BOA
BOARD OF ARCHITECTS

Continuing Education Guidelines

Requirements

Unless exempted, each Alabama registered architect shall complete a minimum of **12 Health, Safety, and Welfare (HSW) continuing education hours (CEHs) each calendar year (January 1 through December 31)**. The content of all 12 CEH's must be devoted to HSW subjects related to the practice of architecture. In addition, all 12 HSW hours must be earned in a "structured" learning setting.

Exemptions

1. **First-time Registrants** licensed by examination are CE exempt for the first renewal period. Although CE exempt on the first renewal due, 12 HSW hours must be obtained each calendar year for subsequent renewals.
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 2nd of the renewal year.

Reporting

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

Proof of CE can be uploaded to the online application here. Acceptable documents for proof of CEH completion include: **AIA Transcripts, certificates of completion issued by the course provider, and other correspondence or documentation provided directly from the course provider. HSW must be clearly indicated on the supporting documentation.**

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; or denial of a reinstatement application.
2. Failure to respond to audit notification will result in non-renewal of licensure.
3. Falsification of documentation is grounds for disciplinary action.

Need More Information?

For detailed Continuing Education information please review Administrative Code 100-X-3 – Continuing Education here. If after reviewing this information, you have any further questions, please contact the Board office at licensing@boa.alabama.gov or at 334.242.4179.