

**BOARD OF REGISTRATION FOR
ARCHITECTS, ENGINEERS AND LAND SURVEYORS**

**CONTINUING EDUCATION REPORT FOR
ARCHITECTS, ENGINEERS, LAND SURVEYORS & LANDSCAPE ARCHITECTS**

For Use if Selected for Audit

Biennial Renewal Period Ending December 31, _____

Registrant Name _____ Registration # _____

24 PDHs required for renewal.

Up to 12 PDHs may be carried forward to the next biennial renewal period.

PART 1 – CE CREDIT SUMMARY (list activity description in Part 2)

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.*

I qualify for an exemption from the continuing education requirement based on:

- New registrant/first renewal period
- 120 consecutive days on active duty in the United States armed forces (documentation required)
- Retired status
- Other (requires a letter of explanation and may require additional documentation)

CONTINUING EDUCATION REPORT FOR ARCHITECTS, ENGINEERS, LAND SURVEYORS & LANDSCAPE ARCHITECTS

Biennial Renewal Period Ending December 31, _____

REGISTRANT NAME _____ REGISTRATION # _____

All activities must be relevant to the practice of architecture, engineering land surveying or landscape architecture and may include technical, ethical or managerial content. This part may be duplicated if necessary. **DOCUMENTATION IS REQUIRED.**

PART 2 – CERTIFICATION

DATE OF ACTIVITY	SPONSORING ORGANIZATION NAME & LOCATION (City & State)	ACTIVITY Title/Description/Presenter/Duration	PDHs Earned
		TOTAL PDHs EARNED	
		PDHs BEING CARRIED FORWARD	

12 AAC 02.960. AUDIT OF COMPLIANCE WITH CONTINUING COMPETENCY REQUIREMENTS. (a) Except as provided in (b) - (j) of this section, the department will audit compliance of licenses with continuing competency requirements in accordance with this section if

- (1) the licensee is required to meet continuing competency requirements under AS 08 or this title;
- (2) *repealed 9/29/2005*;
- (3) *repealed 9/29/2005*.

(b) A licensee subject to audit under (a) of this section and applying for license renewal shall

- (1) complete and sign a statement of compliance with continuing competency requirements; and
- (2) submit the statement to the department with the application for license renewal.

(c) Except as provided in (d) of this section, the department will select licensees for audit under (a) of this section as follows:

- (1) ten percent of the total number of licensees in that profession if the total number of licensees is less than 3,000; or
- (2) five percent of the total number of licensees in that profession if the total number of licensees is 3,000 or more.

(d) The department will require that a different percent of licensees be selected for audit, if the board that regulates the profession, or the department for a profession not regulated by a board or commission, finds that a different percent to be audited is necessary to protect public health and safety.

(e) A licensee selected for audit under (c) or (d) of this section will be notified by the department. Within 30 days of notification, the licensee shall submit to the department, documentation to verify completion of the continuing competency activities claimed on the statement submitted with the application for license renewal. The documentation must include a valid copy of a certificate or similar verification of satisfactory completion of the continuing competency activities claimed that provides

- (1) the name of the licensee;
- (2) the amount of continuing competency credit awarded;
- (3) a description of the continuing competency activity;
- (4) the dates of actual participation or successful completion; and
- (5) the name, mailing address and signature of the instructor, sponsor, or other verifier.

(f) A licensee subject to audit under (a) of this section is responsible for maintaining adequate and detailed records of all continuing competency activities completed and shall make the records available to the department on request. A licensee shall maintain the records until the later of

- (1) four years from the date of completion of the continuing competency activity; or
- (2) if the licensee was selected for audit, the date that the department notifies the licensee that the audit is completed.

(g) The department will extend the period for providing documentation of completion of continuing competency activities if the department finds that the licensee has good cause for the need for additional time to submit the documentation required in (e) of this section.

(h) The department will notify the respective board of a licensee's failure to comply with the department's request for records under (e) of this section.

(i) For professions licensed by the department, the department will consider the licensee's failure to comply with the department's request for records under (e) of this section as grounds for imposition of disciplinary sanctions to the extent allowed under AS 08 and this title.

(j) In this section, "successful completion" means the date that credit for the continuing competency activity is awarded by the instructor, sponsor, or other verifier for completion of the activity.

12 AAC 02.965. FAILURE TO MEET CONTINUING EDUCATION REQUIREMENTS FOR

RENEWAL AND REINSTATEMENT OF LICENSE. (a) Except as otherwise provided in AS 08 or this title, a license issued under AS 08 will not be renewed or reinstated if the applicant for renewal or reinstatement has not earned the required number of continuing education credits. The applicant may earn the required number of credits after the expiration date of the license. Continuing education credits earned to reinstate or renew an expired license may not be used to satisfy the continuing education requirements for a future renewal or reinstatement. Credits submitted to satisfy the continuing education requirements under this section must be approved under AS 08 and this title by the department or the applicable board.

(b) For the purposes of this section, "continuing education credits" includes continuing competency, contact hours, continuing education units (CEUs), and credit hours.