



# Dora

Department of Regulatory Agencies

Board of Licensure for Architects  
Professional Engineers &  
Professional Land Surveyors

## Frequently Asked Questions Continuing Education Requirements for Architect License Renewal

**Q1: Where can I find all the details about the Architect Continuing Education (CE) Requirements for Renewal?**

A: All the rules and regulations about the Architect CE requirements can be found online at [www.dora.state.co.us/aes/Rules](http://www.dora.state.co.us/aes/Rules). Scroll to Board rule 4.9.3.1.2.

**Q2: What does Continuing Education (CE) mean?**

A: A new law effective July 1, 2009, requires architects to complete Continuing Education (CE) in order to renew their Colorado architect license.

**Q3: How many classes and/or hours do I need to be able to renew my Architect license by October 31, 2013?**

A: For the 2012 and 2013 calendar years, an architect shall have acquired twenty-four (24) CEHs. It is not required that the CEH be acquired within the State of Colorado, see Board rule 4.9.3.1.2.5.

**Q4: What is a CEH?**

A: The Board will measure an approved Continuing Education (CE) activity in Continuing Education Hours (CEHs). One CEH shall consist of 50 to 60 minutes of continuous actual educational instruction, presentation or activity in Health, Safety and Welfare (HSW) subjects. This activity must be a structured educational effort and meet the criteria as an acceptable activity outlined in Board rules 4.9.3.1.2.8 through 4.9.3.1.2.11. It is not required that the CEH be acquired within the State of Colorado; see Board rule 4.9.3.1.2.5.

**Q5: What is HSW?**

A: HSW stands for Health, Safety and Welfare. See Board rule 4.9.3.1.2.8 for more information and the definition of HSW.

**Q6: Can I use any CEHs I completed in 2011?**

A: No. In order to renew your license in 2013, your CE must be completed in the 2012 and 2013 calendar years. There is no carryover of CE, see Board rule 4.9.3.1.2.7 effective January 1, 2012.

**Q7: I just received my Colorado Architect license. Am I required to meet the CE requirements?**

A: It depends. If you received your license by *endorsement*, then you must meet the CE requirements. However, if your Colorado license was initially issued by *exam* or by *transfer of grades* within 12 months immediately preceding the license expiration, you do not need to meet the CE requirement for this renewal period. See Board rule 4.9.3.1.2.15(b).

**Q8: My Architect license is currently inactive. Do I have to meet the CE requirement?**

A: No, you do not. However, the Board will maintain a list of inactive licensees who choose not to comply with continuing education. You will be required to meet the requirement when you resume your practice and submit your application to become active. See Board rule 4.9.2.



**Frequently Asked Questions  
Continuing Education Requirements for Architect License Renewal (cont'd.)**

**Q9: I don't live in the State of Colorado so does that mean that I need to comply with the Colorado law with regard to CE?**

A: Yes. If you wish to renew or hold a Colorado Architect license, you must comply with state statutes, including §12-25-315.5 C.R.S., and the Bylaws, Rules and Policies of the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors.

**Q10: Can someone in your office interpret whether a class I took will count?**

A: No, but you should be able to determine if your educational effort meets the definitions and criteria outlined in Board rule 4.9.3.1.2.

**Q11: How do I get a list of approved classes or approved providers?**

A: The Board does not pre-approve any CE activities, courses or programs. See Board rule 4.9.3.1.2.13. Therefore, no list of approved classes or providers is available. The activity must be a structured educational effort and meet the criteria, one of which is a Health, Safety and Welfare (HSW) activity and as an acceptable activity outlined in Board rules 4.9.3.1.2.8 through 4.9.3.1.2.11.

**Q12: How do I get my organization's class or lecture approved by the Board?**

A: The Board does not pre-approve any CE activities, courses or programs. See Board rule 4.9.3.1.2.13. The activity must be a structured educational effort and meet the criteria, one of which is a Health, Safety and Welfare (HSW) activity and as an acceptable activity outlined in 4.9.3.1.2.8 through 4.9.3.1.2.11.

**Q13: Will all CE activities approved by a professional organization meet the new Colorado CE requirements?**

A: Not necessarily. The activity must be a structured educational effort and meet the criteria, one of which is a Health, Safety and Welfare (HSW) activity, and is an acceptable activity outlined in Board rules 4.9.3.1.2.8 through 4.9.3.1.2.11.

**Q14: Do CE activities need to be acquired solely through the American Institute of Architects (AIA)?**

A: No. Health, Safety and Welfare (HSW) lectures, seminars and workshops from the National Council of Architectural Registration Boards (NCARB), the National Council of Examiners for Engineering and Surveying (NCEES), the American Council of Engineering Companies (ACEC), the Construction Specifications Institute (CSI), the U.S. Green Building Council (USGBC) are acceptable. Other organizations' activities may be acceptable as well. They must be HSW and meet the acceptable activity criteria as outlined in Board rules 4.9.3.1.2.8 through 4.9.3.1.2.11.

**Q15: Can I apply CE I received to meet the requirements of other organizations to meet the Colorado Board of Architects, Professional Engineers, and Professional Land Surveyors' requirements?**

A: Yes, as long as they meet the defined criteria, one of which is a Health, Safety and Welfare (HSW) activity, and is an acceptable activity outlined in Board rules 4.9.3.1.2.8 through 4.9.3.1.2.11 and were acquired in the required time period.

**Q16: Is there a limit to the number of online or correspondence courses I can take to meet the requirements?**

A: No, there are not as long as the activity is a structured educational effort and meets the criteria outlined in Board rules 4.9.3.1.2.8 through 4.9.3.1.2.11.

**Q17: Can I receive credit for a CEH if I serve on my city's building department board?**

A: No. There is a list of unacceptable CE activities listed and that includes serving on Federal, State or municipal boards or commissions. See Board Rule 4.9.3.1.2.12 for the complete list of unacceptable CE activities.

**Q18: Can I receive credit for CEH if I visit a major or historical site?**

A: Not necessarily. The activity must be a structured educational effort and meet the criteria in Board rule 4.9.3.1.2, including that it be a Health, Safety and Welfare (HSW) activity, be an acceptable activity outlined in 4.9.3.1.2.8 through 4.9.3.1.2.11 and include a documented process or procedure that demonstrates retention as defined in 4.9.3.1.2.9.

**Frequently Asked Questions**  
**Continuing Education Requirements for Architect License Renewal (cont'd.)**

**Q19: Will reading a book or building a house count as a CEH?**

A: Not necessarily. The activity must be a structured educational effort and meet the criteria in Board rule 4.9.3.1.2, including that it be a Health, Safety and Welfare (HSW) activity, be an acceptable activity outlined in 4.9.3.1.2.8 through 4.9.3.1.2.11 and include a documented process or procedure that demonstrates retention as defined in 4.9.3.1.2.9.

**Q20: What if a CE activity is rejected by the Board?**

A: If the Board should disallow any CEH as a result of an audit, you will be allowed 60 days to provide one of the following:

- Documentation that the CEH meets the criteria
- Evidence of acquiring an additional CEH during the required time period, or
- "Remedy the disallowance."

See Board rule 4.9.3.1.2.17.

**Q21: Where can I get the form needed to show that I completed or attended a class or lecture?**

A: This documentation can be in different formats but you will be required to demonstrate retention, which may be in the form of an examination, quiz or test given at the conclusion of a presentation, lecture or online course. Or, you can complete a structured form that includes the required information. See Board rule 4.9.3.1.2.9. For the Continuing Education Structured form, click [here](#).

**Q22: How do I send in my CE documentation for my license to be renewed?**

A: You do not submit your documentation to renew your license. You will be asked to attest that you have complied with the requirement to complete CE at the time of renewal. Maintain your CE documentation, and if audited, you will be required to submit that proof within 30 days. See Board rule 4.9.3.1.2.17.

**Q23: How long do I need to keep my CE documentation?**

A: Your documentation must be retained for six years as the audit could happen at any point during the full renewal period. Therefore, keep your records from the July 31, 2011 renewal until at least the next renewal in 2017, or until 2019 from the October 31, 2013 renewal. If you are audited, you will be required to submit the documentation to the Board within 30 days. See Board rule 4.9.3.1.2.14.

**Q24: I haven't finished the required CE. What do I do and can I still renew?**

A: In order to maintain your active license, you must meet the CE requirement of a minimum of 24 CEHs in Health, Safety and Welfare in the two calendar years of renewal, i.e. 2012 and 2013 for the 10/31/13 renewal, calendar years 2014 and 2015 for the 10/31/15 renewal. If you do not, you may be subject to Board discipline up to and including revocation.

The renewal requires an attestation that you have completed the required CE. Falsely completing the attestation is not advised.

There are numerous opportunities with which to fulfill this requirement. Refer to **Board rule 4.9.3.1.2 Continuing Education Requirements for Renewal** for details on what is acceptable at [www.dora.state.co.us/aes/Rules](http://www.dora.state.co.us/aes/Rules). Note that the law and the rules require that the licensee demonstrate retention of the CE material.

**Q25: How do I apply to the Board for a waiver to the CE requirement?**

A: The Board has sole discretion to decide whether to make exceptions to the requirements for reason of an individual hardship including but not limited to health or other good cause. A written request with supporting documentation as to why the exception is being requested should be submitted to the Board in order for the case to be considered. See Board rule 4.9.3.1.2.16.

**Frequently Asked Questions**  
**Continuing Education Requirements for Architect License Renewal (cont'd.)**

**Q26:How do I apply to the Board for a waiver to the CE requirement because of military duty?**

A: An architect shall not be subject to the requirement for CEHs in order to renew a license if during the current renewal period, 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 or within the six months following the completion of service in the war, emergency, or contingency. See Board rule 4.9.3.1.2.15. Licensees shall be required to meet all other licensure requirements, including compliance with the Architecture Practice Act and Board rules.

**Q27:Can I request an extension to complete my CE requirement?**

A: The Board has the sole discretion to decide whether to allow for an extension under Board rule 4.9.3.1.2.16 based on hardship related to health or other good cause. Submit a written request with supporting documentation as to why the extension is being requested to the Board in order for the case to be considered.

**Q28: Can I carry over CEH to future renewal periods?**

A: No, there is no carryover of excess CEH effective January 1, 2012 for the October 31, 2013 renewal. See Board rule 4.9.3.1.2.7.

**Q29:How many CEH may I carry forward from the renewal period ending July 31, 2011 to my October 31, 2013 renewal requirement?**

A: None, there is no carryover of excess CEH. See Board rule 4.9.3.1.2.7.

**Q30:What will my CE requirements be when I renew my license in 2013?**

A: You will be required to meet the CE requirements that are in the Board's rules at the time you renew which is 24 CEHs completed within the 2012 and 2013 calendar years. It is suggested you bookmark and visit the Board's website at [www.dora.state.co.us/aes](http://www.dora.state.co.us/aes) for updates and current information.

**Q31:Does the AIA transcript qualify as compliant documentation for Recordkeeping?**

A: Not necessarily. Review the Board rule 4.9.3.1.2.14 which defines all elements required to be contained within the documentation.

**Q32:Why did the Colorado Board change the CE reporting period to calendar years?**

A: The Colorado Board decided to align with the NCARB Model Regulations for the reason that it will help licensees. If there is one approach nationally, using the same terminology, requiring the same amount of continuing education hours, on the same calendar, and requiring the same qualitative content, then it will be much easier for licensees to comply and the focus will be on continuing education of the licensee.