



# Ohio Architects Board

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## Frequently Asked Questions Ohio's Continuing Education Requirements for Architects

### **Q. How many hours of Continuing Education are required?**

A. 12 structured Health, Safety, and Welfare (HSW) Continuing Education hours

### **Q. What is the Ohio Continuing Education time frame?**

A. Hours must be obtained every calendar year, between January 1 and December 31.

### **Q. How many hours must be Health, Safety and Welfare hours?**

A. All 12 hours must be in the areas of health, safety, and welfare (HSW).

### **Q. What does "Structured" mean?**

A. Structured courses are those provided by Board-recognized organizations, whether delivered by direct content or distance learning methods (e.g., online courses.) Structured hours are defined as educational activities in which at least 75% of the content and instructional time is devoted to HSW subjects related to the practice of architecture.

### **Q. What about tours, teaching, self-study, publishing and professional service to the community?**

A. These activities do not qualify as structured hours and are no longer accepted as of January 1, 2012.

### **Q. What topics are considered HSW eligible?**

A. Acceptable HSW topics include:

- (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, 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.

**Q. What providers are recognized by the Board?**

A. Examples of board-recognized providers include: The American Institute of Architects, NCARB, USGBC, LA CES®, universities, state, county and local government agencies, and professional associations related to the built environment, etc. There may be others. Contact the Board if you are unsure.

**Q. What kind of documentation is required?**

A. Acceptable documentation consists of:

- Certificates of attendance or completion.
- Transcripts/records of credits maintained by providers who may qualify/certify such credits and activities.

Examples of *unacceptable* documentation: Power Points, course programs or activity descriptions or receipts/registration forms. Obtain other documentation, such as a letter from the program provider verifying licensee's completion of the course or event.

**Q. When do I submit my documents to the Board?**

A. Do not submit documents *unless* you receive a request in writing.

**Q. Can I email my documents?**

A. Yes, we prefer that you submit via email. Please combine your documents into *one* PDF with all activities in *chronological* order. Documentation may also be submitted via fax or U.S. Mail. You will be notified by email when your submission has been reviewed.

**Q. What is the Continuing Education Log, and when do I use it?**

A. The Continuing Education Log should be used when you are submitting documents *other than, or in addition to*, a transcript. You can also use the Log to track your hours during the renewal period. The Log can be downloaded from the Continuing Education page of the Board's website at <http://arc.ohio.gov/ContinuingEducation.aspx>

Note: The Log is in Microsoft Excel 2010. If you are unable to open the CE Log, you may need to install a free Excel converter. Instructions for downloading and installing the converter are available at <http://office.microsoft.com/en-us/excel-help/use-office-excel-2010-with-earlier-versions-of-excel-HA010342994.aspx#BM2>

**Q. I'm unemployed and can't afford expensive seminars and conferences! What can I do?**

A. It is not necessary to pay for Continuing Education courses. Many Board-recognized providers offer free HSW courses on the internet.

**Q. Where can I find Continuing Education courses?**

The Board maintains a list of resources, [Continuing Education Resources for Architects](#), with a variety of continuing education opportunities. While not all inclusive, it will help locate courses ranging from free online courses to conferences sponsored by professional associations. Regardless of what resource you use, be sure to obtain a Certificate of Completion or ensure that the program is being reported to an organization or association

which maintains transcripts. This document can be downloaded from the Continuing Education page of the Board's website at <http://arc.ohio.gov/ContinuingEducation.aspx>

**Q. What happens if I do not fulfill my CE obligation?**

A. If the CE requirement is not met, the Board, at its discretion, may issue written reprimands, suspend or revoke the individual's license, or fines. Additional continuing education requirements may also be required.

**Q. Ohio is not my base state. Am I exempt from the CE requirement?**

A. Architects registered by reciprocity are *not* exempt from Ohio's CE requirement.

**Q. Are there any automatic exemptions from the requirement?**

A. Only the following individuals are automatically exempt from the requirement:

- Exam candidates (currently taking the exam and not yet licensed)
- State of Ohio Emeritus Architects (*not* the same as AIA Emeritus.)

**Q. Who qualifies for Emeritus Architect?**

A. A person who meets *all* of the following criteria may apply for Emeritus Architect:

- Age 65 or over
- Fully retired and not engaging in *any* of the activities defined as the practice of architecture
- Licensed in Ohio for at least 10 years.

**A. How do I become an Emeritus Architect?**

Q. Submit an Emeritus Architect Application. There is no fee. This document can be downloaded from the Forms page of the Board's website at <http://arc.ohio.gov/Forms.aspx>

**Q. Is anyone else eligible for an exemption?**

A. Other exemptions include:

- Military duty - Licensees are exempt when they are on full time duty, or temporarily called up for active duty, in the United States military service, where such activity restricts participation in continuing education activities.
- Serious medical condition or disability.
- Unforeseen emergencies, e.g., natural disasters, extreme hardship (other than financial) or other similar circumstances.

**Q. How do I apply for an exemption?**

A. Submit the Application for Exemption from the CE Requirement, which must be approved by the Board. A new exemption request is required for each renewal period. This document can be downloaded from the Continuing Education page of the Board's website at <http://arc.ohio.gov/ContinuingEducation.aspx>

**Q. Aren't Architects newly licensed by examination exempt during their first renewal period?**

A. As of 1/1/2012, persons newly licensed by examination are no longer exempt.

**Q. I just passed the ARE and became licensed. Can I count courses I took during the calendar year in which I became licensed?**

A. Yes, courses completed in the *same* calendar year but *before* your first license was issued are accepted. An ARE Study Course must have AIA CES credit in order to count towards the requirement.

**Q. I'm unemployed. Can I get an exemption?**

A. Due to the widespread availability of free continuing education on the internet, unemployment or financial hardship is *not* considered a valid hardship exemption.

**Q. What qualifies as a contact hour?**

A. There are many ways "hours" are defined:

- All courses must be at least 50 minutes in duration.
- A contact hour is equal to a clock hour.
- An AIA Learning Unit (LU) is equivalent to 1 clock hour of continuing education
- One continuing education unit (CEU) equals 10 contact hours. Therefore, .1 CEU equals one contact hour, .2 CEU's equals two contact hours, and so on.
- One Professional Development Unit (PDU) equals one contact hour.
- One semester hour of college-level course work equals 15 contact hours. College coursework must be related to the profession (see the list of acceptable topics above).

**Q. Is carry-over allowed?**

A. No. Excess credit may *not* be carried over from one renewal period to another.

**Q. Can Architects self-report their activities?**

A. No. Beginning 1/1/2012, Architects may *not* self-report.

**Q. When are audits conducted?**

A. Random audits may be conducted at any time. Audits may also occur in the course of an investigation, when renewing late or when reinstating a lapsed license.

**Q. How long should I keep my Certificates of Completion or transcripts?**

A. Six years. Failure to provide the records when requested by the Board may result in disciplinary action.

**Q. What happens if a course I took is disallowed?**

A. Architects have 60 days to make up courses that are disallowed by the Board. These make up hours do not count towards the current calendar year requirement. This does not apply to persons who, in the opinion of the Board, have willfully disregarded the CE requirements.

**Q. What information should be on a Certificate of Completion?**

A. Certificate of Completion should contain the following information:

- Title of the course or program and any identification number assigned to it by the provider
- Number of hours completed
- Provider name and contact information
- Whether or not the content qualifies for Health, Safety and Welfare credits
- Name of the attendee
- Name and signature of the provider
- Date and location of the program or course.

**Q. Where can I get a copy of the current Continuing Education rules?**

A. A copy of the rules can be downloaded from the Continuing Education page of the Board's website at <http://arc.ohio.gov/ContinuingEducation.aspx>

10/1/2012