on the “Status Change Request” navigation link and click “Start” on the license:



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- Status Change Request**

Invoices & Receipts

### Status Change Request

License	Current Status	
Jane Doe - Architect	Not Started	<b>Start</b>
Jane Doe - Landscape Architect	Not Started	<b>Start</b>



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Invoices & Receipts

### Status Change Request

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

Profession: Architect

Current Status: Active

Requested Status: **Emeritus (Ineligible to Practice)**

Details

What is the effective date of your requested status change? MM/DD/YYYY

I certify that I have met the Rules of OAC 55-10-9, that I am a resident of Oklahoma who has been licensed in this state for ten (10) consecutive years, sixty-five (65) years of age or older and retired from active practice or other related professional activities.

I certify that I understand to reinstate a License to an active status I may do so by re-applying and paying a readmission application fee. The Board has full discretion as to how to reinstate the License or determine not to reinstate the License. If the Board, in its sole discretion reinstates the License, I shall pay the current License fee in 55-10-3-13.

**Save**



# License Renewals

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 “License Renewal” navigation link:

Then click on the “Start Renewal” button:



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Profile

- Personal Information
- Certificate & Pocket Card

License

- Document Upload
- Continuing Education
- CE Transcript Upload
- License Renewal**

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### License Renewal

This section is for applications involving license 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. For assistance, please contact [okla@boardofarch.ok.gov](mailto:okla@boardofarch.ok.gov) or call 405-949-2383.

Your license information is listed below.

License Type	License Number	Status	Expiry Date	Renewal Status
Architect	a00061	Active	03/30/2025	New
Landscape Architect	la00034	Active	03/30/2025	None

[Start Renewal](#)

Step 1 includes instructions. Read and then click “Save & Continue” to continue:



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### License Renewal

1 Renewal Instruction Step 1 of 7

**Important:** Please follow the step-by-step instructions to complete your application. You will be able to save your progress and return to it later.

Renewal application for: **Landscape Architect**

Please complete the renewal application and submit all the necessary requirements. At the end of the application, you will be asked to pay the Renewal fee in the amount of **\$25.00**. If your license expired, additional Late Fee **\$25** and Reinstatement Penalty Fee **\$200** will be charged.

**Important: Licensees who wish to change their license status to "Emeritus" do not need to renew their license.**

55-10-9-7. Emeritus status requirements  
Licensees who are current residents of Oklahoma and who have been licensed in this State for ten (10) consecutive years, are sixty-five (65) years of age or older, and are retired from active practice.

**Required document instruction**

**Declarations** - You will be asked to upload additional documentation relating to any "yes" responses in the Declaration section of this application

[Save & Continue](#)

**Step 2** allows you to change your contact information. NOTE: you cannot change your name or the email address you use to log into the License Portal.

If you need to change your name, please complete a Name Change Request.

If you need to change the email address you use to log into the License Portal, you can change that in “Account Settings” under your name in the top right corner.

The screenshot shows the 'License Renewal' page at Step 2 of 7, titled 'Personal Information'. A note states: 'All information with a red asterisk (\*) is required.' The form is divided into three sections: 'Personal Information', 'Mailing Address', and 'Contact Information'. The 'Personal Information' section includes fields for Legal Last Name (Doe), Legal First Name (Jane), Legal Middle name, and Date of Birth (01/01/1970). The 'Mailing Address' section includes fields for Street Address (220 NE 28th St, Suite 150), Address2, City (Oklahoma City), State (Oklahoma), and ZIP Code (73105). The 'Contact Information' section includes fields for Telephone ((405) 949-2383) and Primary E-mail (janedoe045@mailinator.com). A note at the bottom of the form states: 'The email address entered here are for communication purposes only. You can change the email used for login purposes in Account Settings.' Navigation buttons include '< Previous' and 'Save & Continue >'. A sidebar on the left contains navigation links for Home, Profile, Personal Information, Certificate & Pocket Card, License, Document Upload, Continuing Education, CE Transcript Upload, License Renewal, Requests, Name Change Request, Document Request, Status Change Request, and Invoices & Receipts.

On **Step 3**, 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 4:



The screenshot shows the 'License Renewal' page at Step 3 of 7, titled 'Status Change Request'. A note states: 'All information with a red asterisk (\*) is required.' The form includes three dropdown menus: License Type (Landscape Architect), Current Status (Active), and Requested Status (Active). Navigation buttons include '< Previous' and 'Save & Continue >'. The sidebar on the left is identical to the previous screenshot.

Step 4 is the Continuing Education declaration. Choose the option that applies to you:

A screenshot of a web application interface for license renewal. The page is titled "License Renewal" and is on "Step 4 of 7". The main heading is "4 Continuing Education". A note states: "All information with a red asterisk (\*) is required." Below this is a section titled "Continuing Education Declaration" with the instruction "Select the statement that is appropriate." There is a dropdown menu with the selected option: "I have completed the required 24 (HSW) continuing education hours and I understand that these hours are subject to audit". At the bottom left is a "< Previous" button, and at the bottom right is a "Save & Continue >" button, which is highlighted with a red rectangle.

24 hours of HSW Continuing Education are required to renew a license in Oklahoma.

**NOTE: IF YOU STATE THAT YOU HAVE COMPLETED THE CE REQUIREMENTS AND IT IS DISCOVERED THAT YOU HAVE NOT, YOU WILL FACE DISCIPLINARY ACTIONS, POSSIBLY INCLUDING THE REVOCATION OF YOUR LICENSE.**

**NOTE: If you believe you are exempt due to a medical hardship, please contact the Board BEFORE proceeding with your license renewal.**

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

## Step 5 contains attestation questions:



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Continuing Education

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**License Renewal**

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### License Renewal

5 Declarations Step 5 of 7

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

1. Have you been charged, disciplined and/or entered into a consent agreement, by any governing or licensing board or by any state or federal agency since your last renewal, excluding non-criminal traffic infractions? \*  Yes  No
2. Are you exempt from continuing education requirements due to Hardship Status (55-10-17-5)?  
If yes, please upload a letter with details about your hardship status and supporting documentation. CE Exemption will be considered by the Board on an individual basis. \*  Yes  No
3. Are you exempt from continuing education due to being Active Military Duty Personnel (55-10-17-5)?  
If yes, please upload Active Military Orders. \*  Yes  No

< Previous Save & Continue >

If your answer is “Yes” to any question, you will be required to provide details and documentation before proceeding:

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



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### License Renewal

5 Declarations Step 5 of 7

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

1. Have you been charged, disciplined and/or entered into a consent agreement, by any governing or licensing board or by any state or federal agency since your last renewal, excluding non-criminal traffic infractions? \*  Yes  No  
Please give details on the space provide below and attach copies of any relevant documents \*  
Provide details...  
Please upload supporting documentation \*
2. Are you exempt from continuing education requirements due to Hardship Status (55-10-17-5)?  
If yes, please upload a letter with details about your hardship status and supporting documentation. CE Exemption will be considered by the Board on an individual basis. \*  Yes  No  
Please give details on the space provide below and attach copies of any relevant documents \*  
Provide details...  
Please upload supporting documentation \*
3. Are you exempt from continuing education due to being Active Military Duty Personnel (55-10-17-5)?  
If yes, please upload Active Military Orders. \*  Yes  No  
Please give details on the space provide below and attach copies of any relevant documents \*  
Provide details...  
Please upload supporting documentation \*

< Previous Save & Continue >

Step 6 contains an additional attestation that all of the information submitted in your renewal is true and correct to the best of your knowledge:

A screenshot of a web application interface for license renewal. The page is titled "License Renewal" and is on "Step 6 of 7", labeled "Attestation". A note states: "All information with a red asterisk (\*) is required." Below this, there is a checkbox with the text: "The information provided in this license renewal is true, accurate and complete to the best of my knowledge." The checkbox is checked. At the bottom right, there is a blue button labeled "Save & Continue" with a right-pointing arrow, which is highlighted with a red rectangular box. On the bottom left, there is a grey button labeled "< Previous". A sidebar on the left contains navigation links for Home, Profile, Personal Information, Certificate & Pocket Card, License, Document Upload, Continuing Education, CE Transcript Upload, License Renewal, Requests, Name Change Request, Document Request, Status Change Request, and Invoices & Receipts.

**REMINDER: This is a legally binding attestation. If you have knowingly provided false information on your renewal application and it is discovered that you have done so, you will face disciplinary actions, including the possible revocation of your license.**

Knowingly providing false information includes stating that you have completed the Continuing Education requirements (Step 4) when you have not and/or failing to report disciplinary actions taken against you in other jurisdictions (Step 5).

Click "Save & Continue" to proceed to Step 7.

Step 7 contains an invoice for the renewal:



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License

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CE Transcript Upload

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### License Renewal

7 Payment Step 7 of 7

**Fee Breakdown**

Invoice Item	Amount
Landscape Architect Renewal Application Fee	\$325.00
<b>Total</b>	<b>\$325.00</b>

[Process Payment](#)

[Previous](#)

Click “Process Payment” to pay the renewal fee.

After your payment is processed, your renewal will be submitted and approved.

**NOTE: If you answered “Yes” on Step 6 that you have been disciplined by another jurisdiction or that you are a deployed military service member, your 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 “License Renewal” navigation link and then click “Continue” to complete the renewal:



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### License Renewal

This section is for applications involving license 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.  
For assistance, please contact [okla@boardofarch.ok.gov](mailto:okla@boardofarch.ok.gov) or call 405-949-2383.

Your license information is listed below.

License Type	License Number	Status	Expiry Date	Renewal Status	
Architect	a00061	Active	03/30/2025	New	<a href="#">Continue</a>
Landscape Architect	la00034	Active	06/30/2027	None	

# Logging Continuing Education

To create or maintain a log of your Continuing Education hours, click on the “Continuing Education” navigation link.

Next, click on “View” next to the current Continuing Education period. **NOTE: the CE period covers July 1<sup>st</sup> of the previous odd year to June 30<sup>th</sup> of the current odd year. For example, the 2025 CE period extends from July 1, 2023 until June 30, 2025. (NOTE: The photo below DOES NOT reflect this—please disregard the dates in the photo.):**



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**Continuing Education**

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### Continuing Education

Architects, Landscape Architects and Licensed Interior Designers are required to complete 24 CEUs of health, safety and welfare during the two-year period prior to the biennial renewal date. (June 30th odd years) for each licensed profession. If a person exceeds the continuing education requirements in any renewal period, they may carry a maximum of 4 CEUs forward into the subsequent renewal period.

CE Period	License	License Status	Status	
01/14/2025 - 06/30/2025	Architect	Active	Open	<a href="#">Q View</a>

After choosing to view the current CE period, you can add a new activity by clicking on “+ New Records”:



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### Continuing Education Summary

Architects, Landscape Architects and Licensed Interior Designers are required to complete 24 CEUs of health, safety and welfare during the two-year period prior to the biennial renewal date. (June 30th odd years) for each licensed profession. If a person exceeds the continuing education requirements in any renewal period, they may carry a maximum of 4 CEUs forward into the subsequent renewal period.

**Status: Open**

License	CE Period	Minimum Hours Required	Total Submitted this CE Period	Carry Over Credits from Prev. CE Period	Total Remaining this CE Period
Architect	01/14/2025 - 06/30/2025	24	0	0	24

**Program Activities**

Date of Completion	No. of Contact Hours
No activity records have been added. Click <b>+ Add New</b> to add a new activity.	

You may choose to upload a transcript as proof of attendance and completion for multiple CE activities or you can record each CE activity separately.

**+ Add New Records**

**CE Exemptions**

Select the statement that is appropriate:

- Active Duty Military Duty Personnel
- First Time Licensee
- Hardship Status (attach letter)  
Please upload letter with details about hardship status. CE Exemption will be considered by the Board on an individual basis.

On the next page, enter the information on the CE activity and upload the attendance verification you received. **NOTE: Attendance verification MUST include your name, the number of hours of Continuing Education received, the sponsoring organization, and that the course was HSW.**

Click “Save & Back” to save the entry.



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### New Continuing Education

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

Date of Completion \*

No. of Contact Hours \*

Program / Course Title

Description

Please upload a transcript for multiple CE activities or for a single CE activity separately. \*

Once activities have been added and saved, the number of hours will be reflected on both tables on the Continuing Education summary page:



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### Continuing Education Summary

Architects, Landscape Architects and Licensed Interior Designers are required to complete 24 CEUs of health, safety and welfare during the two-year period prior to the biennial renewal date. (June 30th odd years) for each licensed profession. If a person exceeds the continuing education requirements in any renewal period, they may carry a maximum of 4 CEUs forward into the subsequent renewal period.

Status: Open					
License	CE Period	Minimum Hours Required	Total Submitted this CE Period	Carry Over Credits from Prev. CE Period	Total Remaining this CE Period
Architect	01/14/2025 - 06/30/2025	24	5	0	19

**Program Activities**

Date of Completion	No. of Contact Hours	
02/25/2025	5	<input type="button" value="Update"/> <input type="button" value="Delete"/>

**CE Exemptions**

Select the statement that is appropriate.

- Active Duty Military Duty Personnel
- First Time Licensee
- Hardship Status (attach letter)  
Please upload letter with details about hardship status. CE Exemption will be considered by the Board on an individual basis.

You can upload or delete an entry by clicking the corresponding buttons next to the entry.

**NOTE: All entries for a CE period must be entered before you complete a license renewal. Once the license renewal is completed, the CE period will close, and you will not be able to add any additional activities.**



## Uploading Documentation If You Are Chosen for the CE Audit

If you did not enter your Continuing Education activities before the CE period closed (i.e. before you completed your license renewal) and you are chosen for the CE audit, you will use the “CE Transcript Upload” navigation link.

On the next page, click “Start”:



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**CE Transcript Upload**

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### CE Transcript Upload

If you have been selected for an audit, please use the form below to share your CE transcript.

Document Upload #	Status	Submitted Date	
00015	New		Continue →
00014	Submitted	02/11/2025	

Start

On the next page, choose a file to upload and click “Save & Continue”:



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### CE Transcript Upload

1 Supporting Documentation Step 1 of 2

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

**CE Certificates or AIA Transcript\***

Please upload copies of certificates or AIA transcript.

Choose Files

Save & Continue →

**NOTE: If you do not have a transcript from an approved organization (i.e. AIA, ASLA, IDCEC), please combine all of your attendance verification documents into one .pdf file and upload the file on this page.**

Check the attestation box on the next page and click “Submit”:



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### CE Transcript Upload

2 Attestations Step 2 of 2

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

I certify that the document(s) I am submitting are accurate, authentic, and that the information provided herein is true and complete to the best of my knowledge and belief \*

[< Previous](#) [Submit](#)