

October 4th, 2023



LICENSE RENEWALS & CONTINUING EDUCATION REFRESHER

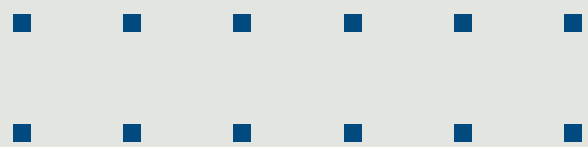


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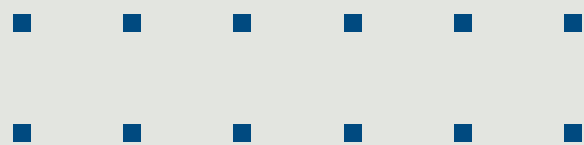
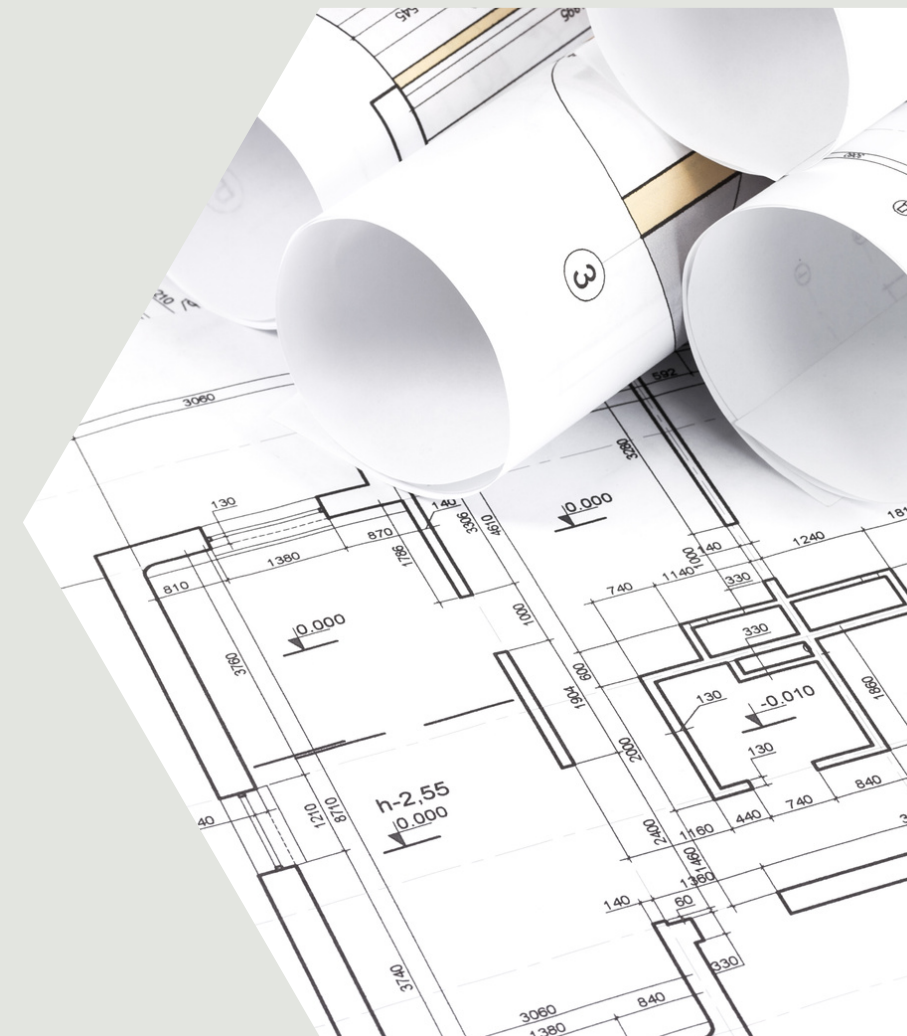
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Q+A



STATE OF NEBRASKA BOARD OF
ENGINEERS AND ARCHITECTS

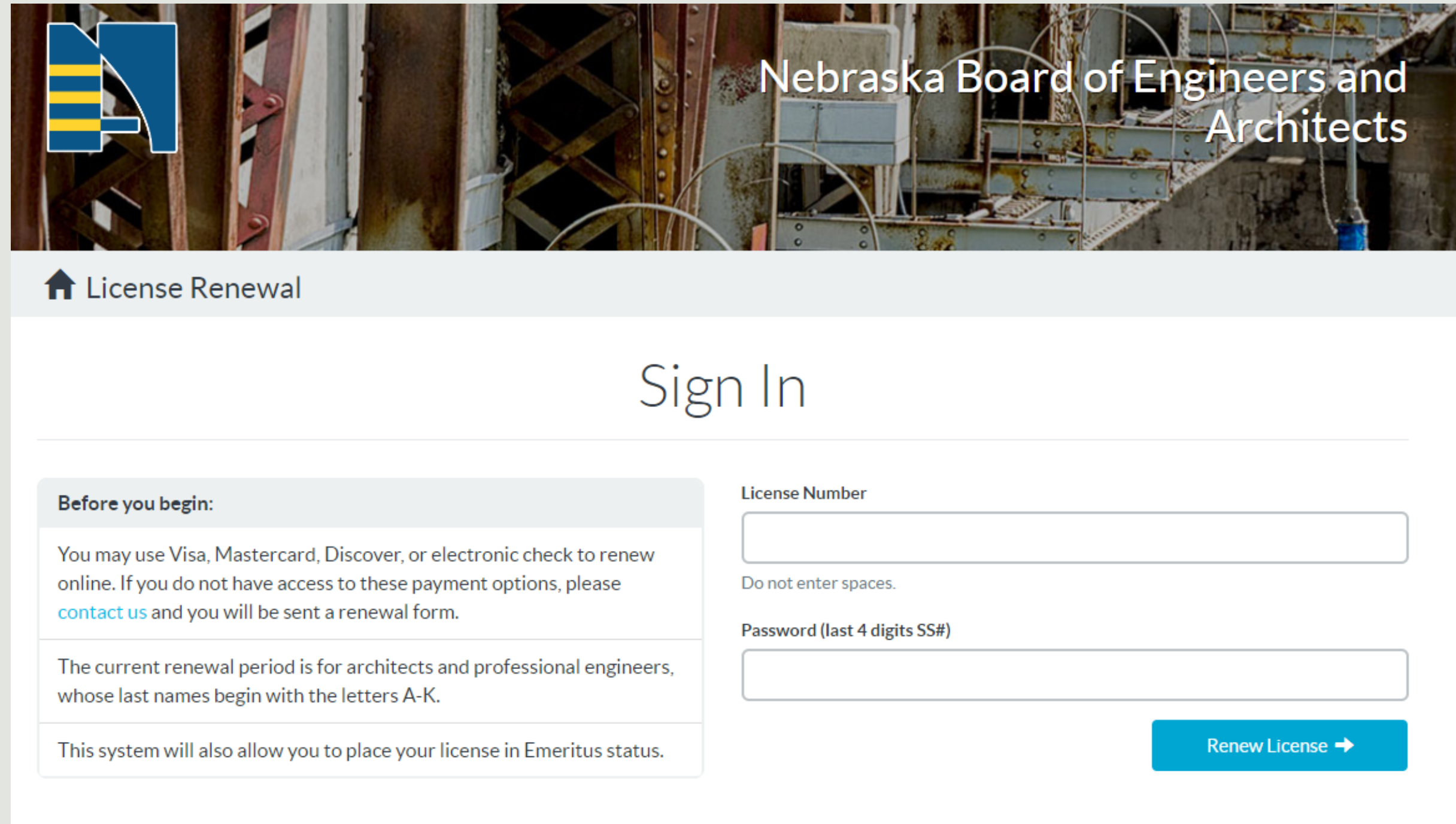
WHO CAN RENEW?

- Licensee's whose last names begin with the letters A-K, renewal is now open
- Licensee's whose last names begin with the letters L-Z can still renew until Dec. 31, 2023.
 - After Dec. 31, 2023, must reinstate license
 - Must request paper renewal form; Cannot renew online
- Payments accepted
 - Visa, Mastercard, Discover, or E-Check



ONLINE RENEWAL

- To log in to the online renewal system, you need your license number and the last 4 of your SSN
- Review and update your information and answer the disclosure questions accurately
- Receipts can be emailed or printed



The screenshot shows the 'License Renewal' page for the Nebraska Board of Engineers and Architects. The page features a header with the board's logo and name. Below the header is a 'Sign In' section with a 'Before you begin' box containing instructions on payment methods and renewal eligibility. To the right of the instructions are input fields for 'License Number' and 'Password (last 4 digits SS#)', followed by a 'Renew License' button with a right-pointing arrow.

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 A-K.

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

License Number

Do not enter spaces.

Password (last 4 digits SS#)

Renew License →

PAPER RENEWAL

- Contact our office to request a paper renewal form.
- Review and update your information and answer the disclosure questions accurately.
- Return the application before Dec. 31, 2023 with the applicable fee to avoid additional fees.
- A receipt will be mailed once payment has been received.
- If you come in person to pay a renewal fee, you must have a check or **exact** cash. Staff cannot take card payments or provide change.





EMERITUS STATUS

- **Can & Cant's**

- Cannot practice architecture or engineering
- May use the honorary titles of Architect Emeritus or Professional Engineer Emeritus

- **Emeritus Election**

- Find the field to elect emeritus status either online or on the paper application and enclose the appropriate fee
- The Board does not maintain a retired/inactive list



CONTINUING EDUCATION



STATE OF NEBRASKA BOARD OF
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WHAT'S CHANGED?

The Board has decoupled audits from the renewal process.

Previously, licensees were notified during the renewal process if they were selected for an audit.

Going forward, licensees will be notified **after** January 1st of the following year if selected for an audit and instructions on submitting documentation supporting hours claimed.

Audit selection remains **random**, however, the Board may audit any licensee for compliance with CE requirements.



9.2 - REQUIREMENTS

Architects must complete **24** hours of architectural-related learning every biennial period.

Professional Engineers must complete **30** hours of engineering-related learning every biennial period.



WHAT TOPICS ARE ACCEPTABLE?

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.



9.2 - ACCEPTABLE ACTIVITIES

- Successful completion of college courses from an EAC/ABET or NAAB accredited program.
- Successful completion of short courses, tutorials, and web-based activities for self, independent, or group study.
- Presenting or attending qualifying seminars, workshops, and technical presentations
- Authoring published papers, books, and articles.
- Participating in the development of items for NCEES or NCARB examinations



9.2 - ACCEPTABLE ACTIVITIES



- Active participation in professional or technical societies as an officer or technical committee member related to the practice of architecture or engineering.
- Authoring a patent related to architecture or engineering
- Active participation in education outreach pertaining to professional licensure or the architecture/engineering professionals involving K-12 or higher education students.
- Serving as an ABET/EAC or NAAB accredited program evaluator



9.3 - RESTRICTIONS

- Web-based offerings provided by:
 - a. International Association for Continuing Educational Training (IACET) approved providers,
 - b. Institutions of higher education that have an accredited program in architecture or engineering,
 - c. Professional engineering or architectural societies,
 - d. Technical societies and associations recognized at a national level,
 - e. Governmental agencies, or
 - f. NCARB and NCEES

May constitute **all** of the biennial education requirement.



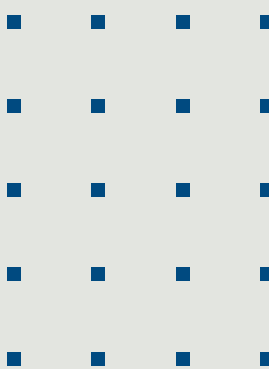
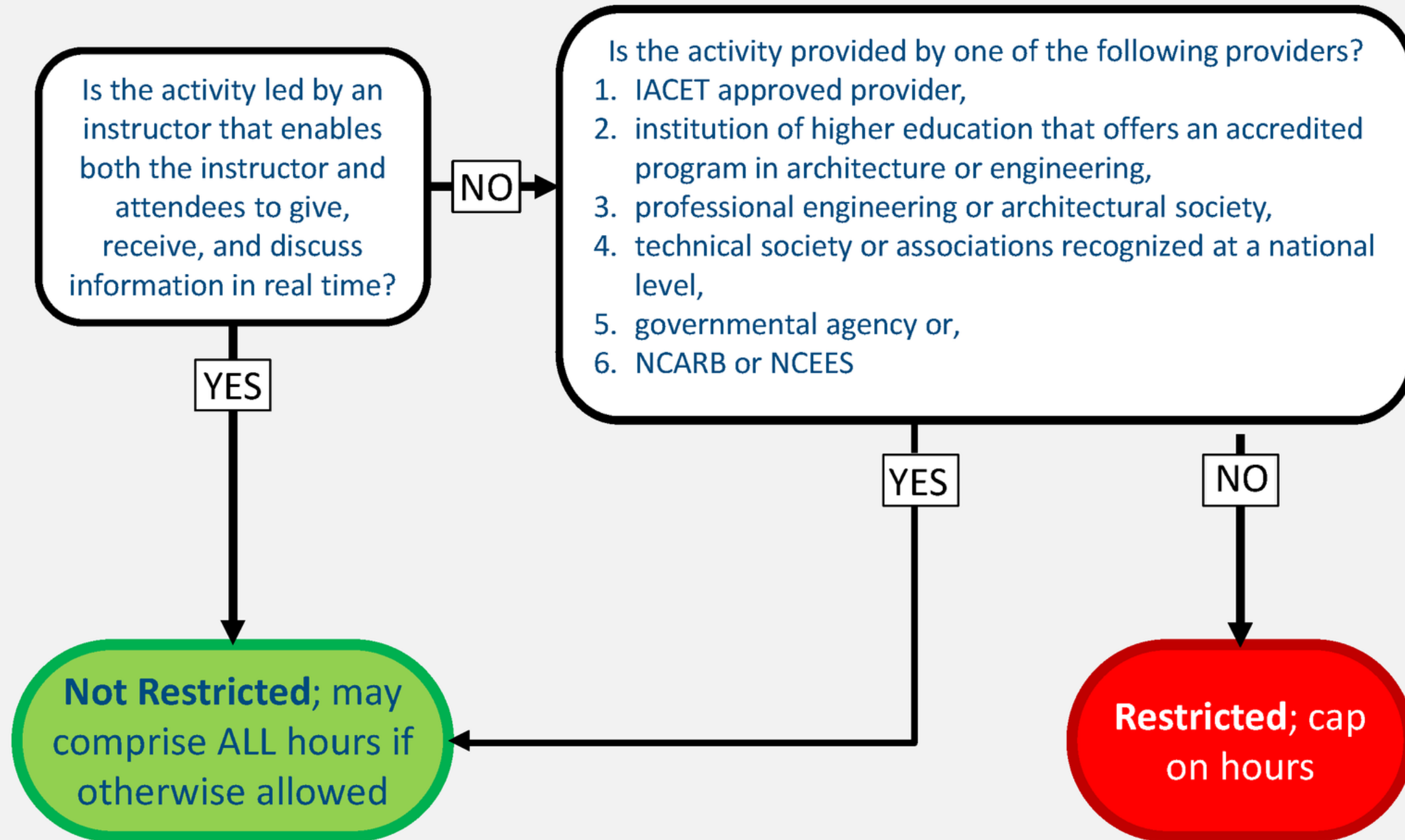
9.3 RESTRICTIONS

Web-based offerings from a provider not on the previous page 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 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.**



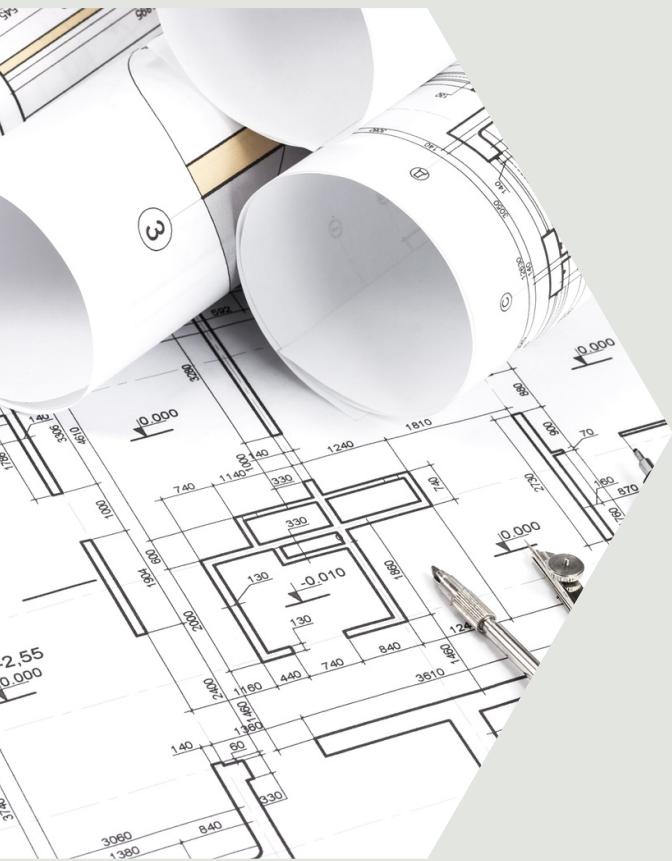
WEB-BASED (ONLINE) ACTIVITIES



9.3 - RESTRICTIONS

At least one hour must be directly related to ethical issues of a licensee's professional practice.

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



9.3 SELF-GUIDED ACTIVITIES

- 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.
- Must complete & submit the Board's self-guided form to be considered.



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.)

Does this program address issues concerning health, safety and welfare? 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?

What materials did you use?

Did you give a presentation of the information? Yes No

When? _____

Where? _____

9.4 - UNITS

- One actual hour is equivalent to at least 50 minutes of instruction
- One-semester credit of formal education - 45 actual hours
- One quarter credit hour of formal education - 30 actual hours
- Credit for teaching or presenting an activity may be credited to double the actual hours. Credit is only valid for the first presentation. Full-time faculty may not claim credit associated with regular teaching duties.
- Each published peer-reviewed paper or book - 10 actual hours
- Each published paper or article - 5 actual hours
- Each patent - 10 actual hours



9.4 - UNITS

- Active participation as an officer in a professional and technical society equals 2 actual hours. 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.
- Developing exam items for NCEES or NCCARB - 15 actual hours per calendar year
- Serving on an ABET/EAC or NAAB accreditation program evaluation team - 15 actual hours per evaluation



9.4 CARRYOVER

All licensees can carry up to half of their required credits from the previous 2-year period to the current biennium period. (Architects 12 hours, PEs 15 hours).

Documentation must be provided to prove the licensee has carryover hours.

Ethics hours may be carried over.



RECORD KEEPING

Maintenance of records used to support continuing education credits claimed is the responsibility of the licensee. Records must be maintained for four years, and the Board may request copies for audit verification purposes.

Required records include, but are not limited to:

- A log showing the type of activity, sponsoring org, location, duration, speaker's name, and credits earned;
- Attendance verification records in the form of completion certificates, self-guided reports, or other docs.
- Records of CE activities maintained by NCEES, AIA, or others.



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**

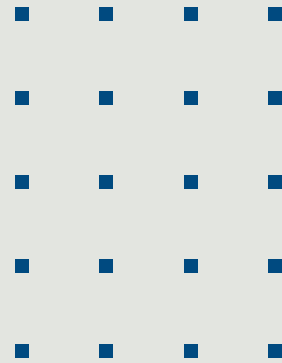
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NBEA'S CE LOG



**STATE OF NEBRASKA BOARD OF
ENGINEERS AND ARCHITECTS**



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.

9.6 EXEMPTIONS & WAIVERS

Licensees may be exempt from C.E. Requirements for one of the following reasons:

- They are in their first renewal period. Excess hours are eligible for carryover if they gain more than the number of hours typically required in a renewal period.
- Serving on active military duty for a period of 120 days in a calendar year (see Rule 9.6.1.2)
- If experiencing physical disability or illness. Supporting documentation must be provided and the Board must review and approve.
- Their license is in emeritus status.

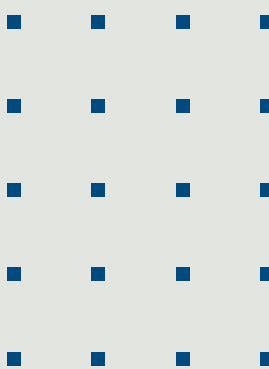


SUMMARY OF HOURS

	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



STATE OF NEBRASKA BOARD OF
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9.7 AUDITS

- The Board may audit a licensee for compliance with CE Requirements
- Licensees are selected randomly but will not exceed 5% of the population.
- Licensees are required to provide documentation of compliance.
 - If you renew on Dec. 31, 2023, your hours will be from 2022 and 2023. Hours claimed in 2021, unless they are carryover, will not be counted.
- Do not send CE documentation to the Board unless you are contacted.



9.7 - AUDITS

If the Board disallows any of the continuing education hours claimed, the applicant must, within 60 days after notification of the 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.





AUDIT COMPLIANCE

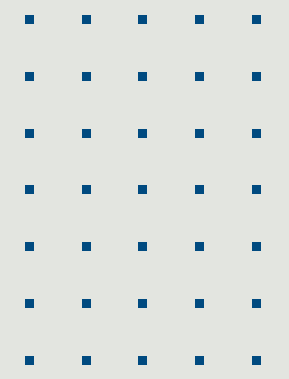
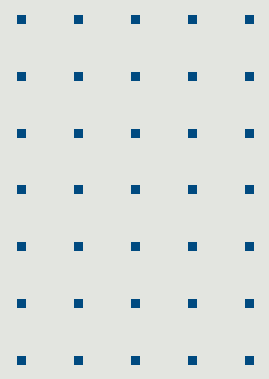
Trends in audit failures:

- Too many web-based courses
- Too many self-study hours submitted
- Fail to submit CE log AND supporting documentation
- Fail to submit documentation for carryover hours claimed
- Hours completed outside of the renewal period





Q+A



STATE OF NEBRASKA BOARD OF
ENGINEERS AND ARCHITECTS

CONTACT US



(402) 471-2021



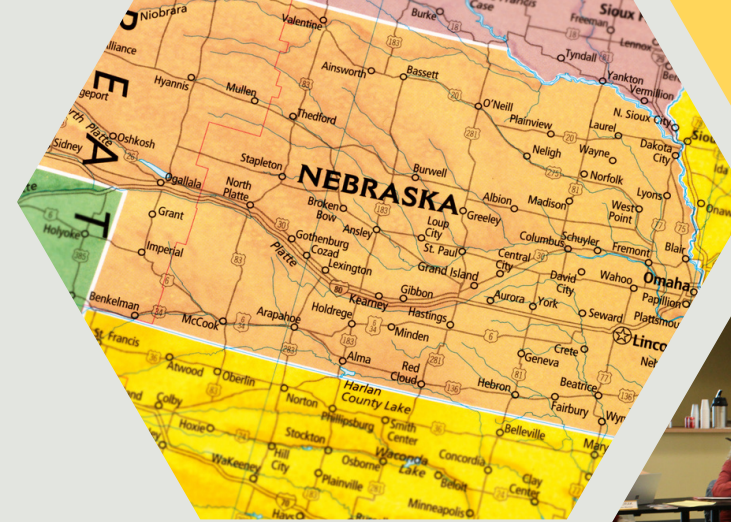
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