

CHAPTER 9. CONTINUING EDUCATION

9.1 Every architect and professional engineer must meet the continuing education requirements of these regulations as a condition for license renewal or reinstatement.

9.2 Requirements

- 9.2.1 Architects must complete 24 actual hours of architectural-related learning every biennial period to satisfy the continuing education requirement.
- 9.2.2 Professional engineers must complete 30 actual hours of engineering-related learning every biennial period to satisfy the continuing education requirement.
- 9.2.3 Unless restricted by Rule 9.3 or its subsections, acceptable continuing education activities include, but are not limited to, the following:
 - 9.2.3.1 Successful completion of college courses from an educational institution that offers EAC/ABET- or NAAB-accredited programs, or courses transferable to and accepted for credit by an educational institution that offers EAC/ABET- or NAAB-accredited programs;
 - 9.2.3.2 Successful completion of short courses, tutorials, web-based activities, and distance-education courses offered for self-study, independent study, or group study;
 - 9.2.3.3 Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations;
 - 9.2.3.4 Teaching or instructing in 9.2.3.1 through 9.2.3.3 above;
 - 9.2.3.5 Authoring published papers, articles, books;
 - 9.2.3.6 Participating in the development of items for NCEES or NCARB examinations;
 - 9.2.3.7 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;
 - 9.2.3.8 Authoring a patent related to architecture or engineering;
 - 9.2.3.9 Active participation in educational outreach activities pertaining to professional licensure or the architecture/engineering professions that involve K-12 or higher education students; and
 - 9.2.3.10 Serving as an ABET/EAC- or NAAB-accredited program evaluator.
- 9.2.4 Acceptable continuing education topics must be either: 1) technical in nature, or 2) 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.

9.3 Restrictions

- 9.3.1 Web-based offerings provided by (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 may constitute all of the biennial education requirement.
- 9.3.2 Web-based offerings from a provider not listed in Rule 9.3.1 may constitute no more than one-fourth of the biennial education requirement, that is six hours for architects or seven and one-half hours for professional engineers.

- 9.3.2.1 Web-based offerings including webinars, video conferences, and online meetings led by an instructor that enables both the instructor and attendees to give, receive, and discuss information *in real time* is not restricted under Rule 9.3.2.
- 9.3.3 At least one hour of the biennial continuing education requirements must be directly related to ethical issues of a licensee's professional practice.
- 9.3.4 An individual who is both an architect and professional engineer may use ethics related hours and any other hours to satisfy the continuing education requirements of both licenses if the subject is both architecture- and engineering-related learning.
- 9.3.5 Self-guided activities planned and performed under the licensee's own direction and guidance may constitute no more than one-fourth of the biennial education requirement, which is six hours for architects or seven and one-half hours for professional engineers.

9.4 Units and Carry-over

- 9.4.1 The Board has final authority with respect to approval of courses, credit, unit value for courses, and other methods of earning continuing education credit. No pre-approval of offerings will be issued.
- 9.4.2 The conversion of other units of credit to actual hours is as follows:
 - 9.4.2.1 One actual hour is equivalent to at least 50 minutes of instruction.
 - 9.4.2.2 One semester credit hour of formal education is equivalent to 45 actual hours.
 - 9.4.2.3 One quarter credit hour of formal education is equivalent to 30 actual hours.
 - 9.4.2.4 With respect to Rule 9.2.3.4, credit for teaching or presenting an activity may be credited double the number of actual hours. Credit is valid only for the first offering or presentation. Full-time faculty may not claim credit associated with their regular teaching duties.
 - 9.4.2.5 Each published peer-reviewed paper or book in the licensee's area of professional practice is equivalent to 10 actual hours.
 - 9.4.2.6 Each published paper or article which does not meet the requirements of Rule 9.4.2.5 but is in the licensee's area of professional practice is equivalent to five actual hours.
 - 9.4.2.7 Service as an officer in a professional or technical society is equivalent to two actual hours. Actual hours are not earned until the end of each year of service is completed. Participation on a professional or technical society's technical committee is equivalent to the actual hours spent on that committee.
 - 9.4.2.8 A patent is equivalent to 10 actual hours.
 - 9.4.2.9 Licensees participating in the development of items for NCEES or NCARB examinations is equivalent to 15 actual hours per calendar year.
 - 9.4.2.10 With respect to rule 9.2.3.10, serving on a ABET/EAC- or NAAB-accreditation program evaluating team is equivalent to 15 actual hours per evaluation.
- 9.4.3 Architects and professional engineers may carry up to one-half of the required continuing education credits from the previous biennial period. Excess credits can be carried over only into the biennial period immediately following the period in which the credit was earned.
- 9.4.4 Ethics hours can be carried over.

9.5 Recordkeeping

- 9.5.1 Every architect and professional engineer is responsible for maintaining records necessary to support credits claimed for continuing education. Records required include, but are not limited to:
 - 9.5.1.1 A log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and unit credits earned;
 - 9.5.1.2 Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance; or
 - 9.5.1.3 Records relating to continuing education that are maintained by NCEES, NCARB, or other organizations may be accepted by the Board as evidence of completion of the continuing education requirements.

9.6 Exemptions and Waiver

- 9.6.1 Architects and professional engineers may be exempt from the continuing education requirements for one of the following reasons:
 - 9.6.1.1 Architects and professional engineers licensed by examination or comity are exempt for their initial renewal period. Architects who complete more than 24 acceptable hours and professional engineers who complete more than 30 acceptable hours in their initial renewal period are eligible to carry over excess continuing education credits, subject to the limitations described in this chapter.
 - 9.6.1.2 Contingent upon approval from the Board or Executive Director:
 - 9.6.1.2.1 Architects and professional engineers serving on active duty in the armed forces of the United States or any state for a period of time exceeding 120 days in each calendar year of their renewal period are exempt from obtaining the continuing education hours required during that renewal period.
 - 9.6.1.2.2 Architects and professional engineers serving on active duty in the armed forces of the United States or any state for a period of time exceeding 120 days in only one calendar year of their renewal period require 15 actual hours of engineering-related learning at the time of license renewal if licensed as a professional engineer, or 12 actual hours of architectural-related learning if licensed as an architect.
 - 9.6.1.2.3 Licensees must submit military orders or other supporting documentation to the Board as proof that they qualify for exemption from the continuing education requirements.
 - 9.6.1.3 Architects and professional engineers experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the Board may be exempt. Supporting documentation must be furnished to the Board.
 - 9.6.1.4 Architects and professional engineers who have elected emeritus status are exempt from the continuing education requirement. In the event such a person elects to have their license to practice reinstated, continuing education hours must be earned for each year of emeritus status before the license will be reinstated, but not to exceed 24 hours for architects or 30 hours for professional engineers. Such credits must be earned in accordance with the restrictions related to continuing education requirements.
- 9.6.2 The Board may, at its discretion, waive the continuing education requirement for any architect or professional engineer.

9.7 Audits

- 9.7.1 The Board may audit any licensee for compliance with continuing education requirements. In addition, the Board will establish a number of licensees, to be selected at random but not to exceed five percent of the total number of licensees, to submit documentation verifying compliance with the continuing education requirement.
- 9.7.2 Board staff is authorized to review, verify, and approve continuing education audit submittals. Submittals that raise significant questions of acceptability will be forwarded to the Board for final determination.
- 9.7.3 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 to 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.