

1. Log into the Board's [Licensee Portal](#). Before starting the process, verify the current status of your license on the [Board's registry](#). This information will be needed to complete the process.



Arizona State Board of
Technical Registration

Licensee Portal

Sign In

Or

Forgot your password? [Reset Password](#)

2. When you log in, you will be redirected to the Licensee Portal Home Page. On the Home Page, Select "Request License Status Change" to be directed to the Request License Status Change page.

Home

License

Requested Documents by the Board

License Renewal

Access

Personal Information

Download Pocket Card

Your Financial Assurance

Your Fingerprint Card

Requests

Submit Fingerprint Clearance Card

Submit Financial Assurance Proof

Request Name Change

Request Document/License Verification

Request License Status Change

3. On the request License Status Change page, select Start to begin the process.

Request License Status Change

Your request information is listed below.

Request License Status Change	Type of Request	Registration License	Submitted Date	Decision date	Request Status
Please select "Start" to begin this process.					

Start

- On Step 1 of 2, select the appropriate Request Type based upon your current license status. If you don't know your current license status, look it up on the Board's online registry. The request should indicate your request to go inactive. Select Submit to proceed.

Request License Status Change

1 Request Type

Step 1 of 1

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

Select request type

Request Type *

Select...

Select...

Active to Inactive Change Request

Expired to Inactive Change Request

Inactive to Active Change Request

Probation to Inactive Change Request

Submit

- On Step 2 of 2, indicate the license you wish to inactivate; the system will let you know whether the chosen license can be inactivated. If the system does not prevent you from proceeding, click on the acknowledgement box and select Submit.

A registrant shall not place the registrant's certificate of registration on inactive status if the person's certificate of registration has been canceled by the board pursuant to A.R.S. § 32-127(C).

Registration License *

Kurt Winter - 83082 - Architect

Current License Status

Active

Requested License Status

Inactive

☐ Please confirm that you have read and understood the statements below *

I understand that, per A.R.S 32-127:

- If I am in Canceled status, I cannot place my registration/certification in Inactive status;
- If I am in Delinquent status, I must first pay all penalty fees that are due in order to place my registration/certification in Inactive status;
- I cannot practice, offer to practice, or advertise professional services in the State of Arizona while in Inactive status;
- I will not have to pay renewal fees while in Inactive status;
- I may request to return to Active status at any time by filling out a Reactivation Application and paying the appropriate Reactivation Fee (\$325.00 (\$100 application fee + \$225 renewal registration fee));
- Upon receipt of my Reactivation Application, BTR Staff will determine if I qualify for reactivation;
- The Board shall require re-examination if I have not been registered in and engaged in practice in another jurisdiction anytime within the five (5) years immediately preceding the date I submitted my completed and signed Reactivation Application;
- After staff have affirmed that I qualify for reactivation, I will receive a new expiration date correlating with the date Staff reactivated my registration/certification.

< Previous

Submit

6. After you submit your request, you will receive an automated email from the Board's online platform. Board staff will review your request and reach out to you if they have any questions. Otherwise, Board staff will process your request and, if approved, your license will automatically change to inactive status in the Board's system and on its online registry.