

**PROPOSED REGULATION OF THE STATE BOARD OF
ARCHITECTURE, INTERIOR DESIGN AND RESIDENTIAL DESIGN**

Chapter 623 of NAC is hereby amended by adding thereto a new section to read as follows:

Continuing Education Regulation

Purpose and scope

Effective January 1, 2010, each registrant shall be required to meet the continuing education requirements of this chapter. This regulation provides for a mandatory continuing education program for registered architects, interior designers and residential designers in those technical and professional subjects the Board deems appropriate to safeguard life, health and property and to promote the public welfare by improving the quality of human environmental design.

Requirements

Each registrant shall complete eight (8) hours of continuing education units acceptable to the Board during each annual renewal period. All eight (8) hours must be obtained in health, safety and welfare subjects. Completion of required continuing education is a condition for renewal of a Certificate of Registration. A minimum of four (4) continuing education units must be earned in a structured setting. A maximum of four (4) continuing education units may be earned in a self-directed setting. A minimum of two (2) hours of the required eight (8) hours of continuing education units must be obtained on the subject of code-related research or learning. Continuing education credits need not be acquired within this jurisdiction and may be acquired at any location. A maximum of four (4) CEU's obtained in a structured setting may be carried forward to apply to the next renewal period.

Definitions

“Continuing education unit (CEU)” refers to the number of continuing education credits, measured in contact hours. A contact hour is equal to fifty (50) minutes of instruction or learning. Partial CEU's submitted for credit will not be accepted in less than 25-minute increments.

“Structured educational activities” means educational activities in which the teaching methodology consists primarily of the systematic presentation of public protection subjects by individuals or organizations, including monographs, courses of study taught in person or by correspondence, organized lectures, presentations or workshops and other means through which identifiable technical and professional subjects are presented in a planned manner. To qualify as a “structured educational activity,” documented continuing education credit shall be awarded by the sponsor upon completion of the activity. The number of CEU's or credits shall be determined by the provider of the material or activity.

“Self-directed educational activities” means educational activities in which the teaching methodology primarily consists of the registrant himself or herself addressing public health, safety and welfare subjects, which are not systematically presented by others, including the study of such related subjects.

Exemptions

A registrant may be exempt from participating in the continuing education program required by this chapter for one of the following reasons:

- 1. A first-time registrant by examination or first-time reciprocal registrant shall be exempt for his or her first renewal period if the first renewal period is less than two years from the original date of licensure.*
- 2. A registrant called to active duty in the armed forces of the United States for a period of time exceeding one hundred and twenty consecutive days during a calendar year shall be exempt from obtaining the CEU's required during that calendar year.*
- 3. A registrant experiencing physical disability, illness or other extenuating circumstances may request an exemption from the continuing education requirements prior to the end of the licensing period. The registrant shall provide supporting documentation for the Board's review.*
- 4. Hardship cases will be considered on an individual basis.*

Acceptable educational activities:

A. Structured

Registrants shall complete a minimum of four (4) CEU's in structured educational activities. Structured course study shall consist of successfully completing education activities presented by individuals or groups qualified by professional, practical or academic experience to conduct courses of study. In order to claim structured educational activity credits, the registrant must have received documentation awarded by the sponsor upon completion of the activity. The Board may require a detailed synopsis or report of CEU's claimed. Hours claimed for CEU's must be in addition to or outside the registrant's normal day-to-day business activities. A registrant may earn the required structured continuing education credits by any of the following methods:

- 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.*
- 4. Successfully completing college or university sponsored courses.*

B. Self-directed

Registrants may complete a maximum of four (4) CEU's in self-directed educational activities. A self-directed educational activity encourages flexibility of study by registrants and includes, but is not limited to, education activities such as self-study courses sponsored by professional associations, architecturally significant educational courses, organized individual or group study of professional specialization topics, or reading specific professional oriented books and articles. The Board may require a detailed synopsis or report of CEU's claimed. A registrant may earn the required self-directed continuing education credits by any of the following methods:

- 1. Reading professionally relevant books or magazine articles.*
- 2. Visiting architecturally significant sites with a clear objective to maintain and strengthen competency in a technical field.*
- 3. Viewing professionally relevant video presentations.*
- 4. Making professional or technical presentations at meetings, conventions or conferences.*
- 5. Teaching or instructing a qualified presentation (one-time presentation only). Teaching credit shall not apply to part-time or full-time faculty at a college, university or other educational institution.*
- 6. Authoring professionally relevant published papers, articles, or books.*
- 7. Actively participating in a related technical professional society, organization, board or commission as an officer, committee or board member.*
- 8. Participating in activities that contribute to the welfare of the community and are directly related to the practices of architecture, registered interior design or residential design (such as Habitat for Humanity, etc.).*
- 9. Serving as a mentor or supervisor for the Internship Development Program (IDP) or the Interior Design Experience Program (IDEP). Maximum 2 CEU's annually.*

Acceptable structured and self-directed educational activities

Structured or self-directed educational activities must encompass the study of relevant technical and professional subjects related to safeguarding life, health, property and promoting the public welfare. Hours claimed for CEU's must be in addition to or outside the registrant's normal day-to-day business activities. These health, safety and welfare subjects generally include but are not limited to the following:

- 1. Accessibility*
- 2. Acoustics*
- 3. Programming and design*
- 4. Code of ethics*
- 5. Construction administration*
- 6. Construction contract laws, legal aspects*
- 7. Construction documents, services*
- 8. Construction functions, materials, methods and systems*
- 9. Energy efficiency*
- 10. Environmental: asbestos, lead-based paint, toxic emissions*

11. *Environmental analysis and issues of building materials and systems*
12. *Fire: building fire codes- flame spread, smoke contribution, explosives*
13. *Fire safety systems: detection and alarm standards*
14. *Insurance to protect the owners of property and injured parties*
15. *Laws and regulations governing the practice of architecture, registered interior design and residential design*
16. *Life safety codes*
17. *Materials and systems: roofing/waterproofing, wall systems, etc.*
18. *Material use, function and features*
19. *Mechanical, plumbing and electrical: system concepts, materials, and methods*
20. *Natural hazards (earthquake, hurricane, flood) related to building design*
21. *Preservation, renovation, restoration and adaptive reuse*
22. *Security of buildings, design*
23. *Site and soils analysis*
24. *Site design*
25. *Specification writing*
26. *Structural issues*
27. *Surveying methods, techniques*
28. *Sustainable design*

The Board has final authority with respect to approval of courses, credits and continuing education hours for courses and any other method of learning.

Reporting, Recordkeeping and Auditing

Reporting – Each registrant shall complete the language on the renewal form pertaining to his or her continuing education activities during the calendar year immediately preceding the license renewal period, and return the completed form along with the renewal fees prior to expiration of the license.

Recordkeeping – The registrant shall maintain records to support continuing education credits claimed. Sufficient records must be maintained for audit purposes for three years after the date of renewal. The records shall include the CEU credits earned in the two years prior to the date of renewal and, in the case of carryover CEU credit, shall include the years when the carryover CEU was earned. The Board may request copies for audit verification purposes. A registrant shall keep the following records:

1. *A log, on a form prescribed by the Board, showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and CEU credits earned;*
2. *Attendance verification records in the form of completion certificates, signed attendance receipts, paid receipts, a copy of a listing of all attendees signed by a person in responsible charge of the activity or other documents supporting evidence of attendance; or*
3. *Records as maintained by professional repositories, such as the American Institute of Architects (AIA) or the National Council for Interior Design Qualification (NCIDQ).*

Audits – The Board may select a random number of renewals to audit for compliance. Each registrant selected for audit shall respond with detailed information and documentation about the CEU activities claimed. The Board may also audit based on complaints or charges against a registrant. Falsification of documentation is grounds for disciplinary action.

Non-compliance

Failure to fulfill the continuing education requirements or to file the required annual reporting log, properly completed and signed, shall be considered a violation of this chapter.

Failure to fulfill the continuing education requirements shall result in non-renewal of a registrant's certificate of registration.

Continuing education reports that are sent in after January 1 of each year will be considered a late filed renewal and are subject to a late fee pursuant to NAC 623.290(1)(c).