

Ohio Architects Board
Continuing Education Rules
Effective November 9, 2009
Revised language is in *italics*

4703-1-11 Continuing education.

(A) Definitions. These definitions pertain only to this rule.

(1) Contact hour – a contact hour is at least fifty (50) minutes of instruction. The number of contact hours may be determined by the provider of the material or activity. For the entities listed under paragraph (A)(2) of this rule, the hours established by each organization will be accepted by the board. Where the number of contact hours are established by others, the board may require additional evidence supporting the contact hours claimed.

(2) Qualified/certified--shall mean activities approved for credit/contact hours by any of the organizations below. (The imprimatur of these organizations in this rule shall constitute official acceptance by the board):

(a) The American Institute of Architects

(b) National Council of Architectural Registration Boards

(c) The Ohio Architects Board

(d) *The Construction Specifications Institute "Construction Education Network"*

(e) Colleges and universities/other educational institutions

(f) Other technical/professional societies or organizations

(g) *The association of licensed architects.*

(B) General requirements.

Every registrant shall complete a minimum of twenty four (24) contact hours of continuing education prior to the end of each renewal period. Sixteen (16) of these hours shall be in areas directly related to health, safety and welfare as described in 4703-1-11 (D). The completion of these hours shall meet the requirements set forth in this rule.

The completion of these hours shall be a condition of renewal for the ensuing renewal period. The registrant shall not submit an application for renewal or restoration of a license unless the continuing education requirement has been completely fulfilled or the registrant has been exempted from the continuing education requirements by the board.

(C) Exemptions.

An architect may be exempted from the continuing education requirements if certain conditions are met:

(1) An architect is automatically exempt in the following situations:

(a) Architects newly licensed by examination by the state of Ohio are exempt from the continuing education requirements for the first renewal period only. This exemption does not apply to reciprocal registrants.

(b) Emeritus architects, as defined in rule 4703-1-01 of the Administrative Code, are exempt, upon payment of the renewal fee, from the continuing education requirement.

(c) Intern architects, architectural interns and exam candidates are exempt from the continuing education requirements.

(d) If the architect otherwise meets all renewal requirements and is registered in any other jurisdiction having continuing education requirements, which the architect has met, provided that jurisdiction accepts this jurisdiction's continuing education requirements as meeting its own.

(2) An exemption must be requested in writing, with proper documentation submitted to the board, and board approval granted, prior to submittal of the renewal application, when any of the following exemptions is sought:

(a) Architect is on full-time duty, or temporarily called up for active duty, in the United States military service, where such activity restricts participation in continuing education activities meeting these requirements.

(b) Architect has experienced a disability or illness that prevented the completion of the requirements in a timely manner.

(c) Architects submit proof that the requirements were not met due to an unforeseen emergency, extreme hardship, or other similar circumstances.

(D) Content requirements.

Acceptable activities include those that increase the architect's knowledge and/or understanding of technical or professional subjects and contribute directly to the improvement of the architect's professional knowledge and competence to practice architecture.

At least sixteen (16) hours of the required continuing education activities in each registration period must pertain to technical/professional subjects the board determines are directly related to the protection of the health, safety, and welfare of the citizens of the state of Ohio.

These subjects generally include but are not limited to the following:

- (1) Building design
- (2) Land use analysis
- (3) Life safety standards
- (4) Architectural programming
- (5) Site and soil analysis
- (6) Accessibility design issues
- (7) Structural issues
- (8) Lateral forces
- (9) Building codes
- (10) Mechanical or electrical systems design and/or issues
- (11) Construction administration
- (12) Contract documents
- (13) Construction methods
- (14) Professional conduct
- (15) Material use and selection
- (16) Security and safety issues

- (17) Preservation, renovation, restoration or adaptive reuse
- (18) Sustainable design
- (19) Research in topics related to architecture
- (20) Such other subjects as the board may identify.

(E) Methods for fulfilling continuing education requirements

An architect may earn the required contact hours by any of the following methods, except that credit shall be awarded only once in a renewal period for the same program:

- (1) Attending a graduate or undergraduate level course at an accredited institution of higher learning where academic credit is granted and the content meets the requirements set forth in paragraph (D) of this rule. Credit: Twelve (12) continuing education credits for each one (1) hour of academic credit received.
- (2) Attending a course, program, seminar, conference, workshop, building tour, or similar event where it is presented, sponsored, or approved by an accredited institution of higher learning or professional organization, and has been qualified/certified as defined in paragraph (A)(2) of this rule. Credit: One (1) hour of continuing education credit for each hour of actual contact time of instruction provided.
- (3) Completing a qualified/certified monograph (such as an NCARB monograph) and passing a test on comprehension and understanding of its content. Credit: The number of hours of continuing education credit specified in the monograph.
- (4) Teaching a graduate or undergraduate course at an accredited institution of higher learning where the content meets the requirements noted above. Credit: Twelve (12) hours of continuing education credit for each one (1) hour of academic credit provided by the course except that after the first year, the maximum credit for the same course may not exceed a total of six (6) hours of continuing education credit.
- (5) Teaching a course or seminar, delivering a lecture, presenting a paper, or a program, workshop or monograph at an educational event meeting the above requirements. Credit: One (1) hour of continuing education credit for each hour of presentation plus one (1) hour of continuing education credit for each hour of preparation, except that this may be taken only once for the same program and may not exceed fifty per cent of the total required continuing education credits for the renewal period.
- (6) Publishing a book or an article in a professional journal, which meets the content requirements above, for one time credit for each book or article. Credit: One (1) hour of continuing education credit for each hour of preparation, not to exceed eight hours total of the continuing education requirements of the renewal period. Such activities may be eligible for health, safety and welfare credit.
- (7) Completing self-study program or other individualized continuing education activity that involves the use of qualified/certified materials. Credit: One (1) hour of continuing education credit for each hour of preparation, not to exceed fifty per cent of the total continuing education requirements of the renewal period. Such activities may be eligible for health, safety and welfare credit.
- (8) As a member of a national council of architectural registration boards committee. Credit: one (1) hour of continuing education credit for each hour of work where said hours are certified by the national council of architectural registration boards.
- (9) Professional service to the public, which draws upon the architect's professional expertise, on public boards and commissions such as: planning boards, building code boards, urban renewal board and other similar activities. Credit: One (1) hour of

continuing education credit for each hour of work in this activity, not to exceed eight hours total of the continuing education requirements of the renewal period. Such hours may be eligible for health, safety and welfare credit.

(10) Obtaining "LEED Professional Accreditation" by passing the "LEED AP Exam" during the current renewal period. Official documentation from the "Green Building Certification Institute (GBCI)" must be provided. Credit: a one time credit of eight hours. Such activities may be eligible for health, safety and welfare credit.

(F) Records maintained by architects.

Each architect shall, in addition to information submitted to the board, maintain a written record of all continuing education courses or programs undertaken during the current renewal period and the renewal period immediately preceding the current renewal period.

These records shall be made available to the board at any time upon written request for review and audit.

These records may be requested at any time in connection with an investigation or enforcement proceeding.

Failure to provide this information in the time frame established by the board shall constitute cause for disciplinary action by the board and may be cause for fine, reprimand, suspension, revocation or denial of the application for renewal of the architect's registration.

Appropriate records shall consist of the following:

- (1) Certificate of attendance;
- (2) Course or activity description;
- (3) Transcripts/records of credits maintained by providers who may qualify/certify such credits and activities;
- (4) Other documentation verifying the content and time of the course or event.

(G) Architect shall attest to compliance.

Every architect shall attest, in the manner prescribed by the board, to the architect's meeting of the requirements as described herein. Said attestation shall accompany the renewal application.

(H) Falsification of records;

Any architect falsifying the records of the architect's continuing education activities shall be subject to disciplinary action by the board.

(I) Appeal.

An architect shall have the right to appeal any refusal by the board to accept continuing educational activities for credit under these requirements. This appeal shall include the presentation of evidence supporting the architect's contention that the activity meets the requirements of this rule.

(I) Make-up time for disallowed credits.

When the board disallows credit for the requirements of this rule, the architect shall be allowed up to ninety days from the date of the notification to make up the deficiencies and bring the architect into full compliance.

This provision does not apply to those who, in the opinion of the board, have willfully disregarded the requirements of this rule.