Colorado Board of Licensure for Architects, Professional Engineers & Professional Land Surveyors

Department of Regulatory Agencies
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Architect
Continuing Education

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Overview

• The Law

• The Rule Requirements
  ◦ What
  ◦ When
  ◦ How
    • Demonstration of Retention
  ◦ Who - more When
  ◦ Where...
    ▪ Tour the Board’s site where we can explore specific questions
    ▪ Board Rule 4.9.3.1.2 - Navigating the Details

• 2018 Audit
(1) No later than December 31, 2008, the board shall adopt rules establishing requirements for continuing education that an architect shall complete in order to renew a license to practice architecture in Colorado on or after July 1, 2009. The rules shall require the architect to participate in a process or procedure that demonstrates whether the architect retained the material presented in the continuing education program or course.
The Rule Requirements
Board Rule 4.9.3.1.2

What

Architects are required to stay current in their practice by obtaining Continuing Education Hours (CEH).

• Subject must be Health, Safety, and Welfare (HSW)
  Defined in Board Rule 4.9.3.1.8 (a) thru (j)

• Must be Structured Education
  Criteria in Board Rule 4.9.3.1.10

• Board Rules Define Acceptable and Unacceptable CE Activities
  Defined in Board Rule 4.9.3.1.2.10 thru 12
The Rule Requirements
Board Rule 4.9.3.1.2

When

- Each CALENDAR year
  - 12 CEH each CALENDAR year
  - 1 CEH = Consist of 50 to 60 minutes of continuous instruction
  - No Carry Over of CEH
HOW

Board Rule 4.9.3.14.2.9

Provides direction for proper ways to demonstrate HOW you have retained the Continuing Education program or course.

1. Take a test - A course that an examination, quiz, or test given at the conclusion of a presentation, lecture, online course, etc.

   **OR**

2. Complete the Board’s structured report. State what you learned... demonstrating what you retained
   Not just syllabus or class description.

   Complete it and file it away
ANY ‘Proof’ must contain:

(a) Architect name;
(b) Activity type;
(c) Activity location and date(s);
(d) Activity title and description of content and objectives;
(e) Sponsor/Continuing Education Provider (e.g. organization, institution, association, employer, vendor, publication) name and contact information;
(f) Instructor/speaker name, as applicable;
(g) Monitor/Facilitator/Mentor name and contact information, as applicable;
(h) Demonstration of whether the architect retained the material presented;
(i) Number of CEHs; and,
(j) A declaration that the CEHs are considered HSW.
Continuing Education Structured Report

Please refer to Colorado State Board of Licensure for Architects, Professional Engineers, and Professional Land Surveyors Board Rule 4.9.3.1.2 for continuing education requirements here.

This report is to be completed fully by the Architect licensee. Type or print legibly.

Note: The content of this form cannot be changed.

Architect Name: ___________________________ License No.: ___________________________

Activity Type (select one ONLY, see Board Rule 4.9.3.1.2.11 for activity definitions):

- [ ] In-house Program
- [ ] Lecture, Seminar, Workshop
- [ ] Self Study - Structured
- [ ] Academic Coursework*
- [ ] Certificate Program*
- [ ] Teaching*
- [ ] Publishing*
- [ ] Research*
- [ ] Mentoring*

*Additional documentation required for above Activity Types (if added, see Board Rule 4.9.3.1.2.11)

Activity Date: ___________________________
Activity Location: ___________________________
Activity Title: ___________________________

Description of Content & Objectives: ____________________________________________________________
______________________________________________________________
______________________________________________________________

Sponsor/Continuing Education Provider Name and Contact Information: ___________________________

Instructor/Speaker Name, as applicable: __________________________________________________________

Monitor/Facilitator/Mentor name and Contact Information, as applicable: ___________________________

Number of CEHs: 1.0

All Required CEHs must be a structured activity, must show proof of retention and must be Health, Safety and Welfare (HSW). Refer to Board Rule 4.9.3.1.2. For the HSW definition, refer to Board Rule 4.9.3.1.2.8.

What did I learn from this activity?

______________________________________________________________
______________________________________________________________

How can this learning be applied to my professional practice?

______________________________________________________________
______________________________________________________________

I hereby attest that the above is a true and accurate accounting of the compliant continuing education I have completed in compliance with Statute and Board Rule 4.9.3.1.2 including that each CEH must be a structured activity, and must show proof of retention and must be Health, Safety and Welfare (HSW).

Licensee Signature: ___________________________ Date: ___________________________

Do Not Mail This Form – Retain for Your Records

Architects are required to retain documentation of their Continuing Education. A copy may be submitted if requested for audit.

Ver 3/2016
### 4.9.3.1.2.5 Board Rule

<table>
<thead>
<tr>
<th>(a) If Licensed in Colorado:</th>
<th>Even Calendar Year</th>
<th>Odd Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before January 1, Even Year</td>
<td>12</td>
<td>12</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>(b) If Licensed by Endorsement in Colorado:</th>
<th>Colorado Continuing Education CEHs Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Even Calendar Year</td>
</tr>
<tr>
<td>January 1 through December 31, Even Year</td>
<td>12</td>
</tr>
<tr>
<td>January 1 through July 3, Odd Year and licensed in Endorsing State before or in the Even Year</td>
<td>Endorsing State’s CE Requirements</td>
</tr>
<tr>
<td>January 1 through July 3, Odd Year and also licensed in endorsing state in the same odd year</td>
<td>0</td>
</tr>
<tr>
<td>July 4 through December 31, Odd Year*</td>
<td>Does Not Apply*</td>
</tr>
</tbody>
</table>

*Does Not Apply*
### (c) If License was Reinstated/ Reactivated in Colorado:

<table>
<thead>
<tr>
<th>Period</th>
<th>Even Calendar Year</th>
<th>Odd Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 through December 31, Even Year</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>January 1 through July 3, Odd Year and holds other active licenses in the Even Year</td>
<td>Met All Active License CE Requirements</td>
<td>12</td>
</tr>
<tr>
<td>January 1 through July 3, Odd Year and holds no other active licenses in the Even Year</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>July 4 through December 31, Odd Year*</td>
<td>Does Not Apply*</td>
<td>Does Not Apply*</td>
</tr>
</tbody>
</table>

### (d) If Licensed by exam/transfer of grades in Colorado:

<table>
<thead>
<tr>
<th>Period</th>
<th>Even Calendar Year</th>
<th>Odd Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 through October 31, Even Year</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>November 1, Even Year through July 3, Odd Year (Board Rule 4.9.3.1.2.15)</td>
<td>z0</td>
<td>0</td>
</tr>
<tr>
<td>July 4 through December 31, Odd Year*</td>
<td>Does Not Apply*</td>
<td>Does Not Apply*</td>
</tr>
</tbody>
</table>
Where...

• Tour the Board’s site where we can explore specific questions

• Board Rule 4.9.3.1.2 - Navigating the Details
Contact the Board

1560 Broadway, Suite 1550
Denver, CO 80202

303-894-7800

dora_AESboard@state.co.us

www.colorado.gov/pacific/dora/AES_CE
Thank You

General Inquiries, Board Service & Stakeholder Activities (email)
Dora_AESboard@state.co.us

Rulemaking (sign up)
www.sos.state.co.us

Legislation (check in)
www.leg.state.co.us