

# *Arkansas State Board of Architects*

## **RULES & REGULATIONS**

### **SECTION IV. CONTINUING EDUCATION**

#### **A. PURPOSE**

These rules provide for a continuing education program to insure that all registered architects remain informed of those technical and professional subjects, which the Board deems appropriate to safeguard life, health, and promote the public welfare. Statutory Authority: Code of Arkansas 1995, Act 784

#### **B. POLICY AND ADMINISTRATION**

A Continuing Education Committee shall consist of all members of the Arkansas State Board of Architects. The Committee shall have the following duties:

1. To exercise general supervisory authority over the administration of these rules.
2. To establish regulations consistent with these rules.
3. To organize sub-committees and delegate executive authority.
4. To exercise final authority with respect to accepting or rejecting continuing education activities for credit.

#### **C. SCOPE AND EXEMPTIONS**

1. **SCOPE:** These rules shall apply to every Arkansas registered architect as a condition for renewal of registration on an annual basis.
2. **EXEMPTIONS:** A registrant may be exempt from participating in the continuing education program required by these rules for one of the following reasons:
  - a. A first time new registrant by examination or first time reciprocal registrant shall be exempt for his/her first renewal period.
  - b. Registrant is an emeritus status architect, as defined in Section I D.
  - c. 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 report period.
  - d. Registrants of another NCARB jurisdiction with either a mandated or voluntary program, provided that same jurisdiction accepts Arkansas continuing education requirements 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.
  - e. A Registrant experiencing physical disability, illness or other extenuating circumstances may request exemption from the continuing education requirements. The Registrant shall provide supporting documentation for the Board's review. The Board on an individual basis will consider such hardship cases. The request for a hardship must be received in the Board office by June 1 of each year.

#### **D. REQUIREMENTS**

1. Each Arkansas registered architect shall complete a minimum of twelve (12) continuing education hours each fiscal year, beginning August 1, 1997. One continuing education hour (CEH) shall represent a minimum of fifty (50) minutes of actual course time. No credit will be allowed for meals, breaks, or business/administration matters related to courses of study.
  - a. Registrants shall complete a minimum of twelve (12) CEH's in structured course study. Structured course study shall consist of participation in education activities presented by individuals or groups qualified by professional, practical, or academic experience to conduct courses of study. Structured activities do not include reading magazine articles.
2. Topics for the twelve (12) continuing education hours shall meet the following requirements:
  - a. Eight (8) CEH's (minimum) shall include the study of relevant technical and professional architectural subjects related to safeguarding life, health, property, and promoting public welfare.
  - b. Four (4) CEH's (maximum) may consist of elective topics related to any other area in the practice or architecture.

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### **E. ACCEPTANCE OF CONTINUING EDUCATION HOURS**

1. Continuing education credits shall be measured in CEH and shall be computed as follows:
  - a. Attending seminars, lectures, presentations, workshops, or courses shall constitute one CEH for each hour of attendance.
  - b. Successfully completing tutorials, short courses, correspondence courses, televised or videotaped courses, monographs and other self-study courses shall constitute the CEH recommended by the program sponsor.
  - c. Teaching or instructing a qualified seminar, lecture, presentation, or workshop shall constitute two (2) CEH for each contact hour spent in the actual first time presentation. Teaching credit shall be valid for teaching a seminar or course in its initial presentation only. **TEACHING CREDIT SHALL NOT APPLY TO FULL-TIME FACULTY AT A COLLEGE, UNIVERSITY, OR OTHER EDUCATIONAL INSTITUTION.**
  - d. Successfully completing one or more college or university semester or quarter hours in architectural subjects shall satisfy the continuing education hours for the year in which the course was completed.
2. Any structured program in health, safety, and welfare contained in the record of an approved professional registry will be accepted by the board as fulfilling the continuing education requirements of these rules. The board approves the American Institute of Architects as a professional registry, and contact hours listed in structured health, safety, and welfare in the American Institute of Architects Continuing Education Services (AIA/CES) Transcript of Continuing Education Activities will be accepted by the board for both resident and non-resident architects. The Registrant shall provide individual participant documentation from a person other than the participant for record keeping and reporting.
3. Each registrant at renewal of registration time shall submit an affidavit attesting to the registrant's fulfillment of continuing education requirements during the preceding period of one fiscal year ending July 31. No carry-over of continuing education hours from previous year is permitted. Affidavits with an accompanying report concerning registrant's methods of completion of requirements shall be submitted on a form provided by the Committee.
4. Any untrue or false statement or the use thereof with respect to course attendance or any other aspect of continuing education activity is fraud or misrepresentation and will subject the architect and/or program sponsor to license revocation or other disciplinary action.

### **F. AUDITS**

1. Each affidavit shall be reviewed by the Committee and may be subject to audit for verification of compliance with requirements. Registrants shall retain proof of fulfillment of requirements for a period of one (1) year after submission in the event the Registrant is selected for audit.
2. The Committee may, upon audit for verification of compliance, disallow claimed credit for continuing education hours. The registrant shall have ninety (90) calendar days after notification of disallowance of credits to substantiate the original claim or earn other CEH credit, which fulfills minimum requirements. If the Board determines that the information supplied on the continuing education report form is false or misleading, the architect may be subject to disciplinary action.

### **G. NONCOMPLIANCE AND SANCTIONS**

Failure to fulfill the continuing education requirements, or file the annual report, properly completed and signed, by July 31 shall result in a penalty of two hundred fifty dollars (\$250.00) per month for a maximum of one thousand dollars (\$1,000) each year in addition to the renewal fee and late payment fees. At the discretion of the Board, a temporary renewal of license may be issued for up to ninety (90) days. Documentation of completion of continuing education credits shall be submitted to the Board within the ninety (90) day period. Failure to comply with the Continuing Education requirements may result in revocation of your license.