



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



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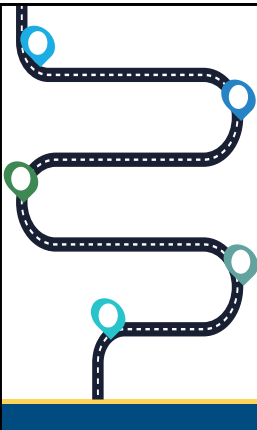
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## Roadmap

- **License Renewals**
  - Online Renewals
  - Information Updates
  - Emeritus Status
  - Paper Renewals
  - Inactive or Retired Status
- **Continuing Education Requirements**
  - Acceptable Activities Update
  - Web-based (online) Offerings
  - Restrictions
  - Self-guided Activities
  - Units and Carry-over
  - Recordkeeping
  - Exemptions and Waivers
- **Continuing Education Audits**
  - Audit Notification
  - Audit Requirements
- **Resources and Materials**
- **Questions**




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# License Renewals




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## 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](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



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## Online Renewal

[nebraska.gov/EA/ea\\_renew.php](https://nebraska.gov/EA/ea_renew.php)

Nebraska Board of Engineers and Architects

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 (Start 4 digits 554):  
5555

Forgot License #



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## Online Renewal

License Renewal

Update Contact Information

Address Guidelines  
In compliance with GPS regulations, do not use jurisdiction unless necessary. Use GPS unless you are an optician.

Updated information will replace all data previously on file.

This are limited to 25 characters per line. If priority is too long, visit [mail addresses](#).

Licensee Name: [REDACTED]

First Name: [REDACTED]  
Last Name: [REDACTED]

Mailing Address: [REDACTED]

City: [REDACTED] State: [REDACTED] Postal Code: [REDACTED]

Phone Number: [REDACTED]

Day Number: [REDACTED] Email Address: [REDACTED]

By submitting your renewal online, you are attesting that all information you provided 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 [ea@nebraska.gov](#) or mail to the address below.

Save Continue



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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](mailto: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.

**NAME CHANGE REQUEST AND ATTESTATION**

To change your name with the Board of Engineers and Architects, complete the below and **submit this form with your original legal name change document**. Complete all applicable information. For online renewal, attach the original name change document to your renewal information. For paper renewal, attach the original name change document to your renewal information. For mail, include an affidavit to change your name (and if available, include an affidavit to change your name and if available, include an affidavit to change your name and if available, include an affidavit to change your name).

1. I, the undersigned, have been granted a legal name to be added to all license-related documents, including your NE license.

2. I understand that this request, based on a request using the contact information listed at the top of this form.

3. There is no fee associated with a name change request.

I have changed my name for all events and purposes.

**FROM:**

\_\_\_\_ (FIRST) \_\_\_\_\_ (LAST)

**TO:**

\_\_\_\_ (FIRST) \_\_\_\_\_ (LAST)

\_\_\_\_ I affirm 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/Engineer/Architect: \_\_\_\_\_ Title: \_\_\_\_\_  
 License# of Licensee/Engineer/Architect: \_\_\_\_\_

3/1/2024

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## 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.

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## 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.



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## 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 or 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 serious 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

Send me future electronic reminders through GovGIS, as I don't rely on important government deadlines. I also will review information about the latest convenient services that GovGIS can offer me.



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## Online Renewal

License Renewal

### Review

The total fee for your renewal is:  
**\$80**

License Number: [Redacted]  
Licensee: [Redacted]  
Business Name: [Redacted]  
Work Address 1: [Redacted]  
City: [Redacted]  
State: [Redacted]  
Zip Code: [Redacted]  
Country: [Redacted]

**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



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## Paper Renewal

- For a paper renewal application, contact our office
  - [nbea.office@nebraska.gov](mailto: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.



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## 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.



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## Continuing Education Requirements



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## 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.




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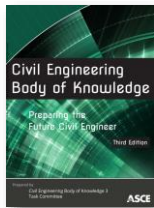
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## Engineering Body of Knowledge

- Developed by professional societies



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

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## 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
- Professional Practice**
  - Operations + Maintenance
  - Sustainability + Environmental Impact
  - Technical Breadth
  - Technical Depth
  - Business Aspects of Engineering
  - Ethical Responsibility
  - Global Knowledge + Awareness
  - Leadership
  - Legal Aspects of Engineering
  - Lifelong Learning
  - Professional Attitudes
  - Project Management
  - Public Policy + Engineering
  - Teamwork

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## NCARB Health Safety & Welfare



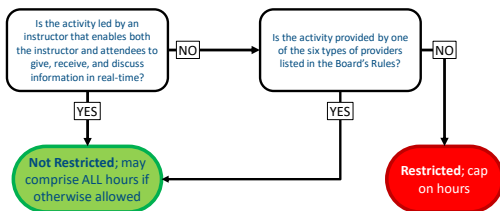
## Acceptable Activities Update

- 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




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## 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.




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## 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.




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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?  
\_\_\_\_\_  
\_\_\_\_\_

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## 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.**



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## 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.**

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## 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.

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## 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.



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Nebraska Board of Engineers and Architects  
Continuing Education Log

RESET FORM

Licensee's Name:		License Number:					
State of Activity (branch/department)	Sponsoring Organization	Activity	Arch. CE Hours	Eng. CE Hours	Certification	Web-based course? Y/N	Retention Under Board Rule 9.1.3? Y/N

Total Arch CE hrs: 0.00    Total Eng CE hrs: 0.00    Page Total: 0.00    0.00    Page 1 of 1  
Board Rule 9.1.3 limits the number of allowable CE hours gained through web-based instruction. Please visit [https://www.npea.org/nebraska/rules-regs/9.1.3](#) for more information.

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## 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.



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## 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



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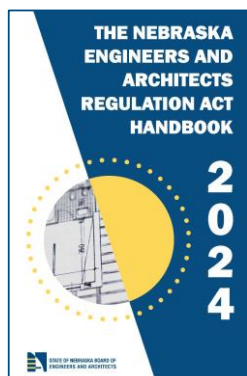
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More info on acceptable activities and CE credits can be found in [Chapter 9](#) of the E&A Handbook.



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## Continuing Education Audits



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### 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.



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### 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.



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## 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.



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## 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.



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## Resources and Materials



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## Resources

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



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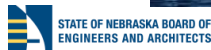
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## Questions?

- 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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