



## Continuing Education Guidelines and Reporting Form

### Section 1 – Continuing Education Guidelines:

#### Requirements

Unless exempted each Alabama registered architect shall complete a minimum of 12 continuing education hours (CEHs) each calendar year (January 1 through December 31). The content of all 12 education hours must be devoted to health, safety, and welfare (HSW) subjects related to the practice of architecture. In addition, all 12 hours must be earned in a “structured” learning setting.

#### Exemptions

1. Registrant is a first-time registrant by exam or NCARB Certificate is exempt for the first renewal period. Although you are exempt from reporting continuing education on your first renewal due, **you must obtain 12 hours to report in the next calendar year for your second renewal.**
2. Registrant has been granted Emeritus Status by the Alabama Board of Architects.
3. Registrant is a civilian who serves on active duty in the Armed Forces of the United States for a period of time exceeding ninety (90) consecutive days during the annual reporting period. This does not include a career military person who is reassigned overseas, etc.
4. Personal hardship (considered on an individual basis). Requests must be received at the Board office no later than December 2<sup>nd</sup> of the renewal year.

#### Definitions

Continuing Education Hour (CEH): At least fifty (50) minutes of actual contact time, during which 75 percent of the content is devoted to HSW subject matter.

Structured Learning Setting: Instruction delivered by qualified individuals or organizations by direct contact or distance learning methods, including the following:

1. Professional or technical presentations at meetings, conventions, or conferences
2. In-house programs sponsored by corporations or other organizations
3. Seminars, webinars, “lunch and learn” presentations
4. On-line courses, correspondence courses, NCARB monographs, televised or videotaped courses
5. College or university sponsored courses
6. Service on a committee as an appointee of a professional architectural organization, when the work on the committee focuses on HSW topics

Health, Safety, and Welfare (HSW): Subject matter appropriate and necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment. Examples include the following areas, which are provided for general guidance.

1. Legal: Laws, codes, zoning, regulations, standards, life safety, accessibility, ethics, insurance to protect owners and the public
2. Building Systems: Structural, mechanical, electrical, plumbing, communications, security, fire protection
3. Environmental: Energy efficiency, sustainability, natural resources, natural hazards, hazardous materials, weatherproofing, insulation.



4. Occupant Comfort: Air quality, lighting, acoustics, ergonomics
5. Materials and Methods: Construction systems, products, finishes, furnishings, equipment
6. Preservation: Historic, reuse, adaptation
7. Pre-design: Land use analysis, programming, site selection, site and soils analysis, surveying
8. Design: Urban planning, master planning, building design, site design, interiors, safety and security measures
9. Construction Documents: Drawings, specifications, delivery methods
10. Construction Contract Administration: Contracts, bidding, contract negotiations

The Board has final authority with respect to approval of courses, credits, and continuing education hours for courses and any other method of earning credit. The Board does NOT pre-approve courses.

### **Reporting**

As a condition of renewal, the registrant must sign a certification statement on the renewal form indicating compliance with the continuing education requirement.

### **Recordkeeping**

The registrant is responsible for retaining documentation of continuing education hours earned. Supporting documents may include but are not limited to: AIA transcripts, certificates of completion issued by the course provider, and other correspondence or documentation provided directly by the course provider.

Documentation must be retained for a period of one year from the date reported and must be furnished to the Board in response to an audit for compliance with the Board's continuing education requirements.

### **Disallowances**

If continuing education credits are disallowed, the registrant shall have 30 calendar days after notification to substantiate the original claim or earn other continuing education credits to meet the minimum requirements.

### **Noncompliance and Sanctions**

1. Failure to certify compliance with the continuing education requirements shall result in non-renewal of the architect's certificate of registration.
2. Failure to respond to audit notification will result in a temporary suspension of registration until such time as audit requirements are met.
3. Falsification of documentation is grounds for disciplinary action.

If you have any questions, please see Board Administrative Code 100-X-3 – Continuing Education available at [www.boa.alabama.gov](http://www.boa.alabama.gov) or contact the Board office at 334.242.4179.

