

TENNESSEE BOARD OF ARCHITECTURAL & ENGINEERING EXAMINERS ONLINE RENEWAL INSTRUCTIONS

In August 2006, the Board began offering online license renewal. While this system will greatly facilitate the renewal process, a few items require explanation.

- Registrants will still receive the usual renewal notification through the mail, and registrants will continue to have the option of renewing by mail.
- Registrants on retired status are not eligible for online renewal and must renew by submitting the mailed form.
- Registration status changes cannot be made online. If you desire to change your registration status, you must submit the mailed form.
- Registrants eligible for online renewal may go to <https://apps.tn.gov/cirens/>.
- After logging in by entering their registration number and zip code, registrants may update their address information. Registrants may not make changes to other basic information. This system may also be used to update an address between license renewals.
- After verifying and confirming basic information, all registrants will receive a message telling them that they are not eligible to complete their license renewal online because staff processing is required. This message appears because the renewal is considered pending until reviewed by office staff. If all requirements are met, the license is renewed within two business days. Simply ignore this message and click "Continue" to proceed with the renewal questions and payment.
- After responding to the renewal questions, registrants may make a payment using either a credit or debit card. A \$2.00 transaction fee plus up to a 2% credit/check card fee will be added to the renewal fee.
- Registrants will then see a payment confirmation screen again telling them that there is a deficiency and that staff processing is required. This message does not necessarily mean that the license will not be renewed. If all requirements have been met, Board staff will issue the license within two business days. Registrants will be notified if any outstanding deficiencies need to be addressed. Please note that registrants cannot practice or offer to practice their profession in Tennessee (or use the title "registered interior designer") on an expired license. Registrants renewing after the registration expiration date will also see the following message: "Deficiency: Review, Enter, and Verify Basic: Rank, status / Trans. mismatch." Please ignore this message.
- For additional assistance during the online renewal process, you may click on the "Help and FAQs" link at the bottom of the web page.
- Please do not mail the renewal form or payment confirmation after renewing online.