



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

MICHIGAN BOARD ARCHITECTS MEETING

APPROVED MINUTES JANUARY 9, 2019

In accordance with the Open Meetings Act, 1976 PA 267, as amended, the Michigan Board of Architects met on January 9, 2019, at the Ottawa Building, Conference Room 4, 611 West Ottawa Street, Lansing, Michigan 48933.

CALL TO ORDER

Patrick Barry, Chairperson, Architect, called the meeting to order at 1:04 p.m.

ROLL CALL

Members Present: Patrick Barry, Chairperson, Architect
Scott Gustafson, Vice Chairperson, Architect
Gilbert Barish, Professional Surveyor
Daniel Lamble, Architect
Jay Larson, Public Member
Matthew Slagle, Architect
Joseph Welmers, Public Member

Members Absent: Kenneth VanTine, Architect
Troy Naperala, Professional Engineer

Staff: Rick Roselle, Analyst, Boards and Committees Section
Kyle Wiktorski, Analyst, Licensing Division
Stephanie Wysack, Board Support, Boards and Committees
Section

APPROVAL OF AGENDA

MOTION by Slagle, seconded by Welmers, to approve the agenda, as presented.

A voice vote followed.

MOTION PREVAILED

APPROVAL OF MINUTES

MOTION by Gustafson, seconded by Barish, to approve the minutes from September 12, 2018, as written.

A voice vote followed.

MOTION PREVAILED

REGULATORY CONSIDERATIONS

Hans E. Hiedemann – Consent Order and Stipulation

MOTION by Lamble, seconded by Barish, to accept the Consent Order and Stipulation.

A roll call vote was taken: Yeas: Barish, Lamble, Larson, Slagle, Welmers,
 Gustafson, Barry
 Nays: None

MOTION PREVAILED

David Lieber – Consent Order and Stipulation

MOTION by Larson, seconded by Barish, to accept the Consent Order and Stipulation.

A roll call vote was taken: Yeas: Barish, Lamble, Larson, Slagle, Welmers,
 Gustafson, Barry
 Nays: None

MOTION PREVAILED

Lee A. Meyer – Consent Order and Stipulation

MOTION by Lamble, seconded by Barish, to accept the Consent Order and Stipulation.

A roll call vote was taken: Yeas: Barish, Lamble, Larson, Slagle, Welmers,
 Gustafson, Barry
 Nays: None

MOTION PREVAILED

Walter Reddig – Consent Order and Stipulation

MOTION by Larson, seconded by Barish, to accept the Consent Order and Stipulation.

Discussion was held.

A roll call vote was taken: Yeas: Barish, Lamble, Larson, Slagle, Welmers,
 Gustafson, Barry
 Nays: None

MOTION PREVAILED

OLD BUSINESS

None

NEW BUSINESS

Resolution Presentation

Barry presented Resolutions to Naperala and VanTine, honoring them for the time they served on the Michigan Board of Architects.

Continuing Education Waivers

David Foerster

MOTION by Larson, seconded by Barish, to discuss.

A voice vote followed

MOTION PREVAILED

Discussion was held.

MOTION by Larson, seconded by Barish, to grant the request for a Continuing Education Waiver.

A roll call vote was taken: Yeas: Barish, Lamble, Larson, Slagle, Welmers,
 Gustafson, Barry
 Nays: None

MOTION PREVAILED

Thomas N. Smith

MOTION by Slagle, seconded by Barish, to grant the request for a Continuing Education Waiver.

ANNOUNCEMENTS

The next regularly scheduled meeting will be held May 8, 2019 at 2:00 p.m., in the Ottawa Building, 611 W. Ottawa Street, Upper Level Conference Center, Conference Room 3, Lansing, Michigan.

ADJOURNMENT

MOTION by Barish, seconded by Lamble, to adjourn the meeting at 1:42 p.m.

A voice vote followed.

MOTION PREVAILED

Minutes approved by the Board on: May 8, 2019

Prepared By:
Stephanie Wysack, Board Support
Bureau of Professional Licensing

January 10, 2019

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 sections 24.33, 24.44, 24.45a(6), or 24.48 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 of **architects** by section 308 of **the occupational code**, 1980 PA 299, MCL 339.308; and on the director of the department of licensing and regulatory affairs by ~~section~~ **sections 205 and 2009 of the occupational code**, 1980 PA 299, MCL 339.205 **and 339.2009**; and Executive Reorganization Order Nos. **1991-9**, 1996-2, 2003-1, 2008-4, and 2011-4, being **MCL 338.3501**, 445.2001, 445.2011, 445.2025, and 445.2030)

R 339.15101, R 339.15201, R 339.15202, R 339.15204, and R 339.15301 of the Michigan Administrative Code are amended, R 339.15303, R 339.15304, R 339.15404, R 339.15405, R 339.15508 and R 339.15509 are added, and R 339.15401, R 339.15402, R 339.15403, R 339.15501, R 339.15502, R 339.15502a, R 339.15503, R 339.15504, R 339.15506, and R 339.15507 are rescinded, as follows:

PART 1. GENERAL PROVISIONS

R 339.15101 Definitions.

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

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

(b) "Continuing education" means an instructional course or activity **in an approved health, safety, and welfare subject that is** designed to bring licensees up to date on a particular area of knowledge or skills relevant to a licensee's area of professional practice.

(c) "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 are not considered activities, except for employer compensated continuing education activities.

(d) "Department" means the Michigan department of licensing and regulatory affairs.

~~(d)~~-(e) "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.

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(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 **is a distant learning course that examines or investigates current and emerging topics in architecture, which can be in the form of include-an** online quiz or test offered by a sponsor that may not require an instructor.

~~(e)-(f) "HSW Health, Safety, and Welfare (HSW) subjects" means technical and professional subjects related to the practice of architecture that safeguard the public and that include the continuing education subjects approved under R 339.15405, relevant to the practice of architecture, which contain elements that will enhance the public's health, safety, and welfare.~~

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

(g) "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~~ **EDUCATION, EXPERIENCE, AND EXAMINATION STANDARDS**

~~R 339.15201 Adoption by reference; accreditation; foreign applicants~~ **Educational requirement.**

~~Rule 201. (1) The board adopts by reference the National Architectural Accrediting Board's (NAAB) "2014 Conditions for Accreditation" and the "2015 Procedures for Accreditation" as the board's determinant of the acceptability of a first professional degree in architecture. The NAAB 2014 Conditions for Accreditation" and the 2015 Procedures 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, NAAB by visiting its website at www.naab.org.~~ **An applicant for an architect license shall submit either of the following to satisfy the educational requirements under the act:**

(a) Transcripts verifying that he or she received a first professional degree from an architectural program that is accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB).

(b) An evaluation report from the Education Evaluation Services for Architects-National Council of Architectural Registration Boards (EESA-NCARB) that states he or she has met the NCARB education standard established in the May 2017 NCARB education guidelines.

~~(2) Foreign applicants for licensure shall meet the "National Council of Architectural Registration Boards (NCARB) Certification Guidelines," revised July 2016. The board adopts by reference the "Certification Guidelines" that are available for inspection, 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 NCARB, 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 architectural experience.~~ **Experience requirement.**

Rule 202. ~~(1) Submission of a~~ **A valid** certificate of completion of any internship program ~~by from the NCARB shall be accepted as is required to satisfy the professional experience in architectural work required under the act.~~ **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, "NCARB Architectural Experience Program Guidelines" (AXP), effective June 2016, published by the NCARB. Copies of "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 NCARB, 1801 K Street, NW, Suite 700 K, Washington, DC 20006 or by visiting the NCARB website at www.ncarb.org.~~

~~(2) Five years of verifiable practice as a licensee in another jurisdiction shall satisfy the internship program requirements for a reciprocal license.~~

R 339.15204 Examination requirement.

Rule 204. The board ~~adopts the NCARB architectural registration examination (ARE) as is approved as the acceptable examination required for licensure, as required by MCL 339.2004 (1)(b).~~ **A passing score as determined by NCARB is required for the examination to be considered passed.**

PART 3. LICENSURE AND SEAL REQUIREMENTS

R 339.15301 Licensure **by examination**; seal design, 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.~~ **The department shall issue an architect license to an applicant who satisfies the requirements of the act and all of the following requirements:**

- (a) **Submits a completed application on a form provided by the department.**
- (b) **Pays the required fee to the department.**
- (c) **Submits proof acceptable to the department that verifies he or she meets the educational requirement under R 339.15201.**
- (d) **Has passed the NCARB architectural registration examination approved under R 339.15204.**
- (e) **Submits a valid NCARB certificate of completion of an NCARB internship program.**

~~(2) The seal of an architect, as required by the act, shall include the licensee's full name and license number, as shown on his or her 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 on the seal for so long as the license remains in effect. A licensee is responsible for the security of the licensee's seal.~~

R 339.15303 License renewal; continuing education waiver.

Rule 303. (1) An applicant for license renewal who has been licensed during the 2-year period immediately preceding the expiration date of the license shall obtain not less than 24 hours of continuing education in activities approved under R 339.15404 during the 2-year period immediately preceding the expiration date of the license.

(2) Submission of an application for renewal constitutes the applicant's certification of compliance with this rule and R 339.15404.

(3) A licensee shall retain documentation of satisfying the requirements of this rule and R 339.15404 for a period of 4 years from the date of applying for license renewal.

(4) A licensee is subject to audit under this part and may be required to submit documentation as described under R 339.15404 upon request of the department.

(5) A request for a continuing education waiver pursuant to section 204(2) of the act, MCL 339.204, must be received by the department before the expiration date of the license.

R 339.15304 Relicensure.

Rule 304. (1) An applicant whose license has lapsed for less than 3 years after the expiration date of the last license may be relicensed under section 411(3) of the act, MCL 339.411, by satisfying all of the following requirements:

(a) Submitting a completed application on a form provided by the department.

(b) Paying the required fee to the department.

(c) Submitting proof to the department verifying that he or she has completed not less than 24 hours of continuing education activities approved under R 339.15404 during the 2-year period immediately preceding the date of the relicensure application. However, if the continuing education hours submitted with the application are deficient, the applicant has 1 year from the date of the application to provide proof of completing the deficient hours.

(2) An applicant whose license has lapsed for 3 years or more after the expiration date of the last license may be relicensed under section 411(4) of the act, MCL 339.411, by satisfying all of the following requirements:

(a) Submitting a completed application on a form provided by the department.

(b) Paying the required fee to the department.

(c) **Establishing that he or she has met all the requirements under R 339.15301.**

**PART 4. STANDARDS OF PRACTICE AND PROFESSIONAL CONDUCT
CONTINUING EDUCATION**

R 339.15401—Standard of care and competence; responsibility for complying with ~~building laws and regulations; professional services.~~ **Rescinded.**

~~—Rule 401. (1) In practicing architecture, an architect shall act with reasonable care and competence and shall apply the technical knowledge and skill which is ordinarily applied by architects of good standing who practice in the same or similar locality.~~

~~—(2) In designing a project, an architect shall take into account all applicable state and municipal building laws and regulations. While an architect may rely on the advice of other professionals, such as attorneys, engineers, or other qualified persons, as to the intent and meaning of such laws and regulations, an architect shall not knowingly design a project in violation of such laws and regulations.~~

~~—(3) An architect shall undertake to perform professional services only when he or she, together with those whom the architect may engage as consultants, is qualified by education, training, and experience in the specific technical areas involved.~~

~~—(4) Professional services shall be offered and performed as follows:~~

~~—(a) A licensee shall undertake to participate only in those phases of a project in which the licensee is competent by education, training, and experience. In the areas of a project involving professional engineering or land surveying in which the licensee lacks competence, the licensee shall retain licensed or registered professional associates for those phases of that project.~~

~~—(b) An architect shall not sign or affix a seal as architect to any plans, specifications, drawings, or other related documents or work products which were not prepared by the licensee or under the licensee's direction and supervision.~~

R 339.15402—Compensation; disclosure of business association or financial interest; ~~contract decision.~~ **Rescinded.**

~~—Rule 402. (1) An architect shall not accept compensation for services from more than 1 party on a project, unless the circumstances are fully disclosed in writing and are agreed to in writing by all interested parties.~~

~~—(2) If acting as the interpreter of building contract documents and the judge of contract performance, an architect shall render decisions impartially.~~

R 339.15403—Public statements; representation of qualifications; misrepresentation of ~~work responsibility; reporting violations of rules.~~ **Rescinded.**

~~—Rule 403. (1) An architect making public statements on architectural questions shall disclose when he or she is being compensated for making such statements.~~

~~—(2) An architect shall accurately represent to a prospective or existing client or employer his or her qualifications.~~

~~—(3) An architect shall not misrepresent the degree of responsibility in connection with work for which he or she is claiming credit to a client, potential client, or the public.~~

~~—(4) An architect shall report a violation of these rules by another architect to the board.~~

R 339.15404 Acceptable continuing education; limitation.

Rule 404. (1) The department shall grant credit for continuing education hours that satisfy the requirements in the following chart:

Activity Code	Activity and Proof Required	Number of Continuing Education Hours Granted for Activity
(a)	<p>Completing a continuing education program or activity, regardless of the format in which it is offered, if it is in an HSW subject under R 339.15405 and 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. • NCARB. • 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>The number of continuing education hours approved by the sponsor or the approving organization are granted for this activity.</p>
(b)	<p>Passing a postgraduate academic course in an HSW subject under R 339.15405 that is offered by a college or university that offers a first professional degree in an architecture program that is accredited by NAAB or CACB.</p>	<p>Fifteen continuing education hours are granted for each semester credit or 10 continuing education hours are granted for each quarter credit.</p> <p>A maximum of 15 continuing education hours are granted for</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>this activity in each renewal period.</p>
(c)	<p>Attending a seminar, in-house course, workshop, or professional or technical presentation at a meeting, convention, or conference in which the subject matter is an HSW subject under R 339.15405.</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 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 attended by the licensee.</p>	<p>Two continuing education hours are granted for every 50 minutes of attending.</p>
(d)	<p>Teaching, instructing, or presenting a subject that is an HSW subject under R 339.15405.</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>	<p>Two continuing education hours are granted for every 50 minutes of teaching, instructing, or presenting.</p> <p>A maximum of 8 continuing education hours are granted during each renewal period.</p>
(e)	<p>Publication of a peer-reviewed paper, article, or book on a subject that is an HSW subject under R 339.15405.</p> <p>If audited, a licensee shall submit a</p>	<p>Six continuing education hours is granted for this activity.</p> <p>Credit for continuing hours is not granted for multiple publications</p>

	<p>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>of the same peer-review paper, article, or book.</p> <p>A maximum of 12 continuing education hours are granted for this activity during each renewal period.</p>
(f)	<p>Serving as a voting member on a local, state, or national committee, board, council, or association, if it enhances the participant's knowledge and understanding of architecture. To receive credit, a licensee must participate in at least 50% of the regularly scheduled meetings of the committee, board, council, or association.</p> <p>If audited, a licensee shall submit documentation satisfactory to the department verifying the licensee's participation in at least 50% of the regularly scheduled meetings of the committee, board, council, or association.</p>	<p>Three continuing education hours are granted for each committee, board, council or association on which the licensee is a member.</p> <p>A maximum of 3 continuing education hours are granted for this activity during each renewal period.</p>
(g)	<p>Participating in a company-sponsored seminar or training that is on an HSW subject under R 339.15405.</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>	<p>One continuing education hour is granted for every 50 minutes of participating in the seminar or training.</p>

(2) Continuing education hours are not granted for a program or activity that has substantially the same content of a program or activity for which the applicant has already earned continuing education credit during the renewal period.

(3) Except as provided under subrule (1) of this rule, continuing education credit is granted based on the following lengths of time:

(a) Fifty minutes of continuous instruction is equal to 1 continuing education hour.

(b) Twenty-five minutes of continuous instruction is equal to ½ of a continuing education hour.

(4) For purpose of this rule, “continuous instruction” means the time participating in the activity, not including breakfast, lunch, or dinner periods, coffee breaks, or any other breaks in the program.

R 339.15405 HSW subjects for continuing education.

Rule 405. The following continuing education subjects are approved HSW Subjects:

(a) Practice management in 1 of the following topics:

- (i) Applicable laws and regulations.**
- (ii) Ethics**
- (iii) Insurance to protect owner and public.**
- (iv) Business management.**
- (v) Risk management.**
- (vi) Design for community needs.**
- (vii) Supervisor training.**

(b) Project management in 1 of the following topics:

- (i) Project delivery methods.**
- (ii) Contract negotiation.**
- (iii) Pre-design services.**
- (iv) Site and soils analysis.**
- (v) Consultant management.**
- (vi) Project scheduling.**
- (vii) Quality control.**
- (viii) Economic assessment.**
- (ix) Value engineering.**

(c) Programing and analysis in 1 of the following topics:

- (i) Land-use analysis.**
- (ii) Programming.**
- (iii) Site selection.**
- (iv) Historic preservation.**
- (v) Adaptive reuse.**
- (vi) Codes, regulations, and standards.**
- (vii) Natural resources.**
- (viii) Hazardous materials.**
- (ix) Resiliency.**
- (x) Life safety.**
- (xi) Feasibility studies.**

(d) Project planning and design in 1 of the following topics:

- (i) Building systems.**
- (ii) Urban planning.**

- (iii) Master planning.
- (iv) Building design.
- (v) Site design.
- (vi) Safety and security measures.
- (vii) Energy efficiency.
- (viii) Sustainability.
- (ix) Indoor air quality.
- (x) Ergonomics.
- (xi) Lighting.
- (xii) Acoustics.
- (xiii) Accessibility.
- (xiv) Construction systems.
- (xv) Budget development.
- (e) Project development and documentation in 1 of the following topics:
 - (i) Construction documents.
 - (ii) Materials and assemblies.
 - (iii) Fixtures, furnishings, and equipment.
- (f) Construction and evaluation in 1 of the following topics:
 - (i) Construction contract administration.
 - (ii) Bidding and negotiation.
 - (iii) Post occupancy evaluation.
 - (iv) Building commissioning.

~~PART 5. CONTINUING EDUCATION~~ **PROFESSIONAL STANDARDS**

R 339.15501—Continuing education in HSW subjects; license renewal; requirements.

Rescinded.

~~—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 in HSW subjects as a condition for licensure renewal in a format prescribed by the department.~~

~~—(3) A licensee shall submit to the department evidence of fulfillment of the continuing education requirements in HSW subjects 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. **Rescinded.**

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

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

~~—(a) The licensee shall not earn more than 12 credit hours during a 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 34 C.F.R. §§ 602.1 to 602.50 (1999). 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 be obtained, at cost, 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 at no cost 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 subjects 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 -National Council of Architectural Registration Boards -American Institute of Architects -Construction Specifications Institute -University of Michigan -Lawrence Technological University 	<p>The number of credits approved by the sponsor or the approving organization.</p>

	<p>University of Detroit Mercy</p> <p>Andrews University</p> <p>United States Green Building Council</p> <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>	
2	<p>Passing a postgraduate academic course related to architecture offered by a nationally accredited college or university that satisfies the standards in subrule (3) 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 continuing education hours in HSW subjects for each semester credit earned. A maximum of 15 continuing education hours in HSW subjects may be earned for this activity in each renewal period.</p>
3	<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</p>	

	<p>education activity, and the date or dates on which the program was held or the activity completed by the licensee.</p>	
4	<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 or the course was completed by the licensee.</p>	
5	<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 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 attended by the licensee.</p>	
6	<p>Teaching, instructing, or presenting an acceptable course or activity related to architecture listed in activity codes 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</p>	

	<p>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 Michigan 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>Two continuing education hours in HSW shall be earned for serving as a member of the Michigan 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</p>	

	above referenced seminar or training was held and completed by the licensee.	
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R 339.15502a—Measurement of continuing education hours; "continuous instruction" —defined. **Rescinded.**

—Rule 502a. (1) Unless otherwise specified in the rules, 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 339.15503—Continuing education hours required; renewal. **Rescinded.**

—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—Record keeping for continuing education hours earned; verification of —completion. **Rescinded.**

—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 339.15506—HSW subjects for continuing education. **Rescinded.**

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

—(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.~~

R 339.15507 Auditing. Rescinded.

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

R 339.15508 Professional standards and rules of conduct; adoption by reference.

Rule 508. (1) A licensee shall comply with the model rules of conduct adopted by reference in this rule.

(2) The NCARB model rules of conduct established in the document titled “Model Rules of Conduct 2018-2019” revised July 2018 is adopted by reference in these rules. The document is available for inspection and distribution, at cost, from the department of licensing and regulatory affairs, bureau of professional licensing at 611 W. Ottawa St. P.O. Box 30670, Lansing, Michigan 48909 and at not cost from NCARB at www.ncarb.org or National Council of Architectural Registration Boards, 1801 K Street NW, Suite 700K, Washington, D.C. 20006.

R 339.15509 Licensure; seal design, use, security, and validation.

Rule 509. (1) Effective 60 days after the promulgation of this rule, the seal of an architect shall include the licensee’s full name and license number, as shown on his or her state-issued architect license, and indicate “State of Michigan” and “Licensed Architect” in the legend surrounding the seal. The seal shall have a design substantially similar to figure 509.

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

FIGURE 509

