

MISSISSIPPI STATE BOARD OF ARCHITECTURE

MANDATORY CONTINUING EDUCATION GUIDELINES

Reporting Periods:

2011 Renewals / On-time CEUs must be earned from 12/1/2009-11/30/2011

2009 Renewals / On-time CEUs must be earned from 12/1/2009-11/30/2011

Late CEUs will be accepted on a late renewal with a penalty fee (see rule 6.11).

6.01 Purpose

Each registrant shall be required to meet the continuing education requirements of these guidelines. These guidelines provide for a mandatory continuing education program to insure that registered architects remain informed of those technical and professional subjects the Board deems appropriate to safeguard life, health and promote the public welfare.

6.02 Requirements

Each Mississippi registered architect shall complete a minimum of twenty-four (24) Continuing Education Units (CEUs) over a two year period, with documentation being submitted biennially (every odd year) at the time of renewal. Topics must encompass the study of relevant technical and professional architectural subjects related to safeguarding life, health, property, and promoting the public welfare. A minimum of sixteen (16) CEUs must be earned in a structured setting in conformance with rule 6.04. A maximum of eight (8) CEUs may be earned in a self-directed setting in conformance with rule 6.05.

6.03 Policy and Administration

In regard to continuing education, the Board shall have the following duties:

- (a) To exercise general supervisory authority over the administration of these rules; and
- (b) to establish regulations consistent with these rules; and
- (c) to organize sub-committees and delegate executive authority.

6.04 Structured Continuing Education

(Minimum 16 CEUs required)

Registrants shall complete a minimum of 16 CEUs in structured course study. Structured course study shall consist of participation in education activities presented by individuals or groups qualified by professional, practical, or academic experience to conduct courses of study. The Board may require a detailed synopsis or report of CEUs claimed. Structured Continuing Education shall include the following:

- (a) Attending professional or technical presentations at meetings, conventions, or conferences.
- (b) Attending in-house programs sponsored by corporations or other organizations.
- (c) Successfully completing seminars, tutorials, short courses, on-line courses, correspondence courses, televised courses, or videotaped courses.
- (d) Successfully completing college or university sponsored courses.
- (e) Successfully completing courses that are awarded continuing education credits.

6.05 Self-Directed Continuing Education

(Maximum 8 CEUs allowed)

Registrants shall complete a maximum of 8 CEUs in self directed course study. Self directed course study 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 CEUs claimed. Self-Directed Education shall include the following:

- (a) Reading books or magazine articles.
- (b) Visiting architecturally significant sites.
- (c) Viewing video presentations.
- (d) Making professional or technical presentations at meetings, conventions, or conferences.
- (e) Teaching or instructing a qualified presentation (initial presentation only). Teaching credit shall not apply to full-time faculty at a college, university, or other educational institution.
- (f) Authoring published papers, articles, or books.
- (g) Actively participating in a technical professional society or organization as an officer or committee member.
- (h) Participating in activities that contribute to the welfare of the community and are directly related to the practice of architecture (such as Habitat for Humanity, etc.)

6.06 Computation of Credit

- (a) Successfully completing one (1) hour professional development education (50 minutes actual course or contact time) shall be the equivalent of one (1) CEU. No credit will be allowed for introductory remarks, meals, breaks, or business/administration matters related to courses of study.
- (b) The Board has final authority with respect to approval of courses, credits, and continuing education hours for courses and any other method of earning credit.
- (c) Hours claimed for continuing education credit must be in addition to or outside of the registrant's normal day-to-day business activities.

6.07 Scope and Exemptions

- (a) Scope: These guidelines shall apply to all architects registered by the Board as a condition for license renewal. Failure to obtain CEUs in conformance with this rule shall preclude an architect's eligibility for renewal.
- (b) Exemptions:
 - (i) A first-time new registrant by exam or reciprocity will be exempt for the first renewal period. NOTE: This exemption does not apply on applications for reinstatement of registration.
 - (ii) Registrant is an emeritus status architect on record with this Board.
 - (iii) 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 two year reporting period. (This does not include a career military person who is reassigned overseas, etc.)
 - (iv) Resident registrants of any other NCARB jurisdiction with either a mandatory or voluntary continuing education program provided that same jurisdiction accepts the Mississippi continuing education requirement as satisfying their continuing education requirement, and the registrant certifies by affidavit and annual report that all requirements of that jurisdiction for current continuing education compliance and registration have been met. For continuing education purposes, the address of record on file with the Board will determine "residence". Registrant must attach to the annual report form a copy of the most recently-issued wallet card, letter of good standing, or certificate.
 - (v) Personal hardship will be considered on an individual basis. Requests must be received at the Board office no later than December (of each odd year).

6.08 Reporting

- (a) The continuing education section of the renewal application must be completed in full in order to process the registration renewal. Simply attaching transcripts or documentation is not acceptable. Do not send documentation. A random audit of annual reports will be conducted to ensure accuracy and compliance.
- (b) Each registrant, at renewal of registration time, shall submit the required continuing education information, which shall include an affidavit attesting to the registrant's fulfillment of continuing education requirements during the preceding period of two fiscal years ending November 30 of odd years. No carry over of continuing education hours is permitted.
- (c) Each affidavit shall be reviewed by the Board and may be subject to audit for verification of compliance with requirements. Registrants shall retain proof of fulfillment of requirements for a period of one year after submission in the event that the affidavit and annual report is selected for audit. The Board may require a detailed synopsis or report for verification of CEUs claimed.
- (d) The Board may, upon audit for verification of compliance, disallow claimed credit for continuing education units. The registrant shall have sixty (60) calendar days after notification of disallowance of credit to substantiate the original claim or earn other CEU credit which fulfills minimum requirements. Failure to substantiate the original claim or to earn other credit before the expiration of the 60 calendar days shall invalidate the renewal and the respondent's license shall be immediately rendered inactive.

6.09 Recordkeeping

- (a) The registrant is responsible for retaining proof of participation in continuing education activities. Supporting documents may include but are not limited to:
 - (i) a log showing activity claimed, sponsoring organization, location, duration, etc.;
 - (ii) attendance certificates;
 - (iii) signed attendance receipts;
 - (iv) paid receipts;
 - (v) sponsor's list of attendees (signed by a person in responsible charge of the activity).
- (b) Registrants who claim CEUs for videotaped instructional materials and self-study courses must retain information which:
 - (i) accounts for the amount of time spent completing the activity;
 - (ii) summarizes the content of the activity; and
 - (iii) relates the activity to the health, safety, and welfare of the public.
- (c) These records must be retained for a period of one year from the date of report. Copies must be furnished to the Board for audit purposes if requested.

6.10 Disallowances

If continuing education credits are disallowed, the registrant shall have sixty (60) calendar days after notification to substantiate the original claim or earn other continuing education credits to meet the minimum requirements. Failure to substantiate the original claim or to earn other credit before the expiration of the 60 calendar days shall invalidate the renewal and the respondent's license shall be immediately rendered inactive.

6.11 Penalty for Late Units

The base penalty for CEUs claimed on a renewal but earned after the last day of the CEU reporting period, which is November 30 of odd years, shall be \$200, to which will be added a penalty fee of \$25 per late CEU per month for each month after the close of the CEU reporting period. Any CEUs earned after the November 30 close of the CEU reporting period are considered late.

The penalty fee formula is as follows:

Base penalty of \$200.00 + (\$25 penalty x no. of CEUs late x no. of months late) = late CEU penalty.

6.12 Noncompliance and Sanctions

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