



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

MICHIGAN BOARD ARCHITECTS January 11, 2017 MEETING

APPROVED MINUTES

In accordance with the Open Meetings Act, 1976 PA 267, as amended, the Michigan Board of Architects met on January 11, 2017, at the Ottawa Building, Conference Room 4, 611 West Ottawa Street, Lansing, Michigan 48933.

CALL TO ORDER

Kenneth Van Tine, Chairperson, called the meeting to order at 1:07 PM.

ROLL CALL

Members Present: Kenneth Van Tine, Chairperson, Architect
Dennis King, Vice Chairperson, Architect
Gilbert Barish, Professional Surveyor
Patrick Barry, Architect
Daniel Lamble, Architect
Jay Larson, Public Member
Joseph Welmers, Public Member (arrived at 1:07 p.m.)

Members Absent: Troy Naperala, Professional Engineer

Staff: Belinda Wright, Manager, Licensing Division
Nakisha Bayes, Board Support, Boards and Committees Section
Ron Hitzler, Analyst, Boards and Committees Section

APPROVAL OF AGENDA

MOTION by King, seconded by Larson, to approve the amended agenda as presented.

A voice vote was taken.

MOTION PREVAILED

APPROVAL OF MINUTES

MOTION by Lamble, seconded by King, to approve the minutes from September 7, 2016 as written.

A voice vote was taken.

MOTION PREVAILED

REGULATORY CONSIDERATIONS

None

OLD BUSINESS

None

NEW BUSINESS

Approval of Draft Architects Rules

Hitzler summarized the proposed changes to the rules (see addendum #1).

The Board discussed further changes. Item 2 shall include the licensee's full name and full license number as shown as the licensee's State issued license.

MOTION by King, seconded by Barry, to approve the drafted rules as amended.

A voice vote was taken.

MOTION PREVAILED

Architect and Architecture

NCARB has removed the term "intern" as a classification. This has caused concern for the Board because emerging professionals are unsure of what title to use.

Hitzler provided the definitions of Architect and Architecture as per the statute. He explained that if a professional were to inappropriately use either term for their title, a complaint could be filed.

Board Member Resolution

Randall C. Sherman resigned from the Board on January 3, 2017. Van Tine read the resolution thanking Sherman for his service to the Board.

Chairperson's Report

The NCARB meeting was in September, 2016. Michigan did not elect to sign the petitions for New Zealand or Australia; however, it did sign the petition for Canada.

Registration is currently open for the Spring Regional Conference in New Jersey on March 10th and 11th. The registration deadline is February 2.

Department Update

Wright explained Senate Bill 954 was approved on January 3, 2017. It will go into effect ~~around April 3, 2017~~ *on April 4, 2017*. The bill is known as Public Act 435 of 2016. As a result of the Act, MCL 339.2004 was amended and MCL 339.2005 was repealed. The Act has eliminated the 10 year time frame to take the examination. Applicants can now apply when they are prepared for licensure. The exam applications will be held for one year.

Wright also explained Articles 1 and 2 of the Occupational Code have been revised via Public Act 502 of 2016. The Act sets guidelines for continuing education waiver options as well as enabling the Department to communicate electronically.

Wright directed the Board to the Continuing Education Audit of 2016 Status memo (see Addendum #2). Wright summarized the information in the document as it pertains to the Board.

Hitzler explained the Board may want to create a suggested sanctions committee for continuing education to aid with establishing minimum sanctioning guidelines for continuing education deficiencies. He is hoping to have all three of the Joint Design Boards create a minimum sanctions committee for continuing education.

Van Tine formed the minimum sanctions committee for continuing education. He appointed Barry as the Chair, Lamble, and himself to the committee.

PUBLIC COMMENT

King mentioned that members met with Kim Gaedeke to improve enforcement. In the last calendar year, three professions (Accountancy, Real Estate, Residential Builders) established enforcement funds by raising their licensing fees. By utilizing these funds, the complaints for the Boards go directly to the Attorney General's Office. These funds were made possible by the State Licensing Fee Act of 1972.

ANNOUNCEMENTS

The next regularly scheduled meeting will be held May 10, 2017 at 2:00 p.m., following the Joint Design Board meeting at 9:00 a.m. in the Ottawa Building, 611 W. Ottawa Street, Upper Level Conference Center, Conference Room 3, Lansing, Michigan.

ADJOURNMENT

MOTION by Welmers, seconded by Barry, to adjourn the meeting at 2:47 p.m.

A voice vote was taken.

MOTION PREVAILED

Minutes approved by the Board on May 10, 2017.

Nakisha Bayes, Board Support
Bureau of Professional Licensing

Date Minutes Prepared: 1-12-2017

Addendum #1

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

DIRECTOR'S OFFICE

ARCHITECTS – GENERAL RULES

Filed with the Secretary of State on

These rules become effective immediately upon filing with the Secretary of State unless adopted under Section 33, 44, or 45a(6) of 1969 PA 306. Rules adopted under these sections become effective 7 days after filing with the Secretary of State.

(By authority conferred on the board by section 308 of 1980 PA 299, MCL 339.308 and on the director of the department of licensing and regulatory affairs by section 205 of 1980 PA 299 as amended, MCL 339.205 and Executive Reorganization Order Nos. 1996-2, 2003-1, 2008-4, and 2011-4, being MCL 445.2001, MCL 445.2011, MCL 445.2025, and MCL 445.2030)

R 339.15502a is added to the Michigan Administrative Code; R 339.15505 is rescinded from the Michigan Administrative Code; and R 339.15101, R 339.15201, R 339.15202, R 339.15301, R 339.15501, R 339.15502, R 339.15504, and R 339.15506 of the Michigan Administrative Code are amended as follows:

PART I. GENERAL PROVISIONS

R 339.15101 Definitions.

Rule 101. (1) As used in these rules:

(a) "Act" means 1980 PA 299, MCL 339.101 to 339.2919, and known as the occupational code.

(ab) "Continuing education" means an instructional course or activity designed to bring licensees up to date on a particular area of knowledge or skills relevant to a licensee's area of professional practice.

(bc) "Course" means any qualifying activity with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the licensee's area of professional practice. Regular duties for compensation shall not be considered activities, except for employer compensated continuing education activities.

(ed) "Distance learning" means any of the following:

(i) Courses where an instructor and a licensee may be apart and instruction takes place through online or electronic media.

(ii) Courses which include, but are not limited to, instruction presented through interactive classrooms, at the job site, computer conferencing, and interactive computer systems.

(iii) Monographs which include an online quiz or test offered by a sponsor that may not require an instructor.

January 4, 2017

(de) "HSW" subjects" means technical and professional subjects, relevant to the practice of architecture, which contain elements that will enhance the public's health, safety, and welfare.

(ef) "Monograph" means a distance learning course that examines or investigates current and emerging topics in architecture.

(fg) "Sponsor" means a person who represents to the public that any of its courses fulfill the requirements of section 2009 of the act for continuing education.

(2) Terms defined in the act have the same meanings when used in these rules.

PART 2. LICENSING CRITERIA

R 339.15201 Adoption by reference; ~~accreditation; foreign applicants experience credit; professional experience practice requirement; examination; transcripts.~~

Rule 201. (1) The board adopts the ~~"National Architectural Accrediting Board's (NAAB) - 2004 "2014 eConditions for aAccreditation" and the "2005 2015 pProcedures for Accreditation"~~ as the board's determinant of the acceptability of a first professional degree in architecture. The ~~"NAAB - 2004 "2014 eConditions for aAccreditation" and the "2005 2015 pProcedures for Accreditation"~~ are available for inspection and distribution, at cost, from the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing at 611 Ottawa St., P.O. Box 30670, Lansing, MI 48909 ~~from the bureau of commercial services at the physical location of 2501 Woodlake Circle, Okemos MI 48864, and may be purchased at a cost of \$3.50, at the time of the adoption of these rules, and at no cost from the national architectural accrediting board 1735 New York Avenue, NW, Washington, DC 20006, telephone: 202-783-2007, e-mail: info@naab.org, or on the world-wide-web NAAB by visiting their website at www.naab.org.~~

(2) Foreign applicants for licensure shall meet the "National Council of Architectural Registration Boards (NCARB) Certification Guidelines," revised July 2016. The "Certification Guidelines" are available for inspection and distribution, at cost, from the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, 611 Ottawa St., P.O. Box 30670, Lansing, MI 48909, and at no cost from the National Council of Architectural Registration Boards, 1801 K Street, NW, Suite 700-K, Washington, DC 20006, telephone: 202-783-6500, or by visiting the NCARB website at www.ncarb.org.

R 339.15202 Credit for professional architectural experience.

Rule 202. (1) Submission of a certificate of completion of the ~~any internship program developed~~ program of the national council of architectural registration boards by NCARB shall be accepted as evidence of completion of architectural experience and internship acceptable to the board. The board adopts by reference the standards ~~currently~~ set forth in the publication, ~~"Intern development program (IDP) guidelines," 2005-2006 edition~~ "NCARB Architectural Experience Program Guidelines" (AXP), effective June 2016, published by the national council of

~~architectural registration boards (NCARB), which is available for inspection from the bureau of commercial services, physical location at 2501 Woodlake Circle, Okemos Michigan. Copies of "Intern development program (IDP) guidelines" "NCARB AXP" may be obtained, at cost, from the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, 611 Ottawa St., P.O. Box 30670, Lansing, MI 48909, and at no cost from AIA-NCARB IDP Headquarters, 1801 K Street, NW, Suite H00700-K, Washington, DC 20006, telephone: 202-783-6500, e-mail: customerservice@ncarb.org or by visiting the NCARB website at www.ncarb.org, at no charge at the time of promulgation of these rules.~~

~~(2) The certificate of completion of an approved internship program shall also be evidence of completion of the requirement that an applicant submit 5 references as required by section 2006(1) of the act.~~

~~(3) Effective January 1, 1992, only experience gained through completion of an intern development program approved by the board shall be considered to qualify an applicant to take the professional portion of the examination.~~

~~(4) (3) Five years of verifiable practice as a licensee in another jurisdiction shall satisfy the internship development program requirements for a reciprocal license.~~

PART 3. LICENSURE, RECIPROcity, AND RENEWAL AND SEAL REQUIREMENTS

R 339.15301 Licensure; seal design, ~~replacement~~, use, security, and validation.

Rule 301. (1) After meeting the licensing requirements prescribed by the act and these rules, an applicant shall be licensed by the department according to the act.

(2) The seal of an architect, as required by the act, shall **include the licensee's full name and license number, as shown on their state-issued license, and** have the following design:

Figure for 339.15301



No other design for a seal shall be used.

(3) A licensee's seal shall be used by the licensee whose name appears thereon for so long as the license remains in effect. A licensee shall be responsible for the security of the licensee's seal.

PART 5. CONTINUING EDUCATION

R 339.15501 Continuing education; license renewal; requirements.

Rule 501. (1) A licensee shall obtain continuing education in HSW subjects as specified in R 339.15503.

(2) A licensee shall certify the completion of continuing education requirements as a condition for licensure renewal in a format prescribed by the department.

~~(3) The department shall not renew a license if the continuing education requirements have not been completed.~~

(43) A licensee shall submit to the department evidence of fulfillment of the continuing education requirements within 45 days of a request from the department for the evidence to be submitted.

R 339.15502 Acceptable continuing education in HSW subjects; limitations.

Rule 502. (1) Continuing education may be acquired in another jurisdiction.

~~(2) Continuing education hours in HSW subjects may be earned as follows:~~

~~(a) Successfully completing a college course.~~

~~(b) Successfully completing a continuing education course.~~

~~(c) Successfully completing a distance learning course.~~

~~(d) Presenting or attending a seminar, in-house course, workshop, or professional or technical presentation made at a meeting, convention, or conference.~~

~~(e) Teaching, instructing, or presenting an acceptable course or activity listed in subrule 2(a) to (d) of this rule.~~

~~(f) Publishing a peer-reviewed paper, article, or book in the licensee's area of professional practice.~~

~~(g) Serving as a member of the state board of architects or attending a state board of architects' meeting.~~

~~(h) Participating in a company-sponsored seminar or training to that is designed to enhance professional development in the licensee's area of professional practice.~~

~~(3) Continuing education hours shall be granted once during a renewal period in which the hours were earned for the same course or activity that a licensee completed as a participant, instructor, or presenter.~~

~~(4) Continuing education hours shall be granted once for the first time a course is offered or presented provided that the course is not associated with a licensee's regular duties as a member of a facility.~~

~~(5) Continuing education hours shall not be earned for any of the following activities:~~

~~(a) Passing an examination to obtain licensure.~~

~~(b) Completing a course that is not designed to bring licensees up to date on a particular area of knowledge or skills in the licensee's area of professional practice.~~

~~(c) Attending a cultural performance, entertainment, or recreational meeting or activity, or participation in a travel group.~~

~~(6) The conversion of other units of credit per renewal cycle shall be as follows:~~

~~(a) 1 college semester credit hour equals 45 continuing education hours.~~

- ~~—(b) 1 college quarter credit hour equals 30 continuing education hours.~~
- ~~—(c) Publishing a peer reviewed paper, article, or book in the licensee's area of professional practice equals 6 continuing education hours.~~
- ~~—(d) Serving as a member of the state board of architects or attending a state board of architects' meeting equals 2 continuing education hours.~~

(2) The 24 continuing education hours in HSW required under R 339.15503 for renewal of a license shall meet the following requirements:

- (a) No more than 12 credit hours shall be earned during one 24-hour period.
- (b) A licensee shall not earn continuing education credit for a continuing education program or activity that is identical or substantially similar to a program or activity for which the licensee has already earned credit for during that renewal period.
- (c) Continuing education hours shall be granted once for the first time a course is offered or presented provided that the course is not associated with a licensee's regular duties as a member of a facility.

(3) The board adopts by reference the Policy and Procedures for Recognition of Accrediting Organizations by the Council for Higher Education Accreditation (CHEA), effective June 28, 2010, and the procedures and criteria for recognizing accrediting agencies of the U.S. Department of Education, effective July 1, 2010, as contained in Title 34, Part 602 of the Code of Federal Regulations. Copies of the Policy and Procedures for Recognition of Accrediting Organizations by the CHEA and the U.S. Department of Education are available for inspection and distribution at cost from the Board of Architects, Bureau of Professional Licensing, Department of Licensing and Regulatory Affairs, 611 West Ottawa, P.O. Box 30670, Lansing, MI 48909. The Policy and Procedures for Recognition of Accrediting Organizations by the CHEA may also be obtained from the CHEA, One Dupont Circle NW, Suite 510, Washington, DC 20036-1110, or from the council's website at <http://www.chea.org>. The federal recognition criteria may be obtained from the U.S. Department of Education Office of Postsecondary Education, 1990 K Street, NW, Washington, DC 20006 or from the department's website at <http://www.ed.gov>.

(4) Continuing education hours in HSW may be earned for any of the following activities:

Activity Code	Activity and Proof Required	Number of Credits Earned for Activity and Allowed for Renewal Cycle
1	<p>Completing an approved continuing education program or activity related to architecture. A continuing education program or activity is approved, regardless of the format in which it is offered, if it is approved or offered for continuing education credit by any of the following:</p> <ul style="list-style-type: none"> • Another state board of architects 	<p>The number of credits approved by the sponsor or the approving organization.</p>

	<ul style="list-style-type: none"> · National Council of Architectural Registration Boards · American Institute of Architects · Construction Specifications Institute · University of Michigan · Lawrence Technological University · University of Detroit Mercy · Andrews University · United States Green Building Council <p>If audited, a licensee shall submit a copy of a letter or a certificate of completion issued by the relevant above-referenced sponsor or organization showing the licensee's name, number of credits earned, sponsor name or the name of the organization that approved the continuing education program or activity, and the date or dates on which the program was held or the activity completed.</p>	
<p>2</p>	<p>Passing a postgraduate academic course related to architecture offered by a nationally accredited college or university that satisfies the standards in subsection (2) of this rule.</p> <p>If audited, a licensee shall submit a copy of the transcript issued by the college or university showing the number of completed credit hours for the academic courses related to architecture.</p>	<p>Fifteen (15) continuing education hours in HSW for each semester credit earned. A maximum of fifteen (15) continuing education hours in HSW may be earned for this activity in each renewal period.</p>

<p>3</p>	<p>Successfully completing a continuing education course or activity related to architecture.</p> <p>If audited, a licensee shall submit a copy of a letter or a certificate of completion issued by the sponsor or organization of the continuing education course or activity showing the licensee's name, number of credits earned, sponsor name or the name of the organization that approved the program or continuing education activity, and the date or dates on which the program was held or the activity completed by the licensee.</p>	
<p>4</p>	<p>Successfully completing a distance learning course related to architecture.</p> <p>If audited, a licensee shall submit a copy of a letter or a certificate of completion issued by the sponsor or organization of the distance learning course showing the licensee's name, number of credits earned, sponsor name or the name of the organization that approved the distance learning course, and the date or dates on which the course was held and completed by the licensee.</p>	
<p>5</p>	<p>Attending a seminar, in-house course, workshop, or professional or technical presentation made at a meeting, convention or conference.</p> <p>If audited, a licensee shall submit a copy of a letter or a certificate of completion issued by the sponsor or organization of the seminar, in-house course, workshop, or professional or technical presentation made at a meeting, convention or conference</p>	

	<p>showing the licensee's name, sponsor name or the name of the organization, and the date or dates on which the above-referenced activity was held and completed by the licensee.</p>	
6	<p>Teaching, instructing, or presenting an acceptable course or activity related to architecture listed in 2 through 5, above.</p> <p>If audited, a licensee shall submit a letter issued by the course or activity sponsor or organization confirming licensee as the teacher, instructor or presenter of a course or activity, together with a copy of the course syllabus, or other program documentation, showing that licensee is the instructor, the name of the course or activity, and the date or dates the course or activity took place.</p>	
7	<p>Publishing a peer-reviewed paper, article, or book in the licensee's area of professional practice.</p> <p>If audited, a licensee shall submit a copy of the publication that identifies the licensee as the author of the publication and the publication acceptance letter showing licensee's name, article name and date of publishing.</p>	<p>Up to a maximum of 6 continuing education hours may be earned for publishing a peer-reviewed paper, article, or book in the licensee's area of professional practice.</p>
8	<p>Serving as a member of the State Board of Architects.</p> <p>If audited, a licensee shall submit documentation satisfactory to the department verifying the licensee's participation in the board meetings.</p>	<p>2 continuing education hours in HSW shall be earned for serving as a member of the State Board of Architects.</p>

9	<p>Participating in a company-sponsored seminar or training that is designed to enhance professional development in the licensee's area of professional practice.</p> <p>If audited, a licensee shall submit a copy of a letter or a certificate of completion issued by the company or organization presenting the seminar or training on its behalf, showing the licensee's name, company name or the name of the organization presenting the seminar or training on behalf of the company, subject of seminar or training, and the date or dates on which the above-referenced seminar or training was held and completed by the licensee.</p>	
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R 339.15502a Measurement of continuing education hours; "continuous instruction" defined.

Rule 502a. (1) Unless otherwise specified herein, the department shall give continuing education credit based on the length of a qualifying program, with 50 minutes of continuous instruction constituting 1 qualifying hour. One-half-credit of continuing education shall be granted for every additional 25 minutes of instruction, after the first hour of credit is earned.

(2) For the purpose of this rule, "continuous instruction" means education time not including breakfast, lunch, or dinner periods, coffee breaks, or any other breaks in the program.

~~R 339.15504 Determination of credit; forms; recordkeeping; for continuing education hours earned; verification of completion.~~

Rule 504. A licensee shall maintain records of continuing education hours earned for 4 consecutive years. The records shall include both of the following:

(a) The courses or activities completed, the dates when the courses or activities were held, the sponsoring organization, and the continuing education hours earned.

(b) Verification of attendance at a course or activity, such as completion certificates or other supporting documentation.

~~R 339.15505 Sponsor. Rescinded.~~

~~Rule 505. A sponsor offering continuing education may include any of the following:~~

~~(a) National Council of Architectural Registration Boards.~~

- ~~— (b) American Institute of Architects.~~
- ~~— (c) Construction Specifications Institute.~~
- ~~— (d) University of Michigan.~~
- ~~— (e) Lawrence Technological University.~~
- ~~— (f) University of Detroit Mercy.~~
- ~~— (g) Andrews University.~~
- ~~— (h) United States Green Building Council.~~
- ~~— (i) A college or university offering a course or activity relevant to architectural education, design, or construction technology education.~~
- ~~— (j) An organization offering a course or activity relevant to architectural education, design, or construction technology education.~~

R 339.15506 HSW subjects for continuing education.

Rule 506. HSW subjects **acceptable for continuing education** may include any of the following:

- ~~— (a) Building design.~~
- ~~— (b) Environmental or land use analysis.~~
- ~~— (c) Life safety.~~
- ~~— (d) Architectural programming.~~
- ~~— (e) Site planning.~~
- ~~— (f) Site and soils analysis.~~
- ~~— (g) Accessibility.~~
- ~~— (h) Structural systems considerations, including lateral forces; hurricane or high wind safety and design.~~
- ~~— (i) Building codes.~~
- ~~— (j) Evaluation and selection of building systems, products, or materials.~~
- ~~— (k) Construction methods.~~
- ~~— (l) Contract documentation.~~
- ~~— (m) Construction administration.~~
- ~~— (n) Energy conservation.~~
- ~~— (o) Zoning and governance policies and procedures.~~
- ~~— (p) Sustainability.~~
- ~~— (q) Historic preservation.~~
- ~~— (r) Requirements for building in coastal areas.~~
- ~~— (s) Mold or other hazardous material mitigation.~~
- ~~— (t) The impact of design on human physiology and neurology.~~
- ~~— (u) Other similar HSW subjects relevant to architecture.~~
- (a) Building systems: Structural, mechanical, electrical, plumbing, communications, security and fire protection.**
- (b) Construction contract administration: Contracts, bidding and contract negotiations.**
- (c) Construction documents: Drawings, specifications and delivery methods.**
- (d) Design: Urban planning, master planning, building design, site design, interiors, safety and security measures.**

(e) **Environmental:** Energy efficiency, sustainability, natural resources, natural hazards, hazardous materials, weatherproofing and insulation.

(f) **Legal:** Laws, codes, zoning, regulations, standards, life safety, accessibility, ethics and insurance to protect owners and the public.

(g) **Materials and methods:** Construction systems, products, finishes, furnishings and equipment.

(h) **Pre-design:** Land use analysis, programming, site selection, site and soils analysis and surveying.

(i) **Preservation:** Historic, reuse and adaptation.

(j) **Other HSW subjects relevant to architecture.**

Addendum
#2



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

Memorandum

DATE: January 10, 2017
TO: Board of Architects
FROM: Belinda Wright, Licensing Manager
BPL – Licensing Division, Occupational Code Section
SUBJECT: Continuing Education Audit Status

The following represents the total number of continuing education audits initiated on October 2016 for the Architect licensees covering the audit period of November 1, 2013 – October 31, 2015.

The first Notice of Audit was mailed on October 10, 2016, wherein the licensee had 30 days to provide the required documentation. On November 23, 2016, a second Notice of Audit was mailed to the licensees who did not respond or had any noted deficiency in the submission to the Department.

Profession	Total Number Audited	Total Number Deficient	Number of with "No Responses"	Total % Deficient
Engineers	267	40	10	15%
Surveyors	23	5	0	22%
Architects	76	20	6	26%
Total	366	65	16	18%

Attachments



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

October 10, 2016

«NAME»
«ADDR_LINE_1»
«ADDR_LINE_2»
«CITY», «STATE» «ZIPCODE»

License Number: «LICENSE_NO»

NOTICE OF CONTINUING EDUCATION AUDIT

Dear Licensee:

Your license number has been randomly selected by the Department for an audit of licensees who have renewed their **Architect** license through October 31, 2017. If you have any questions about the continuing education requirements, please visit our website at www.michigan.gov/architects or call our office at (517) 241-9288. The excerpt of the administrative rules for architects is attached for your convenience.

You are required to submit the following:

- Proof of your attendance or participation that you earned the required hours of continuing education activities (CE) in HSW subjects, as specified in R 339.15506 during the two-year period of **11/01/2013 to 10/31/2015**.
- If you have held your license for 12 months to 24 months from the date of initial licensure, you must provide proof of 12 hours of CE.
- If you have held a license for 24 months or more from the date of initial licensure, you must provide proof of 24 hours of CE.
- Continuing education hours may have been acquired in another jurisdiction.
- Detailed information on the acceptable courses or activities may be found in the administrative rules R 339.15501- R 339.15507 (attached).
- Verification of attendance/participation at a course or activity, such as completion certificates, transcripts, or supporting documentation must include your name, the dates when the courses or activities were held, sponsoring organization, instructor's name or speaker's name, hours earned, indication of HSW subject matter. Any spreadsheets or logs of CE submitted must include the corresponding certificates.

Retain all original certifications for your files. All documentation submitted to our office will become the property of the Department and will not be returned.

Submit your documentation with a copy of this letter no later than 11/09/2016 to:

Michigan Department of Licensing & Regulatory Affairs
BPL/Occupational Code Section
P.O. Box 30670
Lansing MI 48909-8170

Failure to respond within 30 days will result in your file being forwarded to BPL Legal Affairs Division for possible license sanctions.

Sincerely,

Bureau of Professional Licensing
Licensing Division
Occupational Code Section
BPLHelp@michigan.gov

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
DIRECTOR'S OFFICE

ARCHITECTS – GENERAL RULES

PART 5. CONTINUING EDUCATION

R 339.15501 Continuing education; license renewal; requirements.

Rule 501.

- (1) A licensee shall obtain continuing education in HSW subjects as specified in R 339.15503.
- (2) A licensee shall certify the completion of continuing education requirements as a condition for licensure renewal in a format prescribed by the department.
- (3) The department shall not renew a license if the continuing education requirements have not been completed.
- (4) A licensee shall submit to the department evidence of fulfillment of the continuing education requirements within 45 days of a request from the department for the evidence to be submitted.

R 339.15502 Acceptable continuing education; limitations.

Rule 502.

- (1) Continuing education may be acquired in another jurisdiction.
- (2) Continuing education hours in HSW subjects may be earned as follows:
 - (a) Successfully completing a college course.
 - (b) Successfully completing a continuing education course.
 - (c) Successfully completing a distance learning course.
 - (d) Presenting or attending a seminar, in-house course, workshop, or professional or technical presentation made at a meeting, convention, or conference.
 - (e) Teaching, instructing, or presenting an acceptable course or activity listed in subrule 2(a) to (d) of this rule.
 - (f) Publishing a peer-reviewed paper, article, or book in the licensee's area of professional practice.
 - (g) Serving as a member of the state board of architects or attending a state board of architects' meeting.
 - (h) Participating in a company sponsored seminar or training to that is designed to enhance professional development in the licensee's area of professional practice.
- (3) Continuing education hours shall be granted once during a renewal period in which the hours were earned for the same course or activity that a licensee completed as a participant, instructor, or presenter.
- (4) Continuing education hours shall be granted once for the first time a course is offered or presented provided that the course is not associated with a licensee's regular duties as a member of a facility.
- (5) Continuing education hours shall not be earned for any of the following activities:
 - (a) Passing an examination to obtain licensure.
 - (b) Completing a course that is not designed to bring licensees up to date on a particular area of knowledge or skills in the licensee's area of professional practice.
 - (c) Attending a cultural performance, entertainment, or recreational meeting or activity, or participation in a travel group.
- (6) The conversion of other units of credit per renewal cycle shall be as follows:
 - (a) 1 college semester credit hour equals 45 continuing education hours.
 - (b) 1 college quarter credit hour equals 30 continuing education hours.
 - (c) Publishing a peer-reviewed paper, article, or book in the licensee's area of professional practice equals 6 continuing education hours.
 - (d) Serving as a member of the state board of architects or attending a state board of architects' meeting equals 2 continuing education hours.

R 339.15503 Continuing education hours required; renewal.

Rule 503. Continuing education hours required for renewal shall be as follows:

- (a) A licensee who holds a license for more than 12 months, but less than 24 months from the date of initial licensure shall obtain 12 hours of continuing education for the first renewal period.
- (b) A licensee who holds a license for 24 months or more from the date of initial licensure shall obtain 24 hours of continuing education for the renewal period.

R 339.15504 Determination of credit; forms; recordkeeping.

Rule 504. A licensee shall maintain records of continuing hours earned for 4 consecutive years. The records shall include both of the following:

- (a) The courses or activities completed, the dates when the courses or activities were held, the sponsoring organization, and the continuing education hours earned.

- (b) Verification of attendance at a course or activity, such as completion certificates or other supporting documentation.

R 339.15505 Sponsor.

Rule 505. A sponsor offering continuing education may include any of the following:

- (a) National Council of Architectural Registration Boards.
- (b) American Institute of Architects
- (c) Construction Specifications Institute
- (d) University of Michigan
- (e) Lawrence Technological University
- (f) University of Detroit Mercy
- (g) Andrews University
- (h) United States Green Building Council
- (i) A college or university offering a course or activity relevant to architectural education, design, or construction technology education.
- (j) An organization offering a course or activity relevant to architectural education, design, or construction technology education.

R 339.15506 HSW subjects for continuing education.

Rule 506. HSW subjects may include any of the following:

- (a) Building design.
- (b) Environmental or land use analysis.
- (c) Life safety.
- (d) Architectural programming.
- (e) Site planning.
- (f) Site and soils analysis.
- (g) Accessibility.
- (h) Structural systems considerations, including lateral forces; hurricane or high wind safety and design.
- (i) Building codes.
- (j) Evaluation and selection of building systems, products, or materials.
- (k) Construction methods.
- (l) Contract documentation.
- (m) Construction administration.
- (n) Energy conservation.
- (o) Zoning and governance policies and procedures.
- (p) Sustainability.
- (q) Historic preservation.
- (r) Requirements for building in coastal areas.
- (s) Mold or other hazardous material mitigation.
- (t) The impact of design on human physiology and neurology.
- (u) Other similar HSW subjects relevant to architecture.

R 339.15507 Auditing.

Rule 507. The department may establish a process for auditing licensees regarding continuing education for compliance with the act and these rules.

History: 2013 AACS.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

November 23, 2016

«NAME»
«ADDR_LINE_1»
«CITY», «STATE» «ZIPCODE»

License Number: «LICENSE_NO»

CONTINUING EDUCATION AUDIT - FINAL NOTICE

Dear Licensee:

As of today's date, the Department has not received a sufficient response to your audit notice that was sent on October 10, 2016. Your license number has been randomly selected by the Department for an audit of licensees who have renewed their **Architect** license through October 31, 2017. If you have any questions about the continuing education requirements, please visit our website at www.michigan.gov/architects, or call our office at (517) 241-9288.

Enclosed is a detailed report of the accepted CE hours the Department has on record for you, the number of hours you are deficient, and the reason any documents you submitted could not be accepted.

You are required to submit the following:

- Proof of your attendance or participation that you earned the required hours of continuing education activities (CE) in HSW subjects, as specified in R 339.15506 during the two-year period of **11/01/2013 to 10/31/2015**.
- If you have held your license for 12 months to 24 months from the date of initial licensure, you must provide proof of 12 hours of CE.
- If you have held a license for 24 months or more from the date of initial licensure, you must provide proof of 24 hours of CE.
- Continuing education hours may have been acquired in another jurisdiction.
- Detailed information on the acceptable courses or activities may be found in the administrative rules R 339.15501-R 339.15507.
- Verification of attendance/participation at a course or activity, such as completion certificates, transcripts, or supporting documentation must include your name, the dates when the courses or activities were held, sponsoring organization, instructor's name or speaker's name, hours earned, indication of HSW subject matter. Any spreadsheets or logs of CE submitted must include the corresponding certificates.

Retain all original certifications for your files. All documentation submitted to our office will become the property of the Department and will not be returned.

Submit your documentation with a copy of this letter no later than **12/08/2016** to:

Michigan Department of Licensing & Regulatory Affairs
BPL/Occupational Code Section
P.O. Box 30670
Lansing MI 48909-8170

Failure to respond within 15 days will result in your file being forwarded to BPL Legal Affairs Division for possible license sanctions.

Sincerely,

Bureau of Professional Licensing
Licensing Division
Occupational Code Section
BPLHelp@michigan.gov

BUREAU OF PROFESSIONAL LICENSING
611 W. OTTAWA • P.O. BOX 30670 • LANSING, MICHIGAN 48909
www.michigan.gov/bpl

Licensee: [REDACTED]
License Number: 1301 [REDACTED]

Continuing Education Hours

Hours Required	Hours Accepted	Hours Deficient
24	3	21

Below are the reasons the documents you submitted could not be accepted by the Department:

- The 2012 and 2015 CenterBuild Conferences were not completed during the license cycle from November 1, 2013 through October 31, 2015.
- The 2013 CenterBuild Conference certificate does not indicate the number of HSW hours awarded.

Vertical text on the right margin, possibly a page number or reference code.