

he or she shall file a proper application, pay the proper license reactivation fee, and meet the continuing education requirements for the period while inactive, or at the discretion of the Board. An inactive architect license may be reactivated by obtaining 24 CEHs acquired within the two years immediately preceding the date the application was received, and as set forth in Rule 4.9.3.1.

**4.9.2.3 Practicing with an Inactive License.** Engaging in the practice of architecture while on inactive status shall constitute practice without an active license and, therefore, may be grounds for disciplinary action, up to and including revocation.

#### **4.9.3 Renewal of Licenses.**

##### **4.9.3.1 Architects.**

###### **4.9.3.1.1 Reserved.**

###### **4.9.3.1.2 Continuing Education Requirements for Renewal.**

**4.9.3.1.2.1 Statutory Basis.** Pursuant to Section 12-25-315.5, C.R.S., the Board shall adopt rules establishing requirements for continuing education (CE) that an architect shall complete in order to renew a license. 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 activity.

**4.9.3.1.2.2 Basis of Requirements.** As established by the Colorado legislature, the regulatory authority of the Board is to safeguard the life, health, property, and public welfare of the public of the people of this state and to protect them against unauthorized, unqualified, and improper practice of architecture. Therefore, only health, safety and welfare subjects, as defined in these rules, shall be acceptable toward the continuing education requirements for license renewal.

**4.9.3.1.2.3 Requirements.** Architects shall complete Continuing Education Hours (CEHs) in Health, Safety, and Welfare (HSW) subjects and participate in a process or procedure that demonstrates whether the architect retained the material presented in the continuing education activity in order to renew a license to practice architecture in Colorado.

**4.9.3.1.2.4 Continuing Education Hour (CEH).** One CEH shall consist of 50 to 60 minutes of continuous actual educational instruction, presentation, or activity, spent in structured educational activities intended to increase or update the architect's knowledge of, and thereby become more competent in, technical and professional subjects related to the practice of architecture to safeguard the public's health, safety, and welfare.

**4.9.3.1.2.5 Credit Required for License Renewal.** Architects shall complete a minimum of 12 CEHs during each calendar year.

Licenses expire October 31, in odd numbered years. The reporting period for CEHs in order to renew a license is the even calendar year prior to the year in which the license expires and the odd calendar year in which the license expires.

CEHs may be acquired at any location and need not be acquired within Colorado.

<b>(a) If Licensed in Colorado:</b>	<b>Colorado Continuing Education CEHs Required</b>	
	<b>Even Calendar Year</b>	<b>Odd Calendar Year</b>
Before January 1, Even Year	12	12

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

<b>(c) If License was Reinstated/ Reactivated in Colorado:</b>	<b>Colorado Continuing Education CEHs Required</b>	
	<b>Even Calendar Year</b>	<b>Odd Calendar Year</b>
January 1 through December 31, Even Year	12	12
January 1 through July 3, Odd Year <u>and</u> holds other active licenses in the Even Year	Met All Active License CE Requirements	12
January 1 through July 3, Odd Year <u>and</u> holds no other active licenses in the Even Year	0	12
July 4 through December 31, Odd Year*	Does Not Apply*	Does Not Apply*

(d) If Licensed by exam/transfer of grades in Colorado:	Colorado Continuing Education CEHs Required	
	Even Calendar Year	Odd Calendar Year
January 1 through October 31, Even Year	12	12
November 1, Even Year through July 3, Odd Year (Board Rule 4.9.3.1.2.15)	0	0
July 4 through December 31, Odd Year*	Does Not Apply*	Does Not Apply*

\*Not subject to renewal during the same year licensed, expiration date will be the next odd year renewal.

**4.9.3.1.2.6 Repealed.**

**4.9.3.1.2.7 Prior Carryover of CEH Credit.** Excess CEHs may not be credited to a future renewal period.

**4.9.3.1.2.8 Health, Safety and Welfare Subjects.** Health, Safety and Welfare (HSW) subjects are defined as technical and professional subjects, related to the practice of architecture that the Board deems appropriate to safeguard the public. These subjects are necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment and include the following broad categories and areas:

- (a) **Legal:** Laws, Codes, Zoning, Regulations, Standards, Life Safety, Accessibility, Ethics, Insurance to protect Owners and Public.
- (b) **Building Systems:** Structural, Mechanical, Electrical, Plumbing, Communications, 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.

**4.9.3.1.2.9 Process or Procedure that Demonstrates Whether the Architect Retained the Material Presented in the Activity.**

A process or procedure that demonstrates retention may be any form of evaluation or assessment, such as:

- (a) An examination, quiz, or test given at the conclusion of a presentation, lecture, online course, etc.; or,
- (b) A structured report process in a format defined by the Board.

**4.9.3.1.2.10 Continuing Education Activity Criteria.** To qualify for CEH credit, continuing education activities must be structured educational efforts meeting the following criteria:

- (a) Include technical and practical applications that impact public health safety and welfare;
- (b) Maintain, improve, expand or enhance the quality of the architect's existing technical knowledge; or develop new and relevant professional skills and knowledge;
- (c) Have clear purposes and objectives;
- (d) Be well-organized and provide evidence of pre-planning;
- (e) Include a process or procedure that demonstrates whether the architect retained the material presented.

**4.9.3.1.2.11 Acceptable Continuing Education Activities.** The Board deems the following types of activities to be acceptable:

- (a) **Academic Coursework.** One semester credit hour may be counted for a maximum of 15 CEHs. One quarter credit hour may be counted for a maximum of 10 CEHs. One semester credit hour for audited classes may be counted for a maximum of 8 CEHs; one quarter credit hour for audited classes may be counted for a maximum of 5 CEHs. Academic coursework shall be completed at a U.S. regionally accredited college or university.
- (b) **Certificate Programs.**
- (c) **In-house programs.** These may be activities developed internally or externally, e.g. by employers or vendors.

- (d) Lecture, Seminar, Workshop. HSW subjects for architects are offered by organizations such as NCARB, AIA, CSI, ACEC, etc. CEHs are awarded as established by the recognized continuing education provider.
- (e) Research. CEHs are available for conducting professionally relevant research that is documented by publication of a journal article or writing of a technical or summary report. Credit for this activity cannot also be obtained for publishing.
- (f) Teaching, presentations. CEHs shall be awarded for the initial class or presentation only. Credit is available for either teaching/presentation OR preparation.
- (g) Publishing a relevant technical article, chapter, or book. These require placement in a journal, periodical, or book with a peer review process that is technically-oriented, not marketing-oriented.
- (h) Self-Study - Structured. These may be printed or online materials, CDs or DVDs containing continuing education activities the architect completes individually.
- (i) Mentoring programs require a formal contract between mentor and mentee with specific learning objectives, timeline, milestones, and reported outcomes. Formal mentoring programs are also available through associations, e.g. AIA, NCARB, NCEES, ACEC, CSI, and the USGBC.

**4.9.3.1.2.12 Unacceptable Continuing Education Activities.** The Board deems the following types of activities to be unacceptable:

- (a) Computer-aided drafting classes;
- (b) Serving on federal, state, or municipal boards or commissions;
- (c) Rendering pro bono services;
- (d) Faculty at college, university, or other educational institutions shall not receive teaching credit for teaching their regularly-assigned courses beyond the initial class;
- (e) Participation on a public, professional, or technical society board;
- (f) Attendance at licensing or registration board meetings or any other professionally relevant board or committee meeting;
- (g) Participating in or attending exhibit poster sessions;

- (h) Residency or fellowship training programs;
- (i) Any activity that does not include a structured educational effort with a process or procedure to demonstrate whether the architect retained the material presented.

**4.9.3.1.2.13 No Pre-Approval of Continuing Education Activities.**

The Board will not pre-approve individual activities, courses, or programs. It is within the discretion of the Board to deny credit for any activity that does not meet the continuing education criteria in Rule 4.9.3.1.2.10 or the definition of a HSW subject in Rule 4.9.3.1.2.8.

**4.9.3.1.2.14 Record keeping.** CEHs shall be documented. The documentation shall be maintained by the architect for 6 years from the date of award and contain no less than the following information:

- (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.

**4.9.3.1.2.15 Exemptions.** An architect shall not be subject to the requirement for CEHs in order to renew a license, if during the current renewal period:

- (a) The licensee holds an inactive license pursuant to Section 12-70-101, C.R.S.; or,
- (b) The licensee was initially issued their Colorado license by examination or transfer of grades one year immediately preceding the license expiration date.

- (c) The licensee was called to federally funded active military duty for more than 120 days for the purpose of serving in a war, emergency, or contingency that falls within a renewal cycle or within the six months following the completion of service in the war, emergency, or contingency.

Such licensees shall be required to meet all other licensure requirements, including compliance with the Architecture Practice Act and Board Rules, and the payment of renewal fees.

**4.9.3.1.2.16 Hardship Exceptions.** The Board may grant exceptions to the requirements set out in Board Rules 4.9.3.1.2.3 and 4.9.3.1.2.5 for reasons of individual hardship including, but not limited to, health or other good cause. It is within the sole discretion of the Board to decide in particular cases whether good cause has been shown in order to grant exceptions. A licensee shall not be eligible under this section for two (2) consecutive renewal periods except in the case of military service.

Requests for exception must be submitted in writing to the Board and must include evidence and an explanation, citing in as much detail as possible, the inability of the licensee to comply and why the license should remain in active status.

**4.9.3.1.2.17 Audits.** Documentation of CEHs may be audited by the Board for verification of compliance with these requirements at any time.

If the Board disallows any CEHs then the licensee shall have 60 days from notice of such disallowance to:

- (a) Provide further evidence that the disallowed CEHs meet the criteria established by these rules; or,
- (b) Provide documentation of having completed additional CEHs during the required time frame; or,
- (c) Remedy the disallowance by completing the required number of CEHs (but such CEHs shall not again be used for the next renewal period).

**4.9.3.1.2.18 Compliance with Continuing Education Requirements.**

- (a) Licensees shall cooperate with the Board to determine compliance with the continuing education requirements.
- (b) Licensees shall provide all documents requested for audit within 30 days.