



STATE OF NEBRASKA BOARD OF
ENGINEERS AND ARCHITECTS

License Renewals, Continuing Education Requirements, and Continuing Education Audits

NOVEMBER 20, 2024

PRESENTED BY ALLYSON BENNETT AND AMY HABE





Roadmap

● License Renewals

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● Continuing Education Audits

- Audit Notification
- Audit Requirements

● Resources and Materials

● Questions

License Renewals

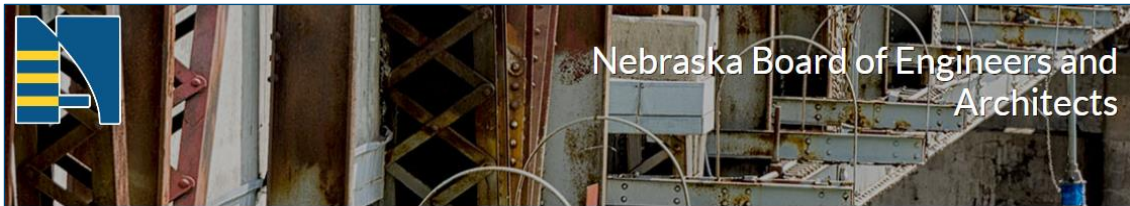
Who Can Renew?



- Licensees whose last names begin with the letters **L-Z**
 - Renewal system is open at https://www.nebraska.gov/EA/ea_renew.php
- Licensees whose last names begin with the letters **A-K**
 - Those who did not renew in 2023, can still renew until December 31, 2024, by paying appropriate late fees.
 - Must request paper renewal form from the [Board office](#); cannot renew online.
- Online payments accepted
 - Visa, Mastercard, Discover, or E-Check

Online Renewal

nebraska.gov/EA/ea_renew.php



🏠 License Renewal

Sign In

Before you begin:

You may use Visa, Mastercard, Discover, or electronic check to renew online. If you do not have access to these payment options, please [contact us](#) and you will be sent a renewal form.

The current renewal period is for architects and professional engineers, whose last names begin with the letters L-Z.

This system will also allow you to place your license in Emeritus status.

License Number

A-12345

Do not enter spaces.

Password (last 4 digits SS#)

5555

Renew License →

Online Renewal

License Renewal

Update Contact Information

Address Guidelines

In compliance with USPS regulations, do not use punctuation unless necessary. Use [USPS abbreviations](#) when applicable.

Updated information will replace all data previously on file.

You are limited to **38 characters per line**. If an entry is too long, you **must abbreviate**.

Licensee Name: [REDACTED]

Firm Name
[REDACTED]
Enter Firm Name only if part of mailing address.

Mailing Address *
[REDACTED]
Include suite, apartment and unit #s on Address Line 1.

[REDACTED]

City * State / Province * Zip Code * Country *

[REDACTED] [REDACTED] [REDACTED] [REDACTED]

Phone 1 * Ext Phone 2 Ext

[REDACTED] [REDACTED] [REDACTED] [REDACTED]

Fax Number Email Address *

[REDACTED] [REDACTED]


By submitting your renewal online, you are attesting that all information on this renewal is complete and correct to the best of your knowledge.

Should you require the name on your license to be changed (due to marriage, divorce, etc.), email a copy of your legal document with your request to nbea.office@nebraska.gov or mail it to the address below.

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Information Update

- Legal Name Change
 - Send a [Name Change Request and Attestation form](#) along with a copy of the legal document granting the name change to nbea.office@nebraska.gov or by mail.
 - Your licensee seal must be updated to reflect the name change.
- Address Change
 - Contact Board staff directly.
 - If your license expires at the end of the year (October - December) and you email the Board with updated contact information, you may also need to update your address information again when renewing online.

 Mail to: PO Box 91165
Lincoln, NE 68509 Delivery: 215 Centennial Mall S, Suite 400
Lincoln, NE 68508 Phone: 402-471-2021
Fax: 402-471-0199
Questions? Contact us at nbea.office@nebraska.gov or on the web at www.nebraska.gov **Fees: \$0**

NAME CHANGE REQUEST AND ATTESTATION

- To change your name with the Board of Engineers and Architects, complete the below and **submit it, along with a copy of the legal document changing your name**. Examples of acceptable documents include but are not limited to, a marriage license, court decree, divorce decree, or naturalized citizenship certificate. For divorce decrees, include the first page showing the case number, the page granting the name change, and the page with the judge's signature. Example of documents that are not acceptable include a driver's license, social security card, or passport.
- Neb. Rev. Stat. § 81-3437(1) requires your full legal name to be listed on all license-related documents, including your full middle name.
- Your completed form may be emailed, faxed, or mailed using the contact information listed at the top of the form.
- There is no fee associated with a name change request.

I have changed my name for all intents and purposes.

FROM _____

(First) (Middle) (Last)

TO _____

(First) (Middle) (Last)

I attest under penalty of perjury that the above declaration is true and correct.
 I have attached a copy of the legal documents supporting my name change.

Signature of Licensee/Intern/Applicant _____ Date _____

License# (if applicable): _____

27 FEB 2024

Online Renewal

🏠 License Renewal

Select Renewal Type

You may choose to do one of the two types of transactions as follows:

Standard Renewal – \$80
This will renew your license until 12/31/2026.

Emeritus – \$25
This will change your license to Emeritus.
Emeritus allows you to use the honorary title "Professional Engineer Emeritus," but you will no longer be permitted to practice engineering in Nebraska.

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Emeritus Status

- May elect if you are retiring and/or no longer practicing in Nebraska.
- Must be approved by the Board.
- Cannot practice architecture or engineering.
- May use the honorary titles *Architect Emeritus* or *Professional Engineer Emeritus*.
- If you wish to request Emeritus status and are renewing by paper, mark the form's *Change to Emeritus Status* box and enclose the one-time fee of \$25.
- Emeritus status selection is also available through the online renewal system.

Online Renewal

- Disclosure Information
 - Eight questions regarding professional, criminal, and civil conduct
- May be asked to provide additional information.
- If you answer “yes” to any of the questions, your license renewal will remain pending until after review and approval.



Online Renewal

🏠 License Renewal

Continuing Education Information

Mandatory Continuing Education

30 actual hours of engineering-related learning every biennial renewal period to meet the continuing education requirements. Activities must be either 1) technical in nature or 2) address a topic that is part of an engineering profession's body of knowledge as developed by applicable national professional engineering societies (NSPE, ASCE, IEEE, etc.). One hour must also be directly related to ethical issues of professional practice.

Please mark only one of the following:

- I have satisfied the [mandatory continuing education requirements](#) of Nebraska, and I understand that false claims are subject to disciplinary action.
- I have **NOT YET** satisfied the mandatory continuing education requirements of Nebraska.
- I have served on active duty in the armed forces of the United States or any state for a period of time exceeding 120 days in one or both calendar years of my renewal period. Supporting documents for each year of active duty will be required.
- Other

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- Send me future electronic reminders through Gov2Go, so I don't miss important government deadlines. I also will receive information about the latest convenient services that Gov2Go can offer me. Click or tap [here](#) for more information.

Continue →

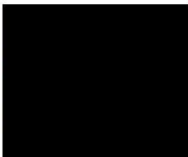
Online Renewal

🏠 License Renewal

Review

The total fee for your renewal is:

\$80

License Number	
Licensee	
Business Name	
Work Address 1	
City	
State	
Zip Code	
Country	

Professional

1. During the past two years, have you been denied a license to practice engineering or architecture in this or any other jurisdiction?
No

2. During the past two years, has a complaint been filed or has formal disciplinary action been taken against you by a regulatory body for professional engineering or architecture in this or any other jurisdiction?
No

3. During the past two years, have you voluntarily surrendered your architect or professional engineer license or entered into a negotiated settlement in order to avoid disciplinary action by a professional regulatory body in this or any other jurisdiction?
No

Paper Renewal

- For a paper renewal application, contact our office
 - nbea.office@nebraska.gov
 - (402) 471-2021
- Renewal applications must be postmarked or dropped off in person by December 31, 2024.
 - Physical Address: 215 Centennial Mall S Ste 400 Lincoln, NE 68508-1813
 - Mailing Address: PO Box 95165 Lincoln, NE 68509-5165
- A receipt will be mailed once payment has been received.
- If you come in person to pay, payment must be made with **exact** cash or a check. Staff cannot take card payments or provide change.

Inactive or Retired Status

- Nebraska does not place licenses in "inactive" or "retired" status.
- If a licensee is considering no longer practicing or retiring, they may let their license lapse; there is no penalty for doing so.
- If a license has been expired for more than a year and the license holder wishes to reactivate it, the licensee must apply for reinstatement of their PE license or reinstatement of their architect license.

Continuing Education Requirements

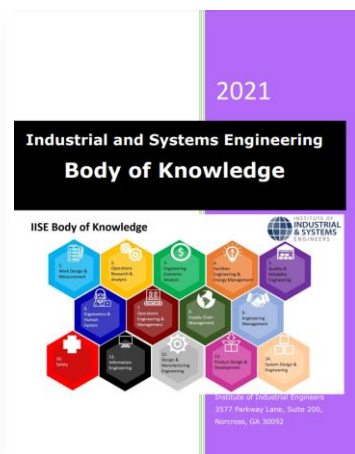
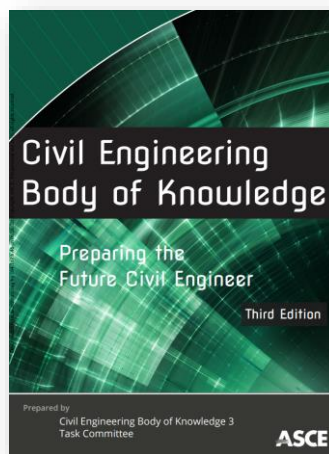
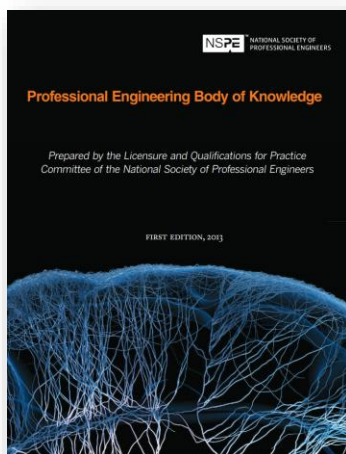
Requirements

- Architects must complete **24** hours of architectural-related learning.
- Professional engineers must complete **30** hours of engineering-related learning.
- Acceptable continuing education topics must be either:
 - technical in nature, or
 - a topic that is part of that profession's body of knowledge as developed by the applicable national professional engineering society or categorized as a Health Safety and Welfare topic by NCARB.



Engineering Body of Knowledge

- Developed by professional societies



<https://www.nspe.org/sites/default/files/resources/nspe-body-of-knowledge.pdf>

NSPE Body of Knowledge

- **Basic/Foundational**

- Mathematics
- Natural Sciences
- Humanities + Social Science

- **Technical**

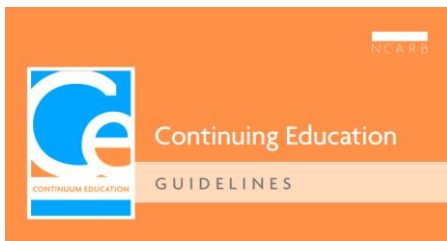
- Manufacturing/Construction
- Design
- Engineering Economics
- Engineering Science
- Engineering Tools
- Experiments
- Problem Recognition + Solving
- QC/QA
- Risk, Reliability, & Uncertainty
- Safety
- Societal Impact
- Systems Engineering

- Operations + Maintenance
- Sustainability + Environmental Impact
- Technical Breadth
- Technical Depth

- **Professional Practice**

- Business Aspects of Engineering
- Ethical Responsibility
- Global Knowledge + Awareness
- Leadership
- Legal Aspects of Engineering
- Lifelong Learning
- Professional Attitudes
- Project Management
- Public Policy + Engineering
- Teamwork

NCARB Health Safety & Welfare



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 This document was revised by 2020 and comprises all previous editions of the Continuing Education Guidelines. Visit www.ncarb.org/CE for the latest information about continuing education requirements and courses.

HEALTH, SAFETY, AND WELFARE SUBJECTS

Learning programs must address one or more of the following subjects/topics that meet the definition of HSW on page six to be considered HSW CE.

PRACTICE MANAGEMENT: This category focuses on areas related to the management of architectural practice and the details of running a business.

Acceptable topics include, but are not limited to:

- Applicable Laws and Regulations
- Ethics
- Insurance to Protect Owner and Public
- Business Management
- Risk Management
- Information Management
- Design for Community Needs
- Supervisor Training

For additional information on knowledge, skills, and tasks related to Practice Management, please refer to:

- [AEP Guidelines: Practice Management](#)
- [ARE Guidelines: Practice Management](#)

PROJECT MANAGEMENT: This category focuses on areas related to the management of architectural projects through execution.

Acceptable topics include, but are not limited to:

- Project Delivery Methods
- Contract Negotiation
- Pre-Design Services
- Site and Soil Analysis
- Consultant Management
- Project Scheduling
- Quality Control (QA/QC)
- Economic Assessment
- Value Engineering

<https://www.ncarb.org/sites/default/files/ContinuingEducationGuidelines.pdf>

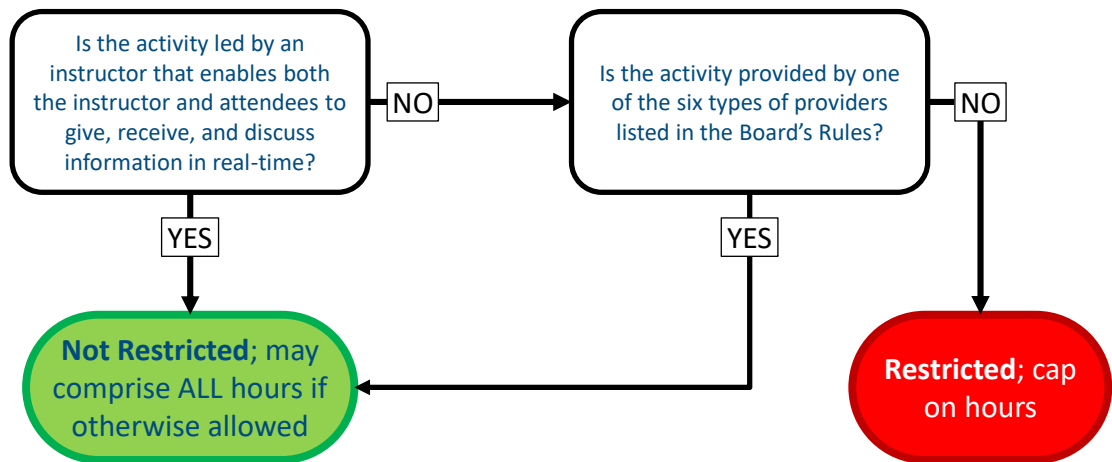
Acceptable Activities Update

- A full list of acceptable continuing education activities can be found under Board Rule 9.2.3.
- The following activities were added as acceptable continuing education activities during the latest update of the E&A Handbook:
 - Active participation in professional or technical societies in which a licensee either serves as an officer or actively participates in a technical committee of the society related to the practice of architecture or engineering.
 - Serving as an ABET/EAC- or NAAB-accredited program evaluator.

Web-Based (Online) Offerings

- Web-based offerings include webinars, video conferences, online meetings, pre-recorded presentations, etc.
- Web-based offerings are **not restricted** and may constitute **all** of the biennial education requirements if it:
 - Enables both the instructor and attendees to give, receive, and discuss information in **real-time**, and/or
 - Is **provided** by a provider below:
 1. International Association for Continuing Educational Training (IACET) approved providers,
 2. Institutions of higher education that have an accredited program in architecture or engineering,
 3. Professional engineering or architectural societies,
 4. Technical societies and associations recognized at a national level,
 5. Governmental agencies, or
 6. NCARB and NCEES
- Web-based offerings from a provider not listed above **are restricted** and may constitute **no more than one-fourth** of the biennial education requirement.
 - Six hours for architects
 - Seven and one-half hours for professional engineers

Web-Based (Online) Offerings



- (1) International Association for Continuing Educational Training (IACET) approved providers,
- (2) institutions of higher education that have an accredited program in architecture or engineering,
- (3) professional engineering or architectural societies, (4) technical societies and associations recognized at a national level, (5) governmental agencies, or (6) NCARB and NCEES


Restrictions

- At least one hour must be directly related to ethical issues of a licensee's professional practice.
- An individual who is both a licensed architect and professional engineer may use ethics-related hours and any hours to satisfy CE requirements of both licenses if the subject is **BOTH** architecture- and engineering-related.



Self-Guided Activities

- Planned and performed under the licensee’s own direction and guidance.
- Must complete and submit the [Nebraska Continuing Education Self-Guided Reporting Form](#) to be considered.
- Architects – maximum of 6 hours
- Professional Engineers – maximum of 7½ hours
- Separate and distinct from the restricted web-based activities restriction.



STATE OF NEBRASKA BOARD OF ENGINEERS AND ARCHITECTS

Mail to: PO Box 91945
Lincoln, NE 68509

Delivery: 215 Centennial Mall S, Suite 400
Lincoln, NE 68505

Phone: 402-471-2021
Fax: 402-471-0787

Questions? Contact us at licstaff@nebraska.gov or on the web at enr.nebraska.gov

NEBRASKA CONTINUING EDUCATION SELF-GUIDED REPORTING FORM

Self-guided hours are those obtained during a self-directed educational activity. This activity may not have a sponsor or host; you did not receive a certificate for this educational time and you earned it under your own direction and guidance.

Date of Submittal

Licensee Name

Licensee Number

Contact Information: Phone Email

Program Title

Maximum number of Professional Development Hours claimed as self-guided study:

(Nebraska allows 7.5 hours for Engineers and 6.0 hours for Architects. This is equal to 25% of the total number of hours required for a two-year renewal period.)

ARCHITECTS: Does this educational activity address issues concerning health, safety and welfare? Yes No

PROFESSIONAL ENGINEERS: Does this educational activity address a topic that is part of the profession's body of knowledge as developed by an applicable national professional engineering society? Yes No

Start Date

Completion Date

Type of Program

Type of Activity

Sponsor Name (if Any) Sponsor Phone No.

What did you do?

What did you learn?

Did you use outside sources for information? If Yes, cite the specific publications, journals, presentations, etc.

What materials did you use?

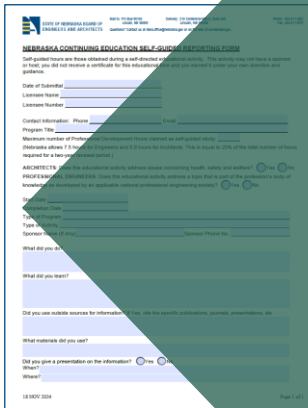
Did you give a presentation on the information? Yes No

When?

Where?

18 NOV 2024
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Self-Guided Activities



ARCHITECTS: Does this educational activity address issues concerning health, safety and welfare? Yes No

PROFESSIONAL ENGINEERS: Does this educational activity address a topic that is part of the profession's body of knowledge as developed by an applicable national professional engineering society? Yes No

Start Date _____

Completion Date _____

Type of Program _____

Type of Activity _____

Sponsor Name (If Any) _____ Sponsor Phone No. _____

What did you do?

What did you learn?

Did you use outside sources for information? If Yes, cite the specific publications, journals, presentations, etc.

What materials did you use?

Units and Carry-over

- The Board has final authority with respect to approval of courses and credits.
- **The Board does not pre-approve courses or activities.**



Units and Carry-over

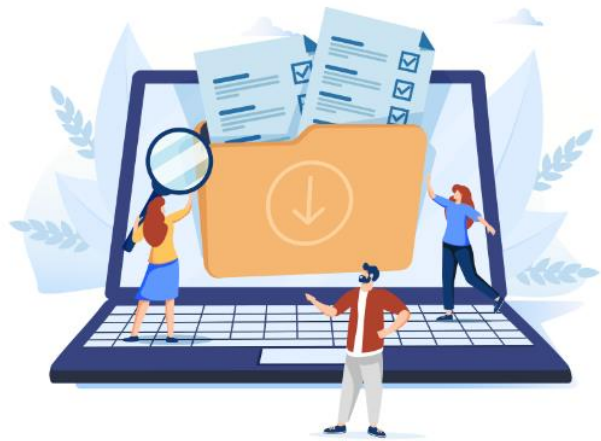
- One actual hour is equivalent to at least 50 minutes of instruction.
- Credit for teaching or presenting an activity may be credited to double the actual hours. Credit is only valid for the first offering or presentation. Full-time faculty may not claim credit associated with regular teaching duties.
- **Participation on a professional or technical society's technical committee is equivalent to the actual hours spent on that committee.**
- **Developing exam items for NCEES or NCARB – 15 actual hours per calendar year.**
- **Serving on an ABET/EAC- or NAAB- accreditation program evaluation team – 15 actual hours per evaluation.**

Units and Carry-over

- All licensees are eligible to carry up to half of their required credits from the previous 2-year period to the current biennium period.
 - Architects may carry over 12 hours.
 - Professional engineers may carry over 15 hours.
- Documentation must be provided to prove the licensee has carryover hours.
- Ethics hours may be carried over.

Recordkeeping

- Licensees are responsible for maintaining records necessary to support credits claimed for continuing education. Required include, but are not limited to:
 - Records relating to continuing education maintained by NCEES, NCARB, or other organizations **OR**
 - A completed [Continuing Education Log](#) of your continuing education activities for the renewal period **AND** attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.



Nebraska Board of Engineers and Architects
Continuing Education Log

RESET FORM

Licensee's Name: _____ License Number: _____

Dates of Activity (month/date/year)	Sponsoring Organization	Activity	Arch. CE hours	Engr. CE hours	Certificate?	Web-based course? (Y/N)	Restricted under Board Rule 9.3.1? Y/N

Total Arch CE hrs 0.00 Total Eng CE hrs 0.00 Page Total: 0.00 0.00 Page 1 of 3

Make copies of this form if more space is required. This form can be found online at <http://ea.nebraska.gov/>
Board Rule 9.3.1 limits the number of allowable CE hours gained through web-based instruction. Please visit <https://ea.nebraska.gov/board-rule-931> for more information.

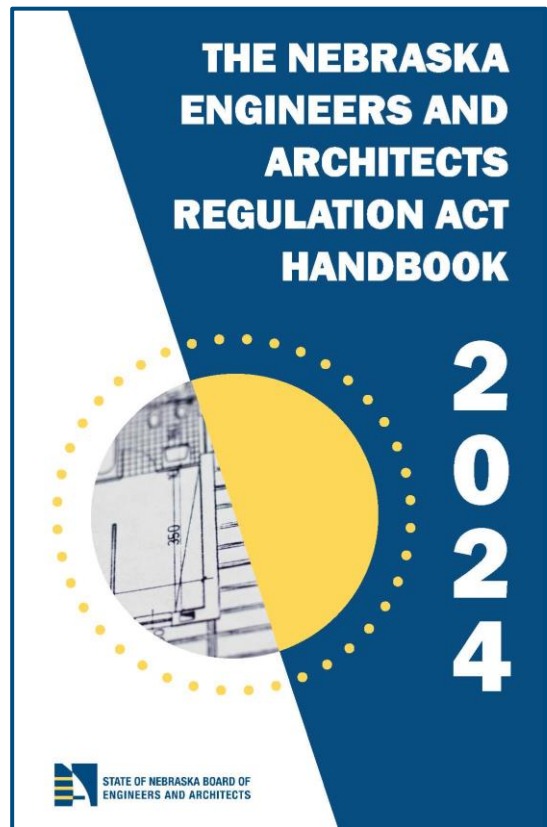
Exemptions and Waivers

- Licensees may be exempt from CE requirements for one of the following reasons:
 - Licensees who are licensed by examination or comity are exempt from their initial renewal period.
 - If a licensee served on active military duty for a period of time exceeding 120 days in a calendar year, they may be exempt from partial or all CE requirements.
 - If experiencing physical disability, illness, or other extenuating circumstances. Supporting documentation must be provided, and the Board must review and approve.
 - Their license is in Emeritus status.
- The Board may, at its discretion, waive the continuing education requirement for any architect or professional engineer.

Summary of Hours

	Professional Engineers	Architects
Total Required Hours (min.)	30	24
Restricted online hours (max.)	7½	6
Self-guided activities (max.)	7½	6
Ethics hours (min.)	1	1
Carry-over allowed (max.)	15	12

More info on acceptable activities and CE credits can be found in [Chapter 9](#) of the E&A Handbook.



Continuing Education Audits

Audit Notification

- The Board may audit any licensee for compliance with CE requirements.
- Licensees selected randomly but will not exceed 5% of the licensee population.
- If a licensee is selected for an audit, they will be notified **after** January 1, 2025, by mail and email.



Audit Requirements

- **If selected for an audit**, the following information must be submitted for review:
 - Records relating to continuing education maintained by NCEES, NCARB, or other organizations **OR**
 - A completed [Continuing Education Log](#) of your continuing education activities for the renewal period **AND** attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.
- The CE log and attendance verification records must **be arranged in order by completion date** and **combined into one document**, such as a PDF.
- If the Board receives materials not in compliance with this requirement, the information will not be reviewed, and the licensee will be required to resubmit their information in conformance with these requirements.

Audit Requirements

- If the Board disallows any of the continuing education hours claimed, the applicant must, within 60 days after notification of disallowance, substantiate the original claim or earn other credit to satisfy the continuing education requirement.
- Extension of time may be granted by the Board on an individual basis but must be requested by the licensee within 30 days after notification of disallowance and may not exceed an additional 60 days.

Reminders

- If claiming carryover hours from a previous renewal period, all documents for that previous renewal period must also be submitted in addition to the 2023-24 renewal period documents.
- **Do not send CE documentation unless you receive an audit notification.**
- **A CE provider who says they are approved in Nebraska or “all 50 states” is a red flag.**
- If a web-based course is AIA-approved, the course still may be restricted per Rule 9.3.2.

Resources and Materials

Resources

- The E&A website provides a variety of resources you may request or access free of charge.

The screenshot displays the website for the State of Nebraska Board of Engineers and Architects. The header includes the organization's name and a navigation menu with links for Home, License Lookup, Architects, Engineers, Organizations, Board, Enforcement, Resources, Meetings, Forms, FAQ, and Contact. A dropdown menu is open under the 'Resources' link, showing options for 'The Nebraska Professional NBEA Lunch and Learn Webinar Series', 'Publications', 'Latest News', 'Lines of Interest', and 'Flowerchairs'. The main content area features a 'Publications' section with a prominent 'THE NEBRASKA ENGINEERS AND ARCHITECTS REGULATION ACT HANDBOOK 2024' cover. Below this, there are five smaller brochure covers: 'Before You Build', 'Before You Build (Español)', 'Becoming an Architect', 'Becoming a Professional Engineer', and 'A Guide to Remediation'. At the bottom of the page, there is a call to action: 'Check out the latest NBEA news from our blog!' followed by 'Need brochures? Handbooks? Hit the button below to request more!' and a blue 'ORDER MATERIALS' button. The footer contains the organization's logo and name.

Questions?

- Amy Habe, Compliance Officer
 - nbea.compliance@nebraska.gov
 - (402) 471-9602
- Allyson Bennett, Public Information Officer
 - nbea.marketing@nebraska.gov
 - (402) 471-3044
- Reminders
 - It is **anticipated** the Board will give continuing education credit for the webinar, but as a reminder, the Board **DOES NOT** pre-approve continuing education offerings.
 - Certificates **WILL NOT** be issued as attendance verification. If you participate in the entire presentation, you will receive an email within the next week confirming your attendance.



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ENGINEERS AND ARCHITECTS