ALABAMA STATE BOARD FOR REGISTRATION OF ARCHITECTS ADMINISTRATIVE CODE

CHAPTER 100-X-3 CONTINUING EDUCATION

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100-X-3-.01 Purpose.

These rules provide for a post-1icensure continuing education program that enables a registered architect to increase or update knowledge of and competence in technical and professional subjects related to the practice of architecture to safeguard the public's health, safety, and welfare.
Author: Board for Registration of Architects
Statutory Authority: Code of Ala. 1975, §34-2-39.
History: New Rule: Filed February 19, 2010; effective March 26, 2010. **Repealed and New Rule:** Filed October 17, 2011; effective November 21, 2011.

100-X-3-.02 Scope And Exemptions.

(1) Scope. These rules shall apply to every Alabama registered architect as a condition for renewal of registration on an annual basis.

(2) Exemptions. A registrant may be exempt from participating in the continuing education program required by these rules for one of the following reasons:

(a) A first-time registrant by examination or NCARB certificate is exempt for his or her first renewal. This provision does not apply to an architect who regains registration through reinstatement.

(b) Registrant is an emeritus status architect.

(c) Registrant is a civilian who serves on active duty in the Armed Forces of the United States for a period of time exceeding ninety (90) consecutive days during the annual report period.

(d) Hardship cases will be considered by the Board on an individual basis and must be received by the Board by December 1. A registrant experiencing physical disability, illness, or other extenuating circumstances beyond his or her control may request extension from the continuing education requirements. The registrant shall provide supporting documentation for the board's review. The board will consider such hardship cases on an individual basis.

Author: Board for Registration of Architects
Statutory Authority: Code of Ala. 1975, §34-2-39.
History: New Rule: Filed February 19, 2010; effective March 26, 2010. **Repealed and New Rule:** Filed October 17, 2011; effective November 21, 2011. **Amended:** Filed August 6, 2015; effective September 10, 2015. **Amended:** Published November 30, 2023; effective January 14, 2024.

100-X-3-.03 Requirements.

Each Alabama registered architect shall complete a minimum of twelve (12) structured continuing education hours each calendar year. One continuing education hour (CEH) shall represent a minimum of 50 minutes of actual contact time. Each CEH must be devoted to health, safety, and welfare subjects related to the practice of architecture, including those enumerated below, and provided by qualified individuals or organizations, whether delivered by direct contact or distance learning methods. The Board has final authority to accept courses, credits, and continuing education hours for courses and any other method of earning credit. The Board does not pre-approve courses.

(1) Topics for the twelve (12) structured CEHs shall include the study of technical and professional subjects that the Board deems appropriate to safeguard the public and that are within the following enumerated areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment:

(a) Legal: Laws, Codes, Zoning, Regulations, Standards, Life Safety, Accessibility, Ethics, Insurance to protect Owners or the Public;

(b) Building Systems: Structural, Mechanical, Electrical, Plumbing, Communications, Security, Fire Protection;

(c) Environmental: Energy Efficiency, Sustainability, Natural Resources, Natural Hazards, Hazardous Materials, Weatherproofing, Insulation;

(d) Occupant Comfort: Air Quality, Lighting, Acoustics, Ergonomics;

(e) Materials and Methods: Construction Systems, Products, Finishes, Furnishings, Equipment;

(f) Preservation: Historic, Reuse, Adaptation;

(g) Pre-design: Land Use Analysis, Programming, Site Selection, Site and Soils Analysis, Surveying;

(h) Design: Urban Planning, Master Planning, Building Design, Site Design, Interiors, Safety and Security Measures;

(i) Construction Documents: Drawings, Specifications, Delivery Methods;

(j) Construction Contract Administration: Contracts, Bidding, Contract Negotiations.

(2) Structured course study shall consist of participation in HSW education activities presented by individuals or groups qualified by professional, practical, or academic experience to conduct courses of study. Structured Continuing Education shall include the following types of activities:

(a) Attending professional or technical HSW presentations at meetings, conventions, or conferences;

(b) Attending in-house technical HSW programs sponsored by corporations or other organizations;

(c) Successfully completing HSW seminars, webinars, tutorials, short courses, online courses, correspondence courses, televised courses, or videotaped courses;

(d) Successfully completing post professional degree college or university sponsored courses that qualify as HSW (1 academic credit hour = 1 CEH);

(e) Successfully completing HSW courses that are awarded continuing education credits.

Author: Board for Registration of Architects
Statutory Authority: Code of Ala. 1975, §34-2-39.
History: **New Rule:** Filed February 19, 2010; effective March 26, 2010. **Repealed and New Rule:** Filed October 17, 2011; effective November 21, 2011. **Amended:** Published May 31, 2022; effective

July 15, 2022. **Amended:** Published November 30, 2023; effective January 14, 2024.

100-X-3-.04 Reporting.

The continuing education section of the Board's renewal application must be completed in full, in order to process, the registration renewal.

(1) Unless exempted as provided in 100-X-3-.02, each registrant shall submit the required continuing education information, which shall include an affidavit attesting to the registrant's fulfillment of continuing education requirements during the current calendar year. No carry-over of continuing education hours is permitted. Failure to comply with these requirements shall result in non-renewal of the architect's registration.

(2) Each affidavit shall be reviewed by the Board staff and may be subject to audit for verification of compliance with requirements.

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100-X-3-.05 Recordkeeping.

(1) The registrant is responsible for retaining documentation of continuing education activities.

(2) These records must be retained for a period of one year from the date the hours are reported as part of the applicant's renewal application. Copies must be furnished to the Board for audit purposes if requested.

(3) Proof of CEH completion include: AIA Transcripts, certificates of completion issued by the course provider, and other correspondence or documentation provided directly from the course provider. HSW must be clearly indicated on the supporting documentation.

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September 10, 2015. **Amended:** Published May 31, 2022; effective July 15, 2022. **Amended:** Published November 30, 2023; effective January 14, 2024.

100-X-3-.06 Audit.

(1) The Board will conduct an audit of renewals submitted to ensure compliance with continuing education requirements. Registrants selected for audit will be notified and required to provide documentation in support of hours claimed.

(2) The Board may disallow claimed credit for continuing education hours if the CEHs do not comply with the above requirements. If continuing education hours are disallowed, the registrant shall have thirty (30) calendar days after notification to provide documentation that substantiates the original claim or provide documentation of other continuing education hours to meet the minimum requirements. Continuing education hours submitted to remedy a disallowance shall not be used for registration renewal purposes.
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Statutory Authority: Code of Ala. 1975, §34-2-39
History: New Rule: Filed February 19, 2010; effective March 26, 2010. **Repealed and New Rule:** Filed October 17, 2011; effective November 21, 2011. **Amended:** Filed August 6, 2015; effective September 10, 2015.

100-X-3-.07 Non-Compliance And Sanctions.

Failure to fulfill the continuing education requirements or file the properly completed and signed annual report shall result in non-renewal of the architect's certificate of registration.

(1) Failure to respond to audit notification will result in a temporary suspension of registration until such time as audit requirements are met.

(2) Falsification of documentation or willful disregard of these requirements may result in disciplinary action.
Author: Board for Registration of Architects
Statutory Authority: Code of Ala. 1975, §34-2-39.
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