

## ALABAMA BOARD OF ARCHITECTS CONTINUING EDUCATION GUIDELINES

### REQUIREMENTS:

Each Alabama registered architect shall complete a minimum of twelve (12) continuing education hours (CEHs) each fiscal year (10/1 to 9/30). Topics should include the study of relevant technical and professional architectural subjects related to safeguarding life, health, property, and promoting the public welfare. A minimum of eight (8) CEHs must be earned in a structured setting. A maximum of four (4) CEHs may be earned in a self-directed setting.

STRUCTURED CONTINUING EDUCATION (minimum 8 CEHs required) shall include the following:

1. Attending professional or technical presentations at meetings, conventions, or conferences.
2. Attending in-house programs sponsored by corporations or other organizations.
3. Successfully completing seminars, tutorials, short courses, on-line courses, correspondence courses, televised courses, or videotaped courses.
4. Successfully completing college or university sponsored courses.
5. Successfully completing courses that are awarded continuing education credits.
6. Service on a committee as an appointee of a professional architectural organization, when the work of the committee focuses on HSW topics.

SELF-DIRECTED CONTINUING EDUCATION (maximum 4 CEHs allowed) shall include the following:

1. Reading books or magazine articles on health, safety, and welfare (HSW) issues or topics.
2. Visiting architecturally significant sites with focus on HSW issues or topics.
3. Viewing video or presentations on HSW issues or topics.
4. Making professional or technical presentations at meetings, conventions, or conferences.
5. Teaching or instructing a qualified presentation (initial presentation only). Teaching credit shall not apply to full-time faculty at a college, university, or other educational institution.
6. Authoring published papers, articles, or books on HSW issues or topics.
7. Actively participating in a technical professional society or organization as an officer or committee member.
8. Participating in activities that contribute to the welfare of the community and are directly related to the practice of architecture (such as Habitat for Humanity, etc.).

### COMPUTATION OF CREDIT:

Successfully completing one (1) hour professional development education (50 minutes contact time) shall be the equivalent of one (1) CEH.

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.

### EXEMPTIONS:

1. A first-time new registrant by exam or reciprocity will be exempt for the first renewal period. **NOTE: This exemption does not apply on applications for reinstatement of registration.**
2. Registrant is an emeritus status architect on record with this Board (not AIA).

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. Resident registrants of any other NCARB jurisdiction with either a mandatory or voluntary continuing education program provided that same jurisdiction accepts the Alabama continuing education requirement as satisfying their continuing education requirement, and the registrant certifies by affidavit and annual report that all requirements of that jurisdiction for current continuing education compliance and registration have been met. For continuing education purposes, the **address of record on file with the Board** will determine "residence." (Applies to Alaska, Arkansas, Idaho, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, North Carolina, Ohio, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, West Virginia and Wyoming residents only.) Registrant must attach to the annual report form a copy of the most recently-issued wallet card, letter of good standing, or certificate.
5. Personal hardship (considered on an individual basis). Requests must be received at the Board office **no later than September 1.**

#### REPORTING:

The Continuing Education Annual Report Form must be completed in full in order to process the registration renewal. The registrant must supply enough details on the form to permit verification, must sign and certify the Certification statement on the Continuing Education Annual Report Form, and submit it with the appropriate fee for renewal. **SIMPLY ATTACHING TRANSCRIPTS OR DOCUMENTATION IS NOT ACCEPTABLE. DO NOT SEND DOCUMENTATION.** A random audit of all annual reports will be conducted to ensure accuracy and compliance.

#### RECORDKEEPING:

The registrant is responsible for retaining proof of participation in continuing education activities. Supporting documents may include but are not limited to: (1) a log showing activity claimed, sponsoring organization, location, duration, etc.; (2) attendance certificates; (3) signed attendance receipts; (4) paid receipts; (5) sponsor's list of attendees (signed by a person in responsible charge of the activity).

Registrants who claim CEHs for self-directed activities must retain information which (1) accounts for the amount of time spent completing the activity; (2) summarizes the content of the activity; and (3) relates the activity to the health, safety, and welfare of the public.

These records must be retained for a period of one year. Copies must be furnished to the Board for audit purposes if requested.

#### DISALLOWANCES:

If continuing education credits are disallowed, the registrant shall have 60 calendar days after notification to substantiate the original claim or earn other continuing education credits to meet the minimum requirements.

#### NONCOMPLIANCE AND SANCTIONS:

Failure to fulfill the continuing education requirements and file a properly completed and signed annual report shall result in non-renewal of the architect's certificate of registration.

Failure to respond to audit notification will result in a temporary suspension of registration until such time as audit requirements are met.

Falsification of documentation is grounds for disciplinary action.