

# NEVADA STATE BOARD OF ARCHITECTURE, INTERIOR DESIGN & RESIDENTIAL DESIGN (NSBAIDRD) CONTINUING EDUCATION FREQUENTLY ASKED QUESTIONS

## \*\*\*Basic Requirements and Definitions\*\*\*

### What is Nevada's annual continuing education requirement?

Each registrant, unless exempt, must complete at least 8 continuing education units (CEUs) in order to renew registration.

- All CEUs must “encompass the study of relevant technical and professional subjects relating to the safeguarding of life, health and property and promoting the public welfare” (health, safety, and welfare – HSW).
- No more than 4 CEUs can be in self-directed educational activities.
- At least 4 CEUs must be in structured educational activities.
- At least 2 CEUs must be in research or learning relevant to building codes.
- Except for the 2 code-related CEUs, all CEUs earned may not be earned in activities that are part of the regular day-to-day business activities of the registrant.

### When am I required to have my CEUs completed? Is it by calendar year?

- CEUs should be earned by the end of the current registration period, December 31<sup>st</sup>.
- If you earn an excess of structured CEUs in a year, you may carry over no more than 4 of those units to the next renewal cycle.

### Am I allowed to carry over hours between registration periods?

- You may carry over a maximum of 4 CEUs and they must be in structured education activities.
- The board office will not track carryover structured CEUs. Registrants are responsible for keeping track of any excess structured CEUs they wish to carry over.

### Who is required to earn CEUs?

All registrants are required to earn CEUs unless specifically exempted from the requirement.

### What is “research and learning relevant to building codes?”

- It is an activity where the registrant is learning about building codes. A registrant may earn the 2 required code-related CEUs through activities that are part of his regular day-to-day business activities.
- Examples of research and learning relevant to building codes are research of a new area of the codes for a project, taking a code-related class or attending a code-related seminar.

### **What is the difference between a “self-directed educational activity” and a “structured educational activity?”**

- A self-directed educational activity is one which is not systematically presented by another person.
- A structured education activity is one in which the teaching methodology consists primarily of the systematic presentation of technical and professional subjects by a person or group of persons qualified by professional, practical or academic experience to conduct the educational activity.
- Both self-directed and structured educational activities must be in a subject relating to public health, safety, and welfare.

### **What activities count as self-directed CEUs?**

- Active participation as an officer or a committee or board member of a professional society, organization, board or commission which is related to the registrant’s profession
- Completion of a course of self-study sponsored by a professional association, a course that is architecturally significant, or an organized individual or group study on a topic which is related to the registrant’s profession
- Making a professional or technical presentation at a meeting, convention or conference
- Participation in an activity that contributes to the welfare of the community and is related to the registrant’s profession
- Publication of material that is related to the registrant’s profession in a paper, article, or book
- Reading a book or magazine article that is related to the registrant’s profession
- Serving as a mentor or supervisor for NCARB’s IDP or NCIDQ’s IDEP (a registrant may not claim more than 2 CEUs annually for serving in this capacity)
- Teaching or instructing a topic that is related to the registrant’s profession (a registrant may not claim CEUs for this activity more than once for the same or similar presentations, or if the registrant is a part-time or full-time faculty member at a college, university or other educational institution)
- Viewing a video presentation that is related to the registrant’s profession
- Visiting a site that is architecturally significant to maintain and strengthen competency in the registrant’s profession

### **What activities count as structured CEUs?**

- Attendance at a meeting, convention or conference
- Attendance at an in-house program sponsored by a corporation or other organization
- Successful completion of a course sponsored by a college or university
- Successful completion of a seminar, tutorial, short course, Internet course or correspondence course

### **What is considered health, safety and welfare (HSW)?**

All CEUs earned must be related to health, safety, and welfare. Topics include, but are not limited to:

- Accessibility
- Acoustics
- Codes of ethics
- Construction administration
- Contracts, including, without limitation, relevant laws and other legal matters relating to construction
- Documents and services relating to construction
- Energy efficiency
- Environmental analyses and issues relating to building materials and systems
- Environmental issues relating to toxicity, including, without limitation, asbestos, lead-based paint and emissions
- Fire, including, without limitation, fire codes for buildings, flame-spread, smoke contribution and explosives
- Functions, materials, methods and systems of construction
- Insurance to protect the owners of property and injured parties
- Laws and regulations governing the practice of architecture, interior design and residential design
- Life-safety codes
- Materials and systems, including, without limitation, roofs, waterproofing and walls
- Mechanical, plumbing and electrical systems, including, without limitation, concepts, materials and methods
- Natural hazards relating to building design, including, without limitation, earthquakes, hurricanes and floods
- Preservation, renovation, restoration and adaptive reuse
- Programming and design
- Security of buildings relating to building design
- Site and soil analysis
- Site design
- Specification writing
- Standards for fire safety systems, fire detection and alarms
- Structural issues relating to design
- Surveying methods and techniques
- Sustainable design
- Uses, functions and features of materials used in construction

### **What does 1 CEU mean?**

Fifty minutes of learning or instruction is equal to one contact hour or 1 CEU.

### **Does the board accept credit for activities that last less than one contact hour?**

Yes, you may earn .5 CEUs for a partial contact hour of not less than 25 minutes of learning or instruction.

### **\*\*\*Earning CEUs\*\*\***

#### **Do you have a list of courses or providers in my area? How can I determine if the course I am taking will be approved?**

- CEUs need not be earned in Nevada; registrants can take courses in any location. The board does not maintain a list of courses or providers.
- The board will publish a listing of upcoming free or low-cost classes on its website.
- The board does not pre-approve courses or providers. Please use your judgment, based on the criteria in the regulation, to determine if an activity will be acceptable.

#### **Can I take the same course that I took last year for this year's requirement? What about self-directed?**

The board does not prohibit registrants from retaking a course from a prior year.

#### **If a registrant (who is a professor) teaches a continuing education seminar, does it count toward the required hours?**

- Registrants who are part-time or full-time faculty members at a college, university or other educational institution may not claim credit for teaching at the institution where they are employed because it is part of that registrant's day-to-day business activity.
- Teaching a seminar that is outside of the registrant's day-to-day business activities is acceptable.

#### **What if I attend a seminar or workshop and no certificate of attendance is given?**

- The board has created a blank certificate that may be used at events where no certificate of attendance is given.
- As a signature of the course presenter is required on the certificate, the registrant may want to print the certificate prior to attending the event.
- Alternatively, if the presenter has a sign-in sheet, a copy of that sheet is acceptable.

#### **How do I report "lunch and learn" sessions held at my firm?**

"Lunch and learn" sessions can be reported using the blank certificate created by the board, or may be reported by a form or other documentation provided by your firm or the presenter of the session.

#### **Can I earn CEUs for pre-testing a licensing exam?**

Registrants can earn self-directed CEUs for pretesting licensing exams, such as the ARE or NCIDQ.

#### **May I receive CEUs for teaching?**

- You may claim CEUs for teaching that is related to your profession.
- You cannot claim credits more than once for the same or similar presentations.
- Registrants who are part-time or full-time faculty members at a college, university or other educational institution may not claim credit for teaching at the institution where they are employed because it is part of that registrant's day-to-day business activity.

#### **How many CEUs may I claim for taking a college or university course?**

A registrant may claim 1 CEU for every 50 minutes of learning or instruction.

**Do community service activities qualify for CEUs when related to professional practice?**

Community service activities may qualify as self-directed education activities if they are related to professional practice and relate to safeguarding life, health and property or promoting the public welfare.

**Can I get CEUs for passing a credentialing course, such as a LEED exam?**

- Registrants may claim CEUs for the study and learning required to pass a credentialing course.
- The number of CEUs claimed should be calculated according to the time spent on the activity: 50 minutes of learning or instruction is equal to 1 CEU.
- Time spent in a structured environment may be claimed as structured CEUs; self-study or other activities that do not qualify as structured may be claimed as self-directed activities.

**If I am required to earn CEUs as part of a disciplinary action, may I use those credits to comply with the CEU requirement as well?**

CEUs earned as part of a disciplinary action may not count toward the annual renewal requirement.

**May I claim credit for activities completed prior to January 1, 2010?**

No, all credits must be earned on or after the effective date of the regulation, January 1, 2010.

**\*\*\*Keeping Records and Audits\*\*\***

**How do audits take place?**

- Between February and April a percentage of registrants that renewed for the current year will be randomly selected for audit of continuing education units claimed.
- Registrants will be notified by mail that they have been selected to provide verification of meeting NSBAIDRD's continuing education requirements.
- The notice of audit will explain the audit process and require submittal of proof of the continuing education units.
- Response from the registrant will be required by a date specified in the notice of audit.
- Board staff will review the documentation submitted by the audited registrant and will determine if the continuing education requirements have been met.
- Registrants that have met the requirements will be contacted confirming compliance.
- Registrants failing to meet the requirements will be notified of the deficiency and offered an opportunity to resolve the violation.

**When am I required to submit my continuing education documents?**

Registrants that have been notified that have been randomly selected for audit of their continuing education records will be given a specific date by which continuing education documents must be submitted to the board office.

### **The consequences of failing NSBAIDRD's continuing education audit are as follows:**

- 1<sup>st</sup> Violation – The registrant will have 30 calendar days from the date of notification of failed audit to complete and submit new hours to meet the continuing education requirements. The registrant must pay a fine of \$250 and will automatically be audited the next registration renewal period.
- 2<sup>nd</sup> Violation – The registrant will have 30 calendar days from the date of notification of failed audit to complete and submit new hours to meet the continuing education requirements. The registrant must appear before the board, pay a fine of \$500, and will automatically be audited the following three registration renewal periods.
- 3<sup>rd</sup> Violation – The registrant will not be offered further resolution and will be subject to disciplinary action.

### **How long am I required to maintain my CEU records?**

Registrants must keep records of claimed CEUs for a minimum of three years after the end of the registration period for which the credit is claimed.

### **What type of records should I keep?**

Records to be kept include:

- A log, on a form prescribed by the NSBAIDRD, which shows the type of activity claimed, sponsoring organization, location, duration, name of the instructor or speaker, and continuing education units earned
- Verification of attendance, in the form of a certificate of completion, signed attendance receipt, paid receipt, copy of a list of all persons who attended the activity signed by the person in charge of the activity, or other documentation supporting evidence of attendance
- Records as maintained by professional repositories which are approved by the board, including, without limitation, the AIA and the NCIDQ

### **What is considered acceptable supporting documentation for self-directed learning activities?**

Appropriate supporting documentation varies for the type of activity. For example:

- If you serve on a professionally-related committee or board, proof of service from the organization is acceptable.
- If you read from a book, you may copy the front cover of the book and the table of contents.
- If you read from a professional magazine, journal, or online material, you may submit a copy of the article. You must sign and date a statement indicating that you have reviewed the material and specify the number of hours you are claiming for CEUs as supporting documentation.

### **\*\*\*Extensions and Exemptions\*\*\***

#### **How do I apply for an exemption from the CEU requirement?**

The board has a form which must be submitted, with appropriate supporting documentation, to obtain an exemption from the CEU requirement. The following people may be exempted from the requirement:

- A new registrant is exempt for the year in which the certificate of registration is issued, as well as the following year (these registrants need not submit an exemption request form)
- A registrant who has taken emeritus status (emeritus registrants need not submit an exemption request form)
- A registrant who serves on active duty in the Armed Forces of the United States for at least 120 consecutive days during a calendar year will be exempted for that calendar year. Exemption request form must be submitted with appropriate documentation, such as military orders.
- A registrant not able to meet the requirements because of illness, physical disability or undue hardship, may be granted an exemption at the board's discretion. The exemption request form must be submitted with appropriate documentation, such as relevant medical documents or a letter detailing how a situation has prevented compliance of the requirement.

#### **If I am not licensed for the full renewal cycle prior to the first renewal, am I exempt from the requirement?**

A new registrant is exempt for the year in which the certificate of registration is issued, as well as the following year.

### **\*\*\*Reinstatement or Restoration of Registration\*\*\***

#### **How many CEUs are required to reinstate a lapsed registration or to restore a suspended or revoked registration?**

- A registrant wishing to reinstate a lapsed license must complete the number of CEUs that would have been required had the registration been in good standing. For example, a registrant whose license has been lapsed for two years must complete 16 CEUs prior to reinstatement.
- The number of CEUs required to restore a suspended or revoked license will be decided on a case-by-case basis.