

4703-2-07

Continuing education.**(A) Definitions**

(1) Continuing education – Continuing education is post-licensure learning that enables a registered architect to increase or update knowledge of and competence in technical and professional subjects related to the practice of architecture to safeguard the public's health, safety, and welfare.

(2) Continuing education hour – one continuous instructional hour (fifty to sixty minutes of contact) spent in structured educational activities intended to increase or update the architect's knowledge and competence in health, safety, and welfare subjects.

If the provider of the structured educational activities prescribes a customary time for completion of such an activity, then such prescribed time shall, unless the board finds the prescribed time to be unreasonable, be accepted as the architect's time for continuing education hour purposes irrespective of actual time spent on the activity.

(3) Structured educational activities – educational activities in which at least seventy-five per cent of an activity's content and instructional time must be devoted to health, safety, and welfare subjects related to the practice of architecture, including courses of study or other activities under the areas identified as health, safety and welfare subjects and provided by qualified individuals or organizations, whether delivered by direct contact or distance learning methods.

(4) Health, safety, and welfare subjects – technical and professional subjects that the board deems appropriate to safeguard the public and that are within the following enumerated areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment.

(a) Legal: laws, codes, zoning, regulations, standards, life safety, accessibility, ethics, insurance to protect owners and public

(b) Building systems: structural, mechanical, electrical, plumbing, communications, security, fire protection

(c) Environmental: energy efficiency, sustainability, natural resources, natural hazards, hazardous materials, weatherproofing, insulation

(d) Occupant comfort: air quality, lighting, acoustics, ergonomics

(e) Materials and methods: construction systems, products, finishes, furnishings, equipment

(f) Preservation: historic, reuse, adaptation

- (g) Pre-design: land use analysis, programming, site selection, site and soils analysis, surveying
- (h) Design: urban planning, master planning, building design, site design, interiors, safety and security measures
- (i) Construction documents: drawings, specifications, delivery methods
- (j) Construction contract administration: contracts, bidding, contract negotiations
- (5) Qualified individuals or organizations – All programs and providers shall be pre-approved for credit/contact hours by one of the following organizations:
 - (a) The American institute of architects
 - (b) National council of architectural registration boards
 - (c) The association of licensed architects
 - (d) Colleges and universities/other educational institutions
 - (e) Other technical/professional societies, state agencies or organizations

(B) Continuing education requirements.

In addition to all other requirements for registration renewal or reinstatement, an architect must complete a minimum of twelve continuing education hours each calendar year or be exempt from the continuing education requirements as provided below. Failure to comply with these requirements may result in non-renewal of the architect's registration.

(C) Continuing education hours.

- (1) Twelve continuing education hours must be completed in health, safety, and welfare subjects acquired in structured educational activities.
- (2) Continuing education hours may be acquired at any location.
- (3) Excess continuing education hours may not be credited to a future calendar year.

(D) Reporting and record keeping.

- (1) An architect shall complete and submit forms as required by the board certifying that the architect has completed the required continuing education

hours.

- (2) Forms may be audited by the board for verification of compliance with these requirements.
- (3) Documentation of reported continuing education hours shall be maintained by the architect for six years from the date of the award.
- (4) If the board disallows any continuing education, the architect shall have sixty days from notice of such disallowance to either provide further evidence of having completed the continuing education requirement or to remedy the disallowance by completing the required number of continuing education hours (but such continuing education hours shall not again be used for the next calendar year).
- (5) If the board finds, after proper notice and hearing, that the architect willfully disregarded these requirements or falsified documentation of required continuing education hours, the architect may be subject to disciplinary action in accordance with the board regulations.

(E) Exemptions

An architect shall not be subject to these requirements if:

- (1) The architect has been granted emeritus status by the board; or
- (2) The architect otherwise meets all renewal requirements and is called to active military service, has a serious medical condition, or can demonstrate to the board other like hardship, the upon the board's so finding, the architect may be excused from some or all of these requirements.

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