

Renewal Requirement

- Every licensed architect and professional engineer must meet continuing education (CE) requirements as a condition for license renewal.
- Licensees whose last names begin with the letters A through K expire December 31 of odd-numbered years (i.e. 2017, 2019).
- Licensees whose last names begin with the letters L through Z expire December 31 of even-numbered years (i.e. 2018, 2020).

What is the requirement for architects?

- Completion of 24 actual hours of architectural-related learning every biennial period, of those 24 hours, **16 actual hours** must address the safeguarding of life, health and property (HSW), **7 actual hours** must be architectural-related learning, and **1 actual hour** must be directly related to ethical issues of professional practice; or
- Certified satisfaction of mandatory continuing education requirements in any jurisdiction recognized by the Board, for the exact renewal period in question in Nebraska.

What is the requirement for professional engineers?

- Completion of 30 actual hours of engineering-related learning every biennial period, and of those 30 hours, **29 actual hours** need to be engineering-related and **1 actual hour** must be directly related to ethical issues of professional practice; or
- Certified satisfaction of mandatory continuing education requirements in any jurisdiction recognized by the Board, for the exact renewal period in question in Nebraska.

Basic Rules

- Licensees are required to maintain their continuing education records for **4 years** after their renewal period. Maintenance of appropriate records will be the responsibility of the licensee.
- New licensees will be exempt from the CE requirement for their first renewal.
- Emeritus Engineers and Emeritus Architects are exempt from the CE requirement.
- A licensee may carry forward excess credit (actual hours), up to a maximum of one-half the required credits (actual hours) from the previous biennial requirement, into the subsequent renewal period if that excess credit (actual hours) is documented by the licensee.

Hours That Will Be Accepted

1 College or unit semester hour from either: <ul style="list-style-type: none"> • A college or university that offers ABET-accredited programs, or • A college or university that does not offer ABET accredited programs, but that is transferrable to and accepted for credit by a college or university that offers ABET-accredited programs. 	45 actual hours*
1 College or unit quarter hour from either: <ul style="list-style-type: none"> • A college or university that offers ABET-accredited programs, or • A college or university that does not offer ABET accredited programs, but that is transferrable to and accepted for credit by a college or university that offers ABET-accredited programs. 	30 actual hours*
Each hour in qualifying seminars, professional, management, or technical presentations attended during meetings, conventions, or conferences	1 actual hour*
Each hour of short courses/tutorials and distance-education courses offered through correspondence, television, videotapes, or the Internet.	1 actual hour*
<i>* For teaching or presenting, apply a multiple of 2 (this credit is valid for teaching a course or seminar the first time only). Full-time faculty may not claim teaching credit associated with their regular duties.</i>	
Authoring archival articles published in a peer-reviewed journal or published book (a copy of the publication information is required).	10 actual hours maximum
Active participation in a professional and technical society, including serving as an officer and/or active participation in a committee of the organization.	2 actual hours
Each patent granted relating to the practice of engineering/architecture	10 PDH/10 hours maximum
Self-reported hours for individual study, research, reading, etc. relevant to the practice of the profession and includes technical, ethical, or managerial content	7.5 hours for engineers, 6 hours for architects maximum
CE credit from any state jurisdiction requiring CE for licensure renewal, NCEES or NCARB, or any national or state engineering or architectural professional organization	Actual hour-for-hour basis
Up to 15 Land Surveyor CE hours, if earned by a dual-licensed Professional Engineer/Professional Land Surveyor	Actual hour-for-hour basis

Hours That Will Not Be Accepted

- General, uncertified reading of books, magazine articles, research papers for schoolwork, etc.
- Business or recreational travel.
- Learning obtained during standard business practice.

Audit Procedure

- Two and one-half percent (2½%) of all renewing licensees will be randomly audited for compliance with continuing education requirements.
- First time renewals are exempt.
- Licensees selected for audit will be notified immediately after payment of renewal fees.
- Licenses will not be renewed until the audit is successfully completed. Failure to complete the audit successfully by December 31 of the current year will prevent renewal and result in an expired license as of January 1.
- Engineers and Architects failing the audit will have until December 31 of the year following expiration to correct the deficiency. After that date, if the deficiency is not corrected, the license will become nonrenewable without hearing. Individuals with nonrenewable licenses must apply for reinstatement of their license.
- Those who have not been audited but indicate on their renewal form that they have not met the CE requirements will have until December 31 following expiration to correct the deficiency. After that date, if the conditions for renewal are not met, the license will become nonrenewable.
- Example: An audited licensee's active license expires on December 31, 2018. The license becomes renewable on January 1, 2019, and the licensee is not authorized to practice. The licensee has until December 31, 2019 to submit CE documentation to the board. If the licensee does not submit required CE documentation to the Board by December 31, 2015, the license becomes non-renewable, and the licensee must apply to reinstate their license to practice, along with the required application fee.

Records Required for Audit

- CE Log – https://ea.nebraska.gov/sites/ea.nebraska.gov/files/doc/CELog160222_1.pdf
- Certificates or other documentation of CE events (i.e. agendas; sign in sheets; course outline, but *do not include payment verification materials*)

What courses, presentations, or activities count? Does the Board have a list?

The intent is for the continuing education program to be self-administered. The Board does not pre-approve any courses, seminars, presentations, or other activities, and the Board does not require that a licensee take a course approved by another professional or administrative organization. It would be very difficult to include every possible course, seminar, or activity available to licensed architects and professional engineers.

The basic criteria for an activity to count is:

- Does the activity contribute to the practices of engineering or architecture, as defined in Neb. Rev. Stat. §§ 81-3420 and 81-3421; and
- Does the activity include technical, managerial, or ethical content?

What about Web-Based Offerings?

Web-based course offerings provided by the following types of providers may constitute the entire biennial requirement:

- International Association for Continuing Educational Training (IACET) approved providers,
- Institutions of higher education that have an accredited degree program in architecture or engineering,
- Professional engineering or architectural societies,
- Technical societies and associations recognized at a national level, or
- Governmental agencies

Web-based course offerings provided by other types of providers may constitute no more than one-fourth of the biennial education requirement that is six ACE hours or seven and one-half ECE hours.

Board Rule 9.2.3.1 clarifies that 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 9.2.3.

What are Self-Reported Hours?

Essentially, self-reported hours are any study, research, reading, etc. that is relevant to the practice of the profession and includes technical, ethical, or managerial content. Reading up on a new topic, researching a new design, keeping up with current engineering or architectural periodicals, or reading about the Engineering & Architecture Act can all count. It is credited on an hour-for-hour basis, with a maximum set by the Board as 7.5 hours for professional engineers and 6 hours for architects per biennial renewal period.

To report self-guided activities, use our online form at

https://ea.nebraska.gov/sites/ea.nebraska.gov/files/doc/171129_CE_Self_Guided_Report.pdf

What subjects are considered to be directly related to ethical issues of professional practice?

Acceptable subjects may include:

- Competence
- Conflict of Interest
- Disclosure of Professional Relationships of Responsibility
- Compliance with Laws
- Professional Conduct
- Use of Regulated Titles

What architectural subjects address the safeguarding of life, health, and property?

Acceptable subjects may include, but are not limited to:

- accessibility
- acoustics
- architectural history and preservation
- building design
- code of ethics
- codes, acts, laws, and regulations governing the practice of architecture
- construction administration, including the administration of construction contracts
- construction documents
- construction functions of materials, methods, and systems
- design-build and other project delivery methods
- energy efficiency
- environmental issues - including asbestos, lead based paint, toxic emissions
- environmental analysis and issues of building materials and systems
- building fire loads - flame spread, smoke contribution, explosives
- fire safety systems - detection and alarm standards
- life safety codes
- materials and systems - roofing/ waterproofing, wall systems, and other systems
- materials and methods, use and function
- mechanical, plumbing, and electrical - system concepts, materials and methods
- natural hazards - impact of earthquake, hurricane, or flood related to building design
- building renovation, restoration, and adaptive re-use
- design of security of buildings
- site and soils analysis
- site design
- specification writing
- structural issues
- surveying methods and techniques
- sustainable design
- urban design
- zoning as it relates to the improvement and/or protection of the health, safety and welfare of the public

What subjects are not acceptable for architectural/engineering continuing education?

Subject areas that **do not** contribute to the professional practice of architecture or engineering include:

- risk management
- limiting the design professional's liability
- project management related to profitability and maximizing fees
- marketing and public relations
- insurance
- laws related to arbitration, mediation, liens (unless they relate to safeguarding the health, safety, and welfare of the public)
- real estate
- real estate development
- expanding a design professional's business
- basic AutoCAD
- personal development
- general office management
- accounting/financial planning
- succession planning
- zoning as it relates to increasing a developer or architect's profitability

Continuing Education Offerings on the Board's Website

- The Board will permit placement of continuing education offerings, including a description and/or a link to the offeror's webpage, under "Continuing Education" on our website.
- **The Board does not endorse any provider and does not pre-approve any courses for credit toward license renewal.**

NOTICE: If there are portions of this document that conflict with the Engineers and Architects Regulation Act, the Act will take precedence.