



State of Arizona

BOARD OF TECHNICAL REGISTRATION

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007 (602) 364-4930 FAX: (602) 364-4931 <https://btr.az.gov/>

Notice to All Applicants

Any firm offering professional services under the Board's jurisdiction in this state without a current annual firm registration on file with the Board may be in violation of [ARS 32-141](#) and subject to disciplinary action. Each firm must have a Principal, who is a registrant in this state, in order to be registered with the Board.

As part of your application process, you may submit the Firm Registration form and fee with your initial application. The firm registration will be processed and the status will be "Pending" until the individual registration is granted. Once granted, staff will update the firm's status to "Active" and set the firm's initial activation date to the same day of the individual's grant date. If the individual registration is not granted, the Board will close the firm and refund the firm registration fee.

Am I obligated to submit a Firm Registration form with my initial application for registration or certification?

No, it is voluntary, however doing so will align your certification's expiration date with the firm's expiration date.

What are the benefits of submitting a firm registration before I am granted a registration or certificate?

If granted registration, you may have to wait to offer professional services in this state until your firm registration is processed, among other requirements. Having your firm active the day your registration becomes active gets you one step closer to being able to offer professional services in Arizona.

Do I need to register a firm if I plan to work as a sole practitioner / doing business as?

Yes. Pursuant to [ARS 32-101](#), Firm is defined as "any individual or partnership, corporation or other type of association including the association of a non-registrant and a registrant who offers to the public professional services regulated by the Board."

I have questions, who do I contact?

Please contact Licensing Manager Julie Pham with any questions.

julie.pham@azbtr.gov

602-364-4955



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ANNUAL FIRM REGISTRATION

REGISTRATION FEE \$50.00

(Do Not Use For Branch Office Registration)

(Pursuant to A.R.S. § 32-141)

**PLEASE TYPE
OR PRINT LEGIBLY**

Firm Registration #

New Firms will be issued a number. Leave blank if new firm.

Firm Name: _____

Address: _____

_____ City State Zip

Phone _____

Email: _____

Expiration Date:

This is the current expiration date. Leave blank if new firm.

Annual Registration

New Registration

CATEGORY OF PROFESSIONAL SERVICES OFFERED:

- Architecture Home Inspection Landscape Architecture Geology Surveying

Engineering: (Services Offered for Branches of Engineering only)

- Agricultural Architecture Chemical Civil Control Systems
 Electrical Environmental Fire Protection Geological Industrial Mechanical
 Metallurgical Mining Nuclear Petroleum Sanitary Structural

Provide the names, Arizona registration number(s), and signature(s) of the Registrant(s) in RESPONSIBLE CHARGE. Each firm must register annually and must have a principal registrant who has the authority and responsibility for professional services of that firm.

| | | | |
|---|---------------------------|---|---------------------------|
| _____ Principal Registrant's Name | _____ AZ Reg. # | _____ Principal Registrant's Name | _____ AZ Reg. # |
| _____ Registration Category and/or Branch | | _____ Registration Category and/or Branch | |
| _____ REQUIRED Signature of AZ Registrant | _____ Date | _____ REQUIRED Signature of AZ Registrant | _____ Date |
| _____ Principal Registrant's Name | _____ AZ Reg. # | _____ Principal Registrant's Name | _____ AZ Reg. # |
| _____ Registration Category and/or Branch | | _____ Registration Category and/or Branch | |
| _____ REQUIRED Signature of AZ Registrant | _____ Date | _____ REQUIRED Signature of AZ Registrant | _____ Date |

NOTICE

Knowingly making a false statement in connection with this application may be cause for denial of this application and/or referral for criminal prosecution. Arizona Revised Statutes ("A.R.S.") 41-1030(B) states that "[a]n agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition." A.R.S. 41-1030(D) states that "[t]his section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section." A.R.S. 41-1030(E) states that "[a] state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy." A.R.S. 41-1030(F) states that "[t]his section does not abrogate the immunity provided by section 12 820.01 or 12 820.02."