



DEPARTMENT OF  
**COMMERCE**  
COMMUNITY AND  
ECONOMIC DEVELOPMENT

Division of Corporations, Business and Professional Licensing

*Sarah Palin, Governor*  
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## Instructions for Meeting Requirements of Continuing Education for Architects, Engineers and Landscape Architects

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### GENERAL INFORMATION AND PROCEDURE:

AS 08.48.101(a)(6) and 12 AAC 36.500-.550 are the definitive documents which govern what registrants must do to meet biennial renewal requirements. These instructions are intended to give a more complete understanding of the intent of the rules.

The primary purpose of registration for architects, engineers and landscape architects is to protect the public from unqualified or unethical practitioners. The purpose of the continuing education (CE) program is to maintain a continuing level of competency and standards for professional architects, engineers and landscape architects, in order to protect the public health, safety and welfare within this state.

Registrants are encouraged to select meaningful CE activities which will be of benefit in the pursuit of their chosen fields. **The definition of Course or Activity is: "...a unit of instruction or study with a clear purpose and objective to maintain, improve, or expand the skills and knowledge relevant to the practice of professional architect, engineer or landscape architect that meets the requirements of 12 AAC 36.510."**

### Exemptions (12 AAC 36.530):

1. New registrants are exempt from CE for their first registration renewal.
2. Registrants that have served 120 consecutive days on active duty in the armed forces of the United States in a 12-month period.
3. A registrant in retired status.
4. An exemption may be granted to registrants who submit documentation to support experiencing a physical disability, serious illness, family emergency or other extenuating circumstance.

### Comity:

If a registrant is currently registered in another jurisdiction which has mandatory CE requirements that are substantially similar to or exceed those of Alaska a registrant may certify that he/she has met all CE requirements in that jurisdiction. Registrants must maintain logs of professional development hour (PDH) activities earned from that jurisdiction and make them available to the board **in the event of an audit.**

### Activities for Earning PDHs

#### General Requirements:

Continuing education courses or activities are **not** pre-approved by the board but must meet criteria set out in 12 AAC 36.510(g)(1-5). All activities for which PDHs are claimed must be relevant to the practice of architecture, engineering, and landscape architecture within the registrant's field of practice and may include technical, ethical or managerial content. **All subject matter shall address the public's health, safety, and welfare.**

Qualifying CE activities may be sponsored or presented by colleges or universities, employers, government agencies, nationally affiliated or professional societies, or by other organizations. The board does not pre-approve courses for PDHs. It is your responsibility to assure that the activities in which you participate meet the requirements.

**Typical Qualifying Activities:**

Completing or attending qualifying seminars, in-house workshops and professional or technical presentations; attendance at qualifying programs presented at technical or professional society meetings, conventions, or conferences; teaching a course for the first time (does not apply to full-time faculty).

**Typical Non-Qualifying Activities:**

Regular employment; courses in self-study or personal self-improvement; service club meetings or activities; equipment demonstrations or trade shows; topics not relevant to registrant’s field of practice; enrollment without attendance in courses or seminars, etc.; repetitive teaching of the same course without updating the course material; attending committee and business meetings of any organization; conversational language courses for personal use.

**CE Credit Summary:**

Description of CE Activity	PDHs Units
A. Successful completion of college courses.	1 semester hour - 45 PDHs 1 quarter hour – 30 PDHs
B. Successful completion of acceptable courses which are awarded Continuing Education Units (CEU)**	10 PDHs per CEU
C. Successful completion of short courses, tutorials, correspondence courses, web-based courses, and televised or videotaped courses.	1 PDH per hour of attendance
D. Presenting or attending seminars, in-house workshops or professional or technical presentations made at meetings, conventions or conferences.	1 PDH per hour of attendance
E. Initial instruction of the subject matter when teaching professional development courses, seminars, or professional or technical presentations. (Does not apply to full-time faculty.)	2 PDHs per hour of instruction

*\*\* A Continuing Education Unit (CEU) is a nationally recognized method of quantifying the time spent in the classroom during professional development and training activities. Ten hours of instruction = 1 CEU.*

**PDHs Carried Forward:**

If more than 24 PDHs are earned in a biennial period, a maximum of 12 PDHs may be carried forward into the next biennial period.

**CE Disallowed Upon Board Audit:**

A registrant will not be renewed unless he/she certifies on the renewal form that the requirements for CE have been met. If the registrant is audited and the board determines that some credits are unacceptable, the registrant will have 90 days to obtain CE that is acceptable. If the registrant, after 90 days, has not obtained the requisite CE, the registration will be revoked until such time as the required CE is obtained.

**Multiple Registrations:**

A registrant holding multiple registrations in the state will be required to earn the total number of PDHs as those required for a single registration holder, however at least 8 hours of the PDHs must be earned in each registration held.

**Recordkeeping:**

You should maintain a CE Development Report to list your CE activities. Be sure your registration number is clearly shown. A CE Development Report is available for your use (and is mandatory if you are audited) on the board's web site at [www/commerce.state.ak.us/occ/pael.cfm](http://www/commerce.state.ak.us/occ/pael.cfm).

It is important that sufficient information is supplied. In order to identify that the activity relates to the registrant's field of practice, including the sponsoring organization, the location and duration of the course or activity, the name of the speaker or instructor and the number of PDHs earned.

**Supporting documentation is required if audited.** If audited, supporting documentation **must** be submitted with the CE Development Report. Supporting documents include attendance verification records in the form of completion certifications, signed attendance receipts, receipts for the payment of tuition or fees, a copy of a list of participants signed by the speaker or instructor, or similar documents showing evidence of attendance.

**Do not** submit your CE Development Report or any supporting documentation with your renewal form and fee. The board will randomly audit five percent of all renewing registrants to ensure compliance with the CE requirements. Auditing will be done after renewals are complete. If you are selected for audit, you will be contacted and asked to provide the necessary documentation.

All records of attendance and completion of CE should be maintained for four years for audit purposes.