



## Instructions for Meeting Requirements of Continuing Education for Architects, Engineers, Land Surveyors and Landscape Architects

AS 08.48.101(a)(6) and 12 AAC 36.500-.550 are the definitive documents which govern what registrants must do to meet biennial renewal requirements. The following instructions are intended to give a more complete understanding of the intent of the rules.

The primary purpose of registration for architects, engineers, land surveyors, and landscape architects is to protect the public from unqualified or unethical practitioners. The purpose of the continuing education (CE) program is to maintain a continuing level of competency and standards for professional architects, engineers, land surveyors, and landscape architects, in order to protect the public health, safety and welfare within this state.

Registrants are encouraged to select meaningful CE activities which will be of benefit in the pursuit of their chosen fields. The definition of Course or Activity is: "...a unit of instruction or study with a clear purpose and objective to maintain, improve, or expand the skills and knowledge relevant to the practice of professional architect, engineer, land surveyor or landscape architect that meets the requirements of 12 AAC 36.510."

### Exemptions (12 AAC 36.530):

1. New registrants are exempt from CE for their first registration renewal.
2. Registrants that have served 120 consecutive days on active duty in the armed forces of the United States in a 12-month period.
3. A registrant in retired status.
4. An exemption may be granted to registrants who submit documentation to support experiencing a physical disability, serious illness, family emergency, or other extenuating circumstance.

### Comity:

If a registrant is currently registered in another jurisdiction which has mandatory CE requirements that are substantially similar to or exceed those of Alaska a registrant may certify that he/she has met all CE requirements in that jurisdiction. Registrants must maintain logs of professional development hour (PDH) activities earned from that jurisdiction and make them available to the board **in the event of an audit**.

## General Requirements for Continuing Education Activities

Continuing education courses or activities must meet criteria set out in 12 AAC 36.510(g)(1-5). All activities for which PDHs are claimed must be relevant to the practice of architecture, engineering, land surveying, and landscape architecture within the registrant's field of practice and may include technical, ethical, or managerial content. All subject matter shall address the public's health, safety, and welfare.

Qualifying CE activities may be sponsored or presented by colleges or universities, employers, government agencies, nationally affiliated or professional societies, or by other organizations. The board does **not** pre-approve courses or activities for PDHs. It is your responsibility to assure the activities in which you participate meet the requirements.

### Typical Qualifying Activities:

Completing or attending qualifying seminars, in-house workshops and professional or technical presentations; attendance at qualifying programs presented at technical or professional society meetings, conventions, or conferences; authoring published papers, articles or books; serving as an officer or actively participating in a committee of professional or technical societies; teaching a course for the first time (does not apply to full-time faculty).

### Typical Non-Qualifying Activities:

Regular employment; courses in self-study or personal self-improvement; service club meetings or activities; equipment demonstrations or trade shows; topics not relevant to registrant's field of practice; enrollment without attendance in courses or seminars, etc.; repetitive teaching of the same course without updating the course material; attending committee and business meetings of any organization; conversational language courses for personal use.

### CE Credit Summary:

Description of CE Activity	PDHs Units
A. Successful completion of college courses.	1 semester hour - 45 PDHs 1 quarter hour – 30 PDHs
B. Successful completion of acceptable courses which are awarded Continuing Education Units (CEU)**	10 PDHs per CEU
C. Successful completion of short courses, tutorials, correspondence courses, web-based courses, and televised or videotaped courses.	1 PDH per hour of attendance
D. Presenting or attending seminars, in-house workshops or professional or technical presentations made at meetings, conventions or conferences.	1 PDH per hour of attendance
E. Initial instruction of the subject matter when teaching professional development courses, seminars, or professional or technical presentations. (Does not apply to full-time faculty.)	2 PDHs per hour of instruction
F. Published papers, articles, or books.	10 PDHs per biennial registration period. Amount of credit depends on amount of time and effort required for the paper, article, or book.
G. Participation in professional and technical societies.	Up to 8 PDHs per year as an officer or participating committee member per professional or technical society based on one PDH for each two hours of service or participation. Credits are earned at the end of each full year of service or participation.

**\*\* A Continuing Education Unit (CEU) is a nationally recognized method of quantifying the time spent in the classroom during professional development and training activities. Ten hours of instruction = 1 CEU.**

**Carry Forward PDHs:**

If more than 24 PDHs are earned in a biennial period, a maximum of 12 PDHs may be carried forward into the next biennial period. The number of carry forward PDHs must be indicated on your biennial registration renewal form.

**CE Disallowed Upon Board Audit:**

A registrant will not be renewed unless he/she certifies on the renewal form that the requirements for CE have been met. If the registrant is audited and the board determines that some credits are unacceptable, the registrant will have 90 days to obtain CE that is acceptable. If the registrant, after 90 days, has not obtained the requisite CE, the registration will be revoked until such time as the required CE is obtained.

**Multiple Registrations:**

A registrant holding multiple registrations in the state will be required to earn the total number of PDHs as those required for a single registration holder, however at least 8 hours of the PDHs must be earned in each registration held.

**Recordkeeping:**

Each registrant is responsible for maintaining a listing of their CE activities. For your convenience, a CE Development Report template is available for your use (and is mandatory if you are audited) on the board's Continuing Education webpage: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors/ContinuingEducation.aspx>

It is important that sufficient information is supplied in order to verify the activity relates to the registrant's field of practice, including sponsoring organization, location and duration of the course or activity, name of the speaker or instructor, and the number of PDHs earned.

If audited, supporting documentation must be submitted with the CE Development Report. Required supporting documentation includes:

- verification records in the form of completion certificates
- signed attendance receipts
- receipts for the payment of tuition or fees
- a copy of a list of participants signed by the speaker/ instructor or similar documents showing evidence of attendance.

**Do not** submit your CE Development Report or any supporting documentation with your biennial registration renewal form and fee. The board randomly audits five percent of all renewing registrants to ensure compliance with the CE requirements. Auditing will be done after renewals are complete. If you are selected for audit, you will be contacted and asked to provide the necessary documentation.

All records of attendance and completion of CE should be maintained for four years for audit purposes.

**Landscape Architects:**

For a listing of CE courses approved by the Council of Landscape Architectural Registration Boards (CLARB) and the American Society of Landscape Architects (ASLA), please refer to the following webpages:

CLARB: [www.clarb.org](http://www.clarb.org).

ASLA: [www.asla.org](http://www.asla.org).