

Chapter 19: CONTINUING EDUCATION—ARCHITECTS

Summary: This chapter sets forth the requirements for continuing education as set forth in 32 M.R.S. § 224-B.

SECTION 1. License Term and Reporting Period

Licenses of all architects expire annually on June 30. The continuing education reporting period is July 1 of the previous year through the June 30 renewal date. Hours completed during the previous reporting period cannot be carried forward into a subsequent renewal period. Credit for any course, program or activity can only be awarded once during a reporting period.

SECTION 2. Definitions

As used in this chapter, the following terms have the following meanings.

1. **Health, Safety, and Welfare (HSW) designation.** For a continuing education activity to qualify as HSW, it must address knowledge intended to protect the health, safety and welfare of the occupants of the built environment as defined below:

Health. Those aspects of professional practice that improve the physical, emotional, and social well-being of occupants, users, and any others affected by building and sites.

Safety. Those aspects of professional practice that protect occupants, users, and any others affected by buildings or sites from harm.

Welfare. Those aspects of professional practice that enable equitable access, elevate the human experience, encourage social interaction, and benefit the environment.

2. **Hour.** An “hour” means fifty (50) minutes.

SECTION 3. Continuing Education Requirement for Architects

Licensed architects shall submit evidence of continuing education hours and certify at time of license renewal to compliance with the continuing education requirements set forth in

this chapter.

1. **Number of Hours and Content**

- A. **Hours Required.** Every licensed architect shall complete a total of twelve (12) hours of continuing education in the area of Health, Safety and Welfare (HSW) during each reporting period as a condition of renewal.
- B. **Approved Continuing Education Courses and Programs.** Continuing education hours may be earned by attending a course or program meeting the following criteria:
- (1) The content and instructional time must be intended to increase or update the architect's knowledge and competence in HSW subjects;
 - (2) The course or program must be provided by a recognized sponsor as set forth in Section 4; and
 - (3) The course or program must address one or more of the following HSW topics:
 - (a) **Practice management:** This category focuses on areas related to the management of architectural practice and the details of running a business.
 - (b) **Project management:** This category focuses on areas related to the management of architectural projects through execution.
 - (c) **Programming and analysis:** This category focuses on areas related to the evaluation of project requirements, constraints, and opportunities.
 - (d) **Project planning and design:** This category focuses on areas related to the preliminary design of sites and buildings.
 - (e) **Project development and documentation:** This category focuses on areas related to the integration and documentation of building systems, material selection, and material assemblies into a project.
 - (f) **Construction and evaluation:** This category focuses on areas related to construction contract administration and post-occupancy evaluation of projects.

C. Continuing Education Hours for a Qualified Activity

- (1) Continuing education credit may be earned for verified membership and volunteer service on a State Board of Registration/Licensure of Architects, or for membership and service on a zoning board, planning board, historic district commission, building code standards committee, or other boards or committees related to HSW that are acceptable to the board.
- (2) Licensees may earn one (1) credit hour per meeting attended up to a maximum of six (6) hours per year. Acceptable proof of attendance includes meeting minutes or recording of meeting demonstrating attendance and participation.

SECTION 4. Recognized Sponsors

Licensed architects may satisfy the requirement of Section 3(1)(B) by completing courses or programs sponsored or approved by the:

1. National Council of Architectural Registration Boards (NCARB) or its successor organization; or
2. American Institute of Architects (AIA) or its successor organization, including any AIA state or local components.

SECTION 5. Applications for Board Approval of Continuing Education Courses or Programs

The board may approve courses or programs not sponsored or approved by the organizations set forth in Section 4. Any course or program must be taught “live” in a traditional classroom or seminar setting, or as a synchronous distance education program. No form of asynchronous distance education or recorded presentation will be approved.

1. A program sponsor may apply for continuing education course or program approval on forms provided by the board. Incomplete applications will not be reviewed.
2. The complete application must be submitted sufficiently in advance of the start date of the course or program to permit review by the board prior to the start date. Applications submitted on or after the start date of the course or program will not be considered.
3. The application must include the following information:
 - A. The title of the course or program, a general overview of the material to be covered, and a detailed syllabus, including a timed outline;
 - B. Demonstration that the course or program meets the criteria for approval set forth in Section 3(1)(B)(1);

- C. The names and qualifications of the instructors;
 - D. The fee required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation; and
 - E. Such other information as the board may require.
4. Program approval is valid for both in-person and synchronous delivery for a period of one (1) year from the date of approval and includes any repeat presentations of the approved program during the one (1) year approval period. Any proposed change to the course content, instructor, or other information submitted in or with the application must be reported to the board for review and approval in advance of the change.
5. Any deviation from the application that has not been approved as described in subparagraph 3, any failure to comply with any conditions included in the board's approval, or poor program quality may result in suspension of the sponsor's approved program offerings, denial of future approval requests by the sponsor, or both.

SECTION 6. Audit of Continuing Education

A licensed architect's certification of completion of continuing professional education is subject to audit and documentation retention requirements as set forth in Chapter 13 of the rules of the Office of Professional and Occupational Regulation.

SECTION 7. Failed Audit and Disciplinary Action

If a continuing education audit shows that the licensed architect did not fulfill the requirements of this chapter, then the licensed architect shall be notified of the failed audit. A failed audit may require further investigation and may result in disciplinary action.

SECTION 8. Exemption

A licensed architect who receives an initial license to practice architecture from the board is exempt from the continuing education requirement for the first two (2) continuing education reporting periods, as long as the architect has not been previously licensed as an architect by any jurisdiction for a period of two (2) or more years.

STATUTORY AUTHORITY: 32 M.R.S. §§ 214, 224-B; 10 M.R.S. § 8003(5-A)(D)

EFFECTIVE DATE: