

Renew your license NOW to avoid late fees



Individual architectural license renewals must be completed by December 31, 2011 or late fees must be paid before your individual license can be renewed. You have two options for renewing:

ON-LINE: Log in to the LSBAE website at www.lastbdarchs.com to [renew online](#), pay with Visa, Discover, MasterCard or check (please note that online renewals

paid by check must print out a receipt page to be mailed with said check, postmarked by December 31, 2011); or,

BY MAIL: Download a hard copy of the renewal form from the website, complete and mail it in with a check or money order, postmarked by December 31, 2011 to avoid late fees.

Each architect is responsible for renewing their own license in a timely manner.



Louisiana Architecture Bureau – Simon Gallery

Final Phase of IDP 2.0 to be implemented in April

NCARB will implement the final phase of Intern Development Program (IDP) 2.0 on April 3-5, 2012. This phase will include new experience categories and areas, simplified experience settings,

and an enhanced electronic system to report IDP experience. Please visit www.ncarb.org/idp2 for more information.

To facilitate these changes, a new, updated, and more user-friendly electronic reporting system will be available through My NCARB on the Council's website on April 5. On April 3, 2012, the current reporting system will be shut down and will be inaccessible as the data is converted to IDP 2.0.

Interns must submit any hours under the current requirements to their supervisor before April 3. All experience submitted to their supervisor or approved by their supervisor prior to the implementation of the final phase will be rolled over. All reports submitted after the new system becomes available on April 5 will count toward IDP 2.0 requirements.

IDP 2.0 is the most significant update to the Intern Development Program (IDP) since its inception in the 1970s. The Practice Analysis of Architecture was used as the foundation to update the program requirements to more closely align with the current practice of architecture and to identify the comprehensive training that is essential for competent practice.

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Congratulations to our new licensees by examination

The board is pleased to announce that the following individuals have been licensed by examination from July through November, 2011.

First & Middle Name	Last Name	City/State
First & Middle Name	Last Name	City & State
Tommie John	Aysenne Jr.	Denham Springs, LA
Jason M.	Hernandez	New Orleans, LA
Philip Edward	Kern	Denham Springs, LA
Connie M.	Kramer	New Orleans, LA
Henry David	Louth	Baton Rouge, LA
Foster	Nix	Lafayette, LA
Catherine Grace	Rumbley	New Orleans, LA
Joseph E.	Flynn	Harahan
Peter Joseph	Spera III	New Orleans

Tulane awarded grant for new course

Architecture programs at six U.S. universities, including Tulane University in New Orleans, are recipients of the 2011 NCARB Grant for the Integration of Practice and Education.

The National Council of Architectural Registration Boards (NCARB) awards grants to support the creation and implementation of new methods to integrate practice and education in the academy.

The Tulane grant of \$13,000 will establish a course for the on-site measurement of building performance in New Orleans. By partnering with a firm that has an active program in energy measurement, the course curriculum will help students to see how the life of a project extends past the "delivery" stage. Students will work in teams to measure performance attributes as well as generate reports on occupant comfort and health. The teams will work in collaboration with the practicing architects who have worked on the residences, schools, and commercial buildings being studied. Faculty project directors for the project are Z Smith, PhD, and Kentaro Tsubaki, RA.

The 2011 NCARB Grants were also awarded to Boston Architectural College, Lawrence Technological University, Portland State University, Tuskegee University and the University of Miami.



Z Smith, PhD



Kentaro Tsubaki, RA



Teeny's Talk

A Message from the Executive Director: Teeny Simmons

Renew your license!

As usual, we have had an exciting year and cannot believe it is coming to a close. We are getting this newsletter out this month mainly to remind each of you to renew your license if you have not done so already.

Please remember if you are planning on sending a hard copy of application with check, it is not renewed until processed. Therefore, please send it in as soon as possible. If you have not obtained all your continued education, please do so before sending in a renewal, even if it has to be delinquent (received after January 1, 2012).

In order to avoid a delinquent renewal, your envelope must be postmarked (by US post office) by January 1. The Governor has advised state offices will be closed Friday, December 30 through Monday, January 2, 2012 - a good reason to renew as early as possible.

Robert McKinney is chairing the Board Member/Educator conference to be held in Atlanta on Saturday, February 11. This is sponsored by the Southern Conference of NCARB. Ron Blich will become NCARB President July 1, 2012. Mr. Cardone and Mr. McKinney are officers of the Southern Conference. Your Board continues to stay active within our Region 3 and nationally.

Enjoyed seeing many of our in-state architects at the AIALA conference in Shreveport in October.

Our office is here to help in any way that we can. Thanks for your support and encouragement during the year. We wish all of you a very Merry Christmas and Happy New Year.



Yeates & Yeates Architects – Jackson Barracks



NCARB UPDATE

By Ron Blitch, NCARB 1st Vice President/President Elect

Things have been very busy around NCARB this fall with meetings in Guadalajara, Mexico to discuss the Tri-National agreement between Canada, Mexico and the US, and at the UIA Meeting in Tokyo. I had the pleasure of chairing the Regional Chairs Committee of the six NCARB Regions in Washington, DC in mid-November, to advance the common goals of the regions and for the first time, including the regional executives in our discussions and planning.

The Board of Directors is focusing on the implementation of the Strategic Plan developed over the last 3 years with those activities considered "critical" or high" in importance being advanced on schedule. Each of the Long-Range Strategic Issues (LRSI) is being reported on at board meetings by respective workgroups.

The Directorates within NCARB are advancing their plans and activities on schedule as well:

Administration Directorate

- Reviewing the financial stability LRSI for the December Board of Directors meeting
- Investment strategies for the Council's reserve funds are being updated regularly
- Human Resources is focused on staff well-being and advancement
- Accounting has completed a successful audit and prepared FY11 cost study reports
- Office Services is continuing its quality control of archived files

ARE Directorate

- Development of ARE Desktop continues for rollout in July 2013
- The 2012 Practice Analysis will be "live" for about 30 days in April of 2012 and hopefully will result in 30,000 – 50,000 responses
- New vendors are transitioning into the ARE process, which should improve candidate support and reporting techniques

Communications Directorate

- Communications is working on the campaign to rollout IDP 2.0, as well as updates for Monograph Promotions and numerous other activities

Education Directorate

- Education is working to assist in the implementation of the new Model Law for Continuing Education as well as

- assisting AIA in reviewing CE proposals for the 2012 AIA Annual Convention in Washington, DC
- The NCARB grant results were announced in California in November, including a grant award to Tulane University

Executive Office

- New member board execs have gone through orientation at the Council's offices
- At the fall MBE Workshop in DC, MBE's were brought to the Council offices and "walked" through the process to certification in an entertaining and enlightening session

IDP Directorate

- IDP 2.0 is entering the final stages of implementation
- Outreach activities include convention attendances, AIA component visits, school visits and webinars and podcasts

Information Systems

- IS is creating an Intranet for the Council, updating infrastructure and orienting all staff for upcoming IS projects

Records Directorate

- Planning for IDP 2.0 and e-EVR 2.0 as well as launching new customer service surveys

Additionally, relations with NCARB's collaterals (AIA, AIAS, NAAB, and ACSA) continue to be strong and collaborative.

Finally, the focus over the next year at NCARB will be strongly guided by the results of the Practice Analysis, which will develop the framework for future versions of the ARE, inform the IDP program and guide NCARB's response to NAAB's Architectural Review Conference. The practice analysis is of critical importance to the Council, so please be sure to take the survey when you receive it. For the first time, the collaterals have "been at the table" in the development of the PA. With the opportunities of internet delivery, the information received and developed from the PA will guide our efforts for years to come.

Thanks for all of your support and for your Louisiana Board's involvement in NCARB committee service as well as their service to the state board's needs. We are well represented nationally and respected for our contributions.

Happy Holidays to all!

Ron Blitch

1st VP – President Elect - NCARB



BOARD ATTORNEY REPORT

By Paul H. Spaht, Attorney At Law

Proposed amendments on continuing education affect **all** architects

Of importance to all architects are the proposed amendments to Rule §1315 concerning continuing education. Of lesser importance, but nonetheless significant, are a proposed amendment to Rule §1305 concerning the placing of a seal or stamp and the updating of the Reference Manual for Building Officials and Design Professionals.

Continuing Education – If you practice architecture in multiple jurisdictions, you have likely encountered a number of differences between the continuing education which must be obtained to satisfy the laws and rules of the different jurisdictions in which you practice. From many reports, these differences have caused confusion and difficulties. In an effort to remedy this problem, in June of 2011 the National Council of Architectural Registration Boards adopted NCARB Resolution 2011-1. The purpose of the resolution is to make continuing architectural education rules uniform throughout the country.

Modeling their amendments after the recent NCARB resolution, architectural licensing boards nationwide and the LSBAE are amending their continuing architectural education rules. These amendments will make the requirements for continuing education uniform throughout the country, and the continuing education rules in Louisiana will be the same, or at least substantially the same, as such rules elsewhere.

An underscored/stricken through version of the proposed LSBAE rule amendments is published on pages 8-11 in this newsletter. As can be seen, most of the changes are mere clarifications. However, architects should note the following substantive changes:

- Under the proposed rules, credit for Individually Planned Education Activities may no longer be earned;
- Under the proposed rules, excess Continuing Education Hours may no longer be credited to a future calendar year;
- Under the proposed rules, an architect must remedy any disallowance of continuing education hours within sixty (60) days from notice of disallowance; and
- The proposed rules establish continuing education disciplinary guidelines.

A Notice of Intent concerning the proposed rule amendments was published in the November 20, 2011 issue of the Louisiana Register. It is anticipated that the proposed rule amendments will be adopted at the LSBAE meeting in March of 2012, or perhaps in June of 2012.

Rule §1305 - Rule §1305 provides that an architect shall affix his or her seal or stamp to all contract drawings and specifications requiring the services of an architect which were prepared by the architect or under the architect's responsible supervision, and contract drawings and specifications prepared by a consulting electrical, mechanical, structural, or other engineer shall be sealed or stamped only by the consulting engineer. Rule §1305 does not define "contract drawing and specifications," and whether such terms include construction documents prepared for bidding or for receipt of proposals, as well as such documents for permitting, has been questioned.

To answer this question, the LSBAE is amending Rule §1305. The amendment will add the following sentence to Rule §1305:

Contract drawings and specifications within the meaning of this rule [Rule §1305] include construction documents prepared for bidding or for receipt of proposals, as well as such documents submitted for permitting.

A Notice of Intent concerning this proposed amendment will be published in either December of 2011 or January of 2012, and the amendment will likely be formally adopted sometime during 2012.

Reference Manual for Building Officials and Design Professionals – In the mid-1990's, the LSBAE and the Louisiana Professional Engineering and Land Surveying Board jointly published a Reference Manual for Building Officials and Design Professionals and delivered same to building officials throughout Louisiana. However, changes to the licensing laws and rules of both architects and engineers have made the existing manual out-of-date. The LSBAE and the LAPELS are presently working jointly and with the Office of State Fire Marshal and the Code Council to update the manual. It is anticipated that the update will be completed sometime during 2012, and the finished manual will assist building officials throughout the state in the performance of their duties.



Eskew+Dumez+Ripple – Ste. Marie Restaurant & Bar

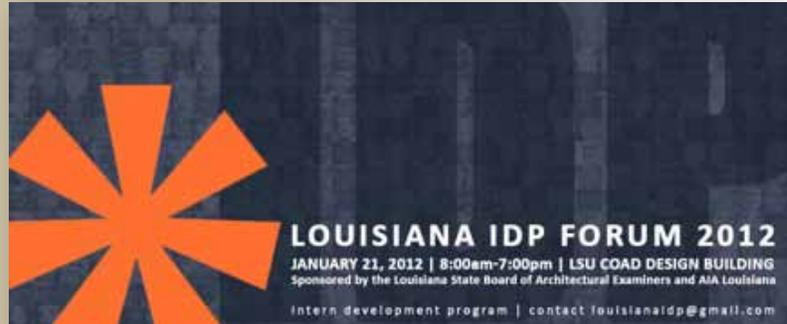
UPDATE... *Intern Development Program*

By Marsha Cuddeback
State IDP Coordinator

News from across the State

LOUISIANA IDP FORUM 2012.

Mark your calendars and be sure to register online for the upcoming Forum on Saturday, January 21, 2012, from 8:00AM - 7:00PM. This one-day event is sponsored by the Louisiana Board of Architectural Examiners and AIA Louisiana. All interns, students, emerging professionals and representatives from Louisiana's AIA component chapters are invited to attend. For additional information please contact Marsha Cuddeback (mcuddeb@lsu.edu). Online registration: <https://laidpforum2012.wufoo.com/forms/q7x3z9/>.



STAY IN TOUCH. Visit the state's IDP weblog for updates, events, and contact information: <http://www.louisianaaidp.org>.

STAY INFORMED. Subscribe to IDP e-news; visit <http://www.ncarb.org> and go to Publications. If you're a supervisor or mentor, subscribe to IDP Supervisor e-News.

IDPAC APPOINTMENT.

Louisiana's State IDP Coordinator has been appointed to the Intern Development Program Advisory Committee (2011-2012). The Committee is composed of thirteen members and two staff liaisons. Appointments are made by the American Institute of Architects and the National Council of Architectural Registration Boards presidents and presidents-elect. Primary activities include providing feedback to the participating organizations to increase the effectiveness of all aspects of the IDP, reporting to the NCARB Board of Directors and AIA Executive Committee, making appropriate recommendations to promote, adapt and maintain intern participation in the IDP, managing the IDP Firm Awards program, providing input for, and analyze the outcomes of, the biennial Internship and Career Survey (jointly administered by AIA and NCARB), providing comments on IDP-related resolutions put forth at NCARB annual meeting, and providing input regarding the NCARB IDP master plan.

NCARB prize retired

"NCARB celebrated the 10th and final year of the NCARB Prize in 2011. Over its 10-year history, the NCARB Prize has recognized over 76 projects from 43 different architecture schools and NCARB has awarded over \$600,000 to architecture schools to support the integration of practice and education in the academy." In 2010, the LSU Office of Community Design and Development, School of Architecture was a recipient for one of these prizes. For more information, visit <http://www.ncarb.org>.

Auxiliary coordinators sought

IDP Auxiliary Coordinators are individuals who volunteer to educate their local professional community about the Internship Development Program, support awareness and implementation, and disseminate the latest IDP news, tools and resources. Auxiliary Coordinators are most often associated with, but not limited to, an architecture firm, a non-accredited school of architecture, a local AIA chapter, a state board, or an AIAS chapter and all IDP Auxiliary Coordinators are encouraged to attend the annual IDP Coordinators Conference. If you or someone in your firm is interested in volunteering or would like additional information please contact the LA State IDP Coordinator (louisianaaidp@gmail.com or mcuddeb@lsu.edu).



Chase Design Group – St. Bernard Fire Station



ROBERT EDDLEMAN INVESTIGATION

Laws regarding plan stamping

The Board continues to investigate alleged violations of statutes and rules which regulate the professional practice of architecture in Louisiana. Substantiated violations result in disciplinary or enforcement action being taken either through Consent Orders or by Board Orders following a formal hearing at which the respondent is adjudged guilty of one or more violations.

Our previous article dealt with the laws and rules pertaining to the unlicensed offering and/or providing of architectural services without proper licensure from the Board. In this article I will present the laws and rules pertaining to the violation typically called plan stamping.

La. R.S. 37:152.B provides that, except for construction documents paid for by a public entity and re-used, no architect shall affix his seal or stamp or permit it to be affixed to any specification, drawing, or other related document which was not prepared either by him or under his responsible supervision. Rule § 1305 states that an architect shall affix his or her seal to all contract drawings and specifications requiring the services of an architect, which were prepared by the architect or under his responsible supervision. Under his responsible supervision is the key to §1305. An investigation relative to a complaint relative to plan stamping will focus on the evidence to prove or disprove the alleged violation.

§1305. Placing of Seal or Stamp

A. An architect shall affix his or her seal or stamp to all contract drawings and specifications requiring the services of an architect which were prepared by the architect or under the architect's responsible supervision. Contract drawings and specifications prepared by a consulting electrical, mechanical, structural, or other engineer shall be sealed or stamped only by the consulting engineer.

Rule §1313 lists the items that the architect needs to maintain in his files to refute the claim of plan stamping.

§1313. Interpretation of R.S. 37:152(B)

A.1. Specifications, drawings, or other related documents will be deemed to have been prepared either by the architect or under the architect's responsible supervision only when:

a. the client requesting preparation of such plans, specifications, drawings, reports or other documents makes the request directly to the architect, or the architect's employee as long as the employee works in the architect's office;

b. the architect personally controls the preparation of the plans, specifications, drawings, reports or other documents and has input into their preparation prior to their completion;

c. If the plans, specifications, drawings, reports, or other such documents are prepared outside the architect's office, the architect shall maintain evidence of the architect's responsible control including correspondence, time records, check prints, telephone logs, site visit logs, research done for the project, calculations, changes, and written agreements with any persons preparing the documents outside of the architect's offices accepting professional responsibility for such work;

d. the architect reviews the final plans, specifications, drawings, reports or other documents; and .the architect has the authority to, and does, make necessary and appropriate changes to the final plans, specifications, drawings, reports or other documents.

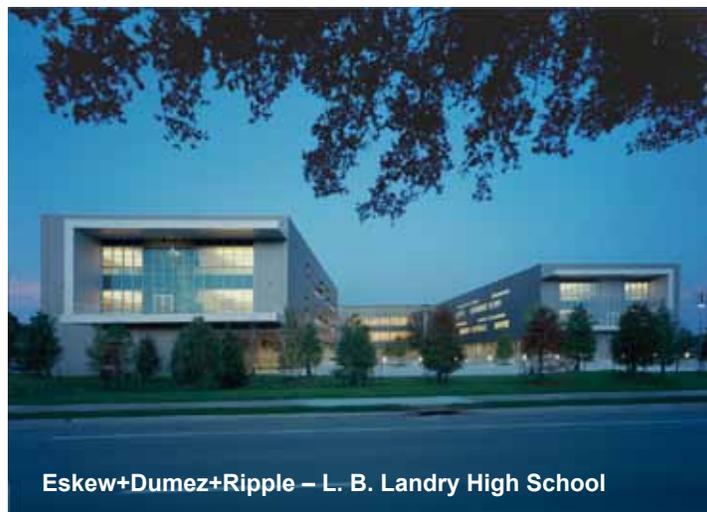
2. If an architect fails to maintain written documentation of the items set forth above, when such are applicable, then the architect shall be considered to be in violation of R.S. 37:152, and the architect shall be subject to the disciplinary penalties provided in R.S. 37:153. This written documentation should be maintained for the prescriptive period applicable to claims against the architect which may arise from his or her involvement in the project.

Rule 1313.B covers prototypical documents that a Louisiana

Architect may contract to review and adapt to local building codes and to adapt the documents to the local site

B. 1. Nothing precludes the use of prototypical documents provided the architect:

a. has written permission to revise and adapt the prototypical documents from the person who either sealed the prototypical documents or is the legal owner of the prototypical documents;



Eskew+Dumez+Ripple – L. B. Landry High School

(continued on page 7)

Laws regarding plan stamping

(continued from page 6)

b. reviewed the prototypical documents and made necessary revisions to bring the design documents into compliance with applicable codes, regulations, and job specific requirements;

c. independently performed and maintains on file necessary calculations;

d. after reviewing, analyzing, and making revisions and/or additions, issued the documents with his/her title block and seal (by applying his/her seal, the architect assumes professional responsibility as the architect of record); and

e. maintained design control over the use of site adapted documents just as if they were his/her original design.

2. The term *prototypical documents* shall mean model documents of buildings that are intended to be built in several locations with substantially few changes and/or additions except those required to adapt the documents to each particular site; that are generic in nature, that are not designed or premised upon the laws, rules or regulations of any particular state, parish, or municipal building code; that do not account for localized weather, topography, soil, subsistence, local building codes, or other such conditions or requirements; and that are not intended to be used as the actual documents to be employed in the construction of a building, but rather as a sample or a model to provide instruction or guidance. The term *legal owner* shall mean the person who provides the architect with a letter that he or she is the owner of the documents and has the written permission to allow the use thereof.

NCARB awarded a place on 2011 InformationWeek 500 list of top technology innovators across America

The National Council of Architectural Registration Boards (NCARB) made this year's InformationWeek 500, an annual listing of the nation's most successful innovators of business technology.

The 2011 list was revealed at an awards ceremony at the InformationWeek 500 Conference on September 13 in Dana Point, CA. The InformationWeek 500 ranking is unique among corporate measures as it spotlights the power of innovation in information technology, rather than simply identifying the biggest IT spenders.

This summer, NCARB implemented a much-anticipated Single Sign On project to consolidate new and legacy services as they make progress in improving the organization's information infrastructure. Using cutting-edge technology, the NCARB IS Team designed a system to federate the authentication of services, allowing clients to group all of their legacy services under one secure set of login credentials. The change also allows NCARB to seamlessly add new services on top of the upgraded technology platform that also considerably reduces the company's overall carbon footprint.

InformationWeek identifies and honors the nation's most innovative users of information technology with its annual 500 listing and also tracks the technology, strategies, investments and administrative practices of America's bestknown companies. Top winners have included: The Vanguard Group, CME Group, Conway, National Semiconductor, Kimberly-Clark, Hilton Hotels, and Unum. Additional details on the InformationWeek 500 can be found online at www.informationweek.com/iw500/.



Coleman Partners Architects – Republic Finance

CONTINUING EDUCATION AMENDMENTS

Underscored/Stricken Through Version Showing Changes

§1315. Continuing Education

A. Purpose and Scope. These rules provide for a continuing education program to insure that all architects remain informed of those technical and professional subjects necessary to safeguard life, health, and promote the public welfare. These rules shall apply to all architects practicing architecture in this state.

B. Exemptions. An architect shall not be subject to these requirements if: Exempt from participating in the continuing education program required by these rules are:

1. a newly registered architect during his or her initial year of registration;

2. the architect has been granted emeritus or other similar honorific but inactive status by the board, or an emeritus status architect as defined by board rule §1105.E;

3. the architect otherwise meets all renewal requirements and is called to active military service, has a serious medical condition, or can demonstrate to the board other like hardship, then upon the board's so finding, the architect may be excused from some or all of these requirements, a civilian who serves on active duty in the Armed Forces of the United States for a period of time exceeding 90 consecutive days during the annual report period;

~~4. an architect who demonstrates to the satisfaction of the board that meeting these requirements would work an undue hardship by reason of disability, sickness, or other clearly mitigating circumstances.~~

C. Definitions

AIA—the American Institute of Architects.

AIA/CES—the continuing education system developed by *AIA* to record professional learning as a mandatory requirement for membership in the *AIA*.

ARE—the Architect Registration Examination prepared by the National Council of Architectural Registration Boards.

Board—the Louisiana State Board of Architectural Examiners, 9625 Fenway Avenue, Suite B, Baton Rouge, LA 70809, Telephone: 225-925-4802, Telecopier: 225-925-4804, website: <http://www.lastbdarchs.com>.

Continuing Education (CE) – Continuing education is a post-licensure learning that enables a registered architect to increase or update knowledge of and competence in technical and professional subjects related to the practice of architecture to safeguard the public's health, safety, and welfare.

Continuing Education Hour (CEH) – One continuous instructional hour (50 to 60 minutes of contact) spent in Structured Educational Activities intended to increase or update the architect's knowledge and competence in Health, Safety, and Welfare

Subjects. If the provider of the Structured Educational Activities prescribes a customary time for completion of such an Activity, then such prescribed time shall, unless the board finds the prescribed time to be unreasonable, be accepted as the architect's time for Continuing Education Hour purposes irrespective of actual time spent on the activity.

~~*GEH*—a continuing education hour. One GEH is equivalent to 50 minutes of actual contact time.~~

Health, Safety, and Welfare Subjects – Technical and professional subjects that the board deems appropriate to safeguard the public and that are within the following enumerated areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment.

LEGAL: Laws, Codes, Zoning, Regulations, Standards, Life Safety, Accessibility, Ethics, Insurance to protect Owners and Public

BUILDING SYSTEMS: Structural, Mechanical, Electrical, Plumbing, Communications, Security, Fire Protection

ENVIRONMENTAL: Energy Efficiency, Sustainability, Natural Resources, Natural Hazards, Hazardous Materials, Weatherproofing, Insulation

OCCUPANT COMFORT: Air Quality, Lighting, Acoustics, Ergonomics

MATERIALS and METHODS: Construction Systems, Products, Finishes, Furnishings, Equipment

PRESERVATION: Historic, Reuse, Adaption

PRE-DESIGN: Land Use Analysis, Programming, Site Selection, Site and Soils Analysis, Surveying

DESIGN: Urban Planning, Master Planning, Building Design, Site Design, Interiors, Safety and Security Measures

CONSTRUCTION DOCUMENTS: Drawings, Specifications, Delivery Methods

CONSTRUCTION CONTRACT ADMINISTRATION: Contracts, Bidding, Contract Negotiations

~~*HSW*—the health, safety and welfare of the public.~~

~~*Individually Planned Educational Activities*—educational activities in which the teaching methodology primarily consists of the architect himself/herself addressing *HSW* subjects which are not systemically presented by others, including authoring a published *HSW* paper, article or book and successfully completing college or university sponsored *HSW* courses.~~

~~*NCARB*—the National Council of Architectural Registration Boards.~~

Non-Resident Architect—an architect registered by the board and residing outside Louisiana.

Resident Architect—an architect residing in this state.

Sponsor—an individual, organization, association, institution or other entity which offers an educational activity for the purpose of fulfilling the continuing education requirements of these rules.

Structured Educational Activities – Educational activities in which at least seventy-five (75%) percent of an activity's content and instructional time must be devoted to Health, Safety, and Welfare Subjects related to the practice of architecture, including courses of study or other activities under the areas identified as Health, Safety and Welfare Subjects and provided by qualified individuals or organizations whether delivered by direct contact or distance learning methods.

~~Structured Educational Activities~~—educational activities in which the teaching methodology consists primarily of the systematic presentation of HSW subjects by qualified individuals or organizations, including HSW monographs, course of HSW study taught in person or by correspondence, organized HSW lectures, HSW presentations or workshops, and other means to which identifiable technical and professional HSW subjects are presented in a planned manner.

D. Continuing Education Requirements

~~D. Requirements~~

1. Beginning with license renewals effective January 1, 1999, all architects must show compliance with the educational requirements of these rules as a condition for renewing registration.

2. In addition to all other requirements for registration renewal, an architect must complete a minimum of twelve (12) Continuing Education Hours each calendar year or be exempt from these continuing education requirements as provided above. Failure to comply with these requirements may result in non-renewal of the architect's registration or other discipline as set forth below.

~~2. Resident architects shall complete a minimum of 12 continuing education hours (CEH) in HSW each calendar year, beginning with 1998. The 12 CEH must be obtained in either structured educational activities or individually planned educational activities, as defined herein. Of the 12 required CEH, a minimum of eight CEH must be obtained in structured educational activities. No more than four CEH may be obtained in individually planned educational activities. The requirement must be satisfied during the period which begins January 1 and ends December 31 of the calendar year immediately preceding the license renewal year.~~

3. Continuing Education Hours. Continuing Education Hours must be completed in Health, Safety, and Welfare Subjects acquired in Structured Educational Activities. Continuing Education Hours may be acquired at any location. Excess Continuing Education Hours may not be credited to a future calendar year.

4. Non-resident architects shall complete either:

~~a. the mandated requirements for continuing education of a jurisdiction in which that architect is registered to practice architecture, provided that a minimum of eight hours of CEH are~~

~~obtained in HSW educational activities and also provided the other jurisdiction accepts satisfaction of Louisiana continuing education requirements as meeting its own; or~~

~~b. the requirements set forth herein for resident architects.~~

~~5. To satisfy the continuing education requirements for the year 1998 only, an architect may use hours obtained during calendar years 1997 and 1998.~~

~~4.6. If an architect is being re-registered after having been unregistered then, in addition to all other requirements, the architect must have acquired that number of total Continuing Education Hours CEH that would have been required if registration had been regularly renewed.~~

E. Acceptable Educational Activities

1. Credit will be allowed only for continuing education activities in areas which:

a. directly safeguard the public's health, safety, and welfare; and

b. provide individual participant documentation from a person other than the participant for record keeping and reporting.

~~2. Only subject matters on the ARE current at the time of the activity are acceptable. An official list of approved topics to accomplish the purpose of these rules is published on the board's website. The board's current list is also available upon written request from the board.~~

2.3. Acceptable continuing educational activities in Health, Safety, and Welfare Subjects HSW include the following:

a. attending professional or technical Health, Safety, and Welfare Subject HSW professional or technical seminars, lectures, presentations, courses, or workshops offered by a professional or technical organization (AIA, National Fire Protection Association, Concrete Standards Institute, NCARB, etc.), insurer, or manufacturer;

b. successfully completing Health, Safety, and Welfare Subject HSW tutorials, short courses, correspondence courses, televised courses, or video-taped courses offered by a provider mentioned in the preceding Subparagraph;

c. successfully completing Health, Safety, and Welfare Subject HSW monographs or other self-study courses such as those sponsored by NCARB or a similar organization which tests the architect's performance;

d. making professional or technical Health, Safety, and Welfare Subject HSW presentations at meetings, conventions or conferences;

e. teaching or instructing Health, Safety, and Welfare Subject HSW courses;

f. authoring a published paper, article or book;

g. successfully completing college or university sponsored courses; and

h. service upon NCARB committees dealing with Health, Safety, and Welfare Subjects. HSW

3.4: Continuing educational activities need not take place in Louisiana, but may be acquired at any location.

4.5: All continuing education activities shall:

- a. have a clear purpose and objective;
- b. be well organized and provide evidence of pre-planning;
- c. be presented by persons who are well qualified by education or experience in the field being taught;
- d. provide individual participant documentation from a person other than the participant for record keeping and reporting; and
- e. shall not focus upon the sale of any specific product or service offered by a particular manufacturer or provider.

F. Number of Continuing Education Hours Earned

1. Continuing education credits shall be measured in Continuing Education Hours GEH and shall be computed as follows.

a. Attending seminars, lectures, presentations, workshops, or courses shall constitute one GEH Continuing Education Hour for each contact hour of attendance.

b. Successfully completing tutorials, short courses, correspondence courses, televised or video-taped courses, monographs and other self-study courses shall constitute the Continuing Education Hours GEH recommended by the program sponsor.

c. Teaching or instructing a qualified seminar, lecture, presentation, or workshop shall constitute two Continuing Education Hours GEH for each contact hour spent in the actual presentation. Teaching credit shall be valid for teaching a seminar or course in its initial presentation only. Teaching credit shall not apply to full-time faculty at a college, university or other educational institution.

d. Authoring a published paper, article or book shall be equivalent of eight (8) Continuing Education Hours GEH.

e. Successfully completing one or more college or university semester or quarter hours shall satisfy the Continuing Education Hours continuing education hours for the year in which the course was completed.

2. Any Health, Safety, and Welfare Subject program in HSW contained in the record of an approved professional registry will be accepted by the board as fulfilling the continuing education requirements of these rules. The board approves the AIA as a professional registry, and contact hours listed in Health, Safety, and Welfare Subjects HSW in the AIA/CES transcript of continuing education activities will be accepted by the board for both resident and non-resident architects.

~~3. If the architect exceeds the continuing education requirement in any renewal period (January 1 through December 31), the architect may carry over a maximum of 12 qualifying GEH to the subsequent renewal period.~~

G. Reporting, Record Keeping and Auditing

1. An architect shall complete and submit forms as required by the board certifying that the architect has completed the required Continuing Education Hours. The board requires that each architect shall complete the language on the renewal application pertaining to that architect's continuing education activities during the calendar year immediately preceding the license renewal period. Any untrue or false statement or the use thereof with respect to course attendance or any other aspect of continuing educational activity is fraud or misrepresentation and will subject the architect and/or program sponsor to license revocation or other disciplinary action.

~~1. Each architect shall complete the language on the renewal application pertaining to that architect's continuing education activities during the calendar year immediately preceding the license renewal period. Any untrue or false statement or the use thereof with respect to course attendance or any other aspect of continuing educational activity is fraud or misrepresentation and will subject the architect and/or program sponsor to license revocation or other disciplinary action.~~

2. To verify attendance each attendee shall obtain an attendance certificate from the program sponsor. Additional evidence may include but is not limited to attendance receipts, canceled checks, and sponsor's list of attendees (signed by a responsible person in charge of the activity). A log showing the activity claimed, sponsoring organization, location, duration, etc., should be supported by other evidence. Evidence of compliance shall be retained by the architect for two years after the end of the period for which renewal was requested.

~~3. The renewal applications or forms may be audited by the board for verification of compliance with these requirements. A number of renewal applications will be randomly selected by the board for audit for verification of compliance with these requirements.~~ Upon request by the board, evidence of compliance shall be submitted to substantiate compliance of the requirements of these rules. The board may request further information concerning the evidence submitted or the claimed educational activity. The board has final authority with respect to accepting or rejecting continuing education activities for credit.

4. The board may disallow claimed credit. If the board disallows any Continuing Education Hours, the architect shall have sixty (60) days from notice of such disallowance either to provide further evidence of having completed the Continuing Education Hours disallowed or to remedy the disallowance by completing the required number of Continuing Education Hours (but such Continuing Education Hours shall not again be used for the next calendar year). If the board finds, after proper notice and hearing, that the architect willfully disregarded these requirements or falsified documentation of required Continuing Education Hours, the architect may be subject to disciplinary action in accordance with the board regulations. If so, unless the board finds that the architect willfully disregarded these requirements, the architect shall have a period up to six months after notification of disallowance to

substantiate the original claim or earn other CEH which fulfill the minimum requirements (and such CEH shall not again be used for the next renewal).

5. Documentation of reported Continuing Education Hours shall be maintained by the architect for six (6) years from the date of award.

H. Pre-Approval of Programs

1. Upon written request, the board will review a continuing education program prior to its presentation provided all of the necessary information to do so is submitted in accordance with these rules. If the program satisfies the requirements of these rules, the board will pre-approve same.

2. A person seeking to obtain pre-approval of a continuing education program shall submit the following information:

- a. program sponsor(s): name(s), address(es), and phone number(s);
- b. program description: name, detailed description, length of instructional periods, and total hours for which credit is sought;
- c. approved seminar topic: division(s) and topic(s) from the current list of approved seminar topics;
- d. program instructor(s)/leader(s): name(s) of instructor(s)/ leader(s) and credential(s);

- e. time and place: date and location of program; and
- f. certification of attendance: sponsor's method for providing evidence of attendance to attendees.

3. Such information shall be submitted at least 30 calendar days in advance of the program so that the board may analyze and respond.

4. The sponsor of a pre-approved program may announce or indicate as follows:

"This course has been approved by the Louisiana State Board of Architectural Examiners for a maximum of _____ Continuing Education Hours CEH."

I. Continuing Education Disciplinary Guidelines Non-Compliance

1. The board sets forth below the normal discipline which will be imposed upon an architect who fails to fulfill the continuing education requirements required by the licensing law and these rules. The purpose of these guidelines is to give notice to architects of the discipline which will normally be imposed. In a particular case, the discipline imposed may be increased or decreased depending upon aggravating or mitigating factors.

2. Absent aggravating or mitigating circumstances, the following discipline shall be imposed for the following violations:

<u>Violation</u>	<u>Discipline</u>
1. <u>Architect has hours but lacks in accepted setting or subject matter</u>	<u>Architect will be allowed sixty (60) days to obtain needed hours. Architect will be audited next year.</u>
2. <u>Architect signs renewal, has obtained some, but not all, hours needed as of December 31</u> <u>For a second offense within 5 years</u>	<u>Fine of \$750, and architect must obtain required hours before renewing. Architect will be audited annually next three years.</u> <u>Fine of \$1,500, architect's license suspended for six months, and architect must obtain required hours before renewing. Architect will be audited annually next three years.</u>
3. <u>Architect signs renewal; architect has not obtained any continuing education hours and fails to do so within sixty (60) days.</u>	<u>Fine up to \$5,000, and architect's license suspended until architect obtains necessary hours. Architect will be audited annually the next five years.</u>

1. Failure to fulfill the continuing education requirements shall result in non-renewal of that architect's certificate of registration and loss of the right to practice architecture:

2. If the board finds that the architect willfully disregarded these requirements, the board may subject the architect to all of the disciplinary actions allowed by law, including license revocation:

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Formal Disciplinary Actions Taken by the Board

Below are summaries of the disciplinary actions imposed by the Board since the last newsletter on cases which have been closed.

THE UNLICENSED OFFER AND/OR PRACTICE OF ARCHITECTURE

Core States, Inc. Rogers, Arkansas

Firm offered and/or provided architectural services in Louisiana without receiving a certificate of compliance or proper licensure from the Board.

VIOLATION: The offering and/or providing of architectural services in Louisiana without receiving a certificate of compliance or license from the Board. La. R.S. 154(A.)

PENALTY: \$700.00 fine and \$150.00 administrative fee imposed by Consent Order dated September 30, 2011.

HC Architecture, Inc. Atlanta, Georgia

Firm offered and/or provided architectural services in Louisiana without receiving a certificate of compliance or proper licensure from the Board.

VIOLATION: The offering and/or providing of architectural services in Louisiana without receiving a certificate of compliance or license from the Board. . La. R.S. 154(A).

PENALTY: \$300.00 fine and \$125.00 administrative fee imposed by Consent Order dated September 30, 2011.

Rob Walker Architects, L.L.C. Birmingham, Alabama

Firm offered and/or provided architectural services in Louisiana without receiving a certificate of compliance or proper licensure from the Board.

VIOLATION: The offering and/or providing of architectural services in Louisiana without receiving a certificate of compliance or license from the Board. La. R.S. 154(A).

PENALTY: \$200.00 fine and \$100.00 administrative fee imposed by Consent Order dated September 30, 2011.



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