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STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

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DIRECTOR

**MICHIGAN BOARD OF ARCHITECTS  
RULES COMMITTEE WORK GROUP  
MEETING**

**MINUTES  
APRIL 18, 2019**

The Michigan Board of Architects Rules Committee Work Group, met on April 18, 2019, at 611 West Ottawa Street, Upper Level Conference Center Room 5, Lansing, Michigan 48933.

**CALL TO ORDER**

Rick Roselle, Analyst, Boards and Committees Section, called the meeting to order at 2:00 p.m.

**ATTENDANCE**

**Members Present:** Patrick Barry, Architect  
Scott Gustafson, Architect

**Members Absent:** None

**Staff Present:** Perry Bell, Analyst, Licensing Division  
Rick Roselle, Analyst, Boards and Committees Section  
Stephanie Wysack, Board Support, Boards and Committees Section

**Public Present:** Matthew McGaughey – Mayotte Group Architects  
Benedetto Tiseo – Tiseo Architects, Inc.

**WELCOME**

Roselle explained that Department leadership has mandated that all rules committee meetings will be open to the public in order to receive input on the rules draft from the public earlier in the rulemaking process. Roselle reminded the public that the Rules Committee will make the final recommendation on the proposed rule changes to the Board.

Roselle explained the plan for the flow of the meeting.

**RULES DISCUSSION – Copy of Draft Rules is attached.**

**R 339.15101 Definitions.**

No public comment was made.

The Rules Committee agreed with the proposed rule as presented.

**R 339.15201 Educational requirement.**

**(1)(a):** Tiseo thought that the National Council of Architectural Registration Boards (NCARB) stopped using the term “first professional degree” years ago. Roselle stated that “first professional degree” is the language used in Michigan’s statute.

**(1)(c):** Roselle asked the Rules Committee if it would like to require evaluations conducted by under (1)(c) of the rule to follow the NCARB’s 2018 Education Standard established in the August 2018 NCARB Education Guidelines. Roselle indicated he had reached out to the National Association of Credential Evaluation Services (NACES) and it confirmed that NACES members will follow requirements provided in the rules.

Barry thought that the standard should be used so that the evaluations provided by NACES members are consistent with NCARB evaluations. Gustafson agreed with Barry.

Barry asked Roselle what the goal of the Department was with this change. Roselle advised that the cost of an EESA-NCARB evaluation is several times more than an evaluation conducted by NACES members, but both can achieve the same goal. The Department does not want to discourage highly qualified applicants who may meet or exceed the NCARB Education Standard from applying for licensure because of a rule that only accepts the EESA-NCARB evaluation.

Tiseo asked if Michigan had a reciprocal agreement with Canada. Roselle indicated that there was not an agreement but noted that subrule (1)(a) accepts first professional degrees from an architectural program accredited by the Canadian Architectural Certification Board.

Roselle proposed the following new language to the rule:

**(1)(c):** A credentials evaluation provided by a current member of the National Association of Credential Evaluation Services (NACES) that verifies the applicant for architect licensure received a degree that satisfies all of the categories, subject areas, and semester credit hour requirements established under the NCARB Education Standard adopted by reference under this rule.

Followed by:

(2): The NCARB Education Standard set forth on pages 22 through 30 in the document titled "NCARB Education Guidelines," effective August 2018, is adopted by reference in these rules. The document is available for inspection and distribution at the cost of 10 cents per page 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 no cost from NCARB at [www.ncarb.org](http://www.ncarb.org) or National Council of Architectural Registration Boards, 1801 K Street NW, Suite 700K, Washington, D.C. 20006.

The Rules Committee agreed with all of the changes in the rule as discussed.

**R 339.15202 experience requirement.**

No public comment was made.

The Rules Committee agreed with the proposed rule as presented.

**R 339.15204 Examination requirement.**

Tiseo asked if this rule required the applicant to submit scores or NCARB as he wasn't sure that NCARB did that.

Roselle clarified that the intent is that the applicant is responsible for arranging the submission of the scores, whether it be from NCARB or another state board. Barry agreed.

The Rules Committee agreed with the proposed rule as presented.

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

Roselle indicated that this rule is being rescinded because the architect seal requirements was moved elsewhere in the rule set.

No public comment was made.

The Rules Committee agreed with the proposed rule as presented.

**R 339.15304 Relicensure.**

(1)(c): Roselle pointed out that he will correct R 339.15404 to read R 339.15502.

No public comment was made.

The Rules Committee agreed with the proposed rule as presented.

**R 339.15401 Professional standards and rules of conduct; adoption by reference.**

No public comment was made.

The Rules Committee agreed with the proposed rule as presented.

**R 339.15402 compensation; disclosure of business association for financial interest; contract decision and R 339.15403 Public statements; representation of qualifications; misrepresentation of work responsibility; reporting violations of rules.**

Roselle indicated that both rules are being rescinded.

No public comment was made.

The Rules Committee agreed with the proposed rule as presented.

**R 339.15404 Licensure; seal design, use, security, and validation.**

Roselle indicated he will change figure 509 to read figure 404.

Roselle asked if the Rules Committee would like to allow a longer period than 60 days for the rule to take effect. Roselle explained that Professional Engineers recently decided on two years to obtain the appropriate seal. Roselle clarified that the Professional Engineers seal was a change that required licensees to obtain a new seal, whereas the change to this rule set only adds clarity. This rule adds a new sample figure of the seal, which could not be added to the rule set the last time it was amended.

Tiseo stated he didn't understand the reason for the previous rule change requiring all 10-digits of the license number on the seal. Roselle clarified that only listing the last 5 digits of the license number does not allow the public to verify the license on the state's license verification system. The license verification system requires all 10 digits.

The Rules Committee did not feel that there was a need to change the rule to allow for two years.

The Rules Committee agreed with the proposed rule as presented.

**R 339.15501 License renewal requirement; continuing education waiver.**

Roselle indicated that he will change R 339.15404 to R 339.15502 throughout the rule.

**(3):** McGaughey asked how the four years was established. Roselle clarified that it was changed to correspond with the audit look-back period used by the Department.

The Rules Committee agreed with all of the changes in the rule as discussed.

**R 339.15502 Acceptable continuing education.**

**Activity code 1:** Tiseo questioned whether University of Detroit Mercy and Andrews University should be listed separately in the chart at the top of page 8. Roselle indicated that they should be, and he will separate them, giving Andrews University its own bullet point.

**Activity code 3 and 4:** McGaughey asked if these were revised in order to clarify the rule. Roselle indicated they were.

**Activity code 3 and 7:** McGaughey inquired as to why fewer credits are provided under activity code 7 for a company-sponsored seminar than is given for an in-house workshop under activity code 3.

Barry felt that the credit given for activity code 3 should be changed to be equivalent to activity code 7 for consistency.

Roselle will change both activity code 3 and activity code 4 to read one credit in order to be consistent with activity code 7.

Roselle questioned if language should be added to give 0.5 credit hours for every additional 25 minutes earned after the initial 50 minutes of continuous instruction have been completed. Barry indicated that he is familiar with this language and would like that added. Roselle will add that language to activity codes 3, 4, and 7.

**Activity code 6:** McGaughey wondered if this rule would encompass activities through the American Institute of Architects (AIA) and other similar organizations. Roselle indicated that the rule is broadly stated, but it is the licensee's responsibility to provide proof that he or she fulfilled the requirements of the activity.

**Activity code 7:** Tiseo pointed out that activity code 9 on page 11 needs to be changed to 7. Roselle indicated that he would make the change.

Tiseo inquired how the continuing education that he provides for builders under the Bureau of Constructions Codes would be credited. Roselle indicated that it would most likely fall under activity code 4, but the Department cannot predetermine approval of activities. It is the licensee's responsibility to provide proof that he or she fulfilled the requirements of the activity.

**(2):** McGaughey asked if the language “each renewal period” would mean a two-year period. Roselle indicated that is what it means. McGaughey also asked what “substantially the same content” meant. Roselle clarified, by example, that a licensee cannot receive credit for teaching the same course over and over again and get credit each time.

The Rules Committee agreed with all of the changes in the rule as discussed.

**R 339.15502a Measurement of continuing education hours; “continuous instruction’ defined.; R 339.15503 continuing education hours required; renewal.; and R 339.15504 Record keeping for continuing education hours earned; verification of completion.**

Roselle indicated that all three rules are being rescinded.

No public comment was made.

The Rules Committee agreed with the proposed rule as presented.

**R 339.15506 HSW subjects for continuing education.**

Barry asked if the terms used in the rule were used to match those used by NCARB. Roselle indicated that the most recent NCARB HSW terms were used verbatim throughout the rule.

No public comment was made.

The Rules Committee agreed with the proposed rule as presented.

**R 339.15507 Auditing.**

Roselle indicated that this rule is being rescinded.

No public comment was made.

The Rules Committee agreed with the proposed rule as presented.

## **ADJOURNMENT**

Roselle indicated that he will inform the full Board of the changes made as a result of this public rules work group and begin drafting a final draft and the Regulatory Impact Statement for submission to the Office of Regulatory Reinvention, now known as the Michigan Office of Administrative Hearings & Rules.

Tiseo asked what the timeframe might be in getting the rules promulgated. Roselle indicated that there are many factors outside the Department's control that dictate timing for the promulgation of the rules. Roselle estimated that it could be promulgated as early as six to eight months.

Roselle adjourned the meeting at 2:38 p.m.

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

April 22, 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, R 339.15301, R 339.15401, R 339.15501, R 339.15502, and R 339.15506 of the Michigan Administrative Code are amended, R 339.15404 is added, and R 339.15301, R 339.15402, R 339.15403, R 339.15503, R 339.15504, 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.

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

March 11, 2019



(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](http://www.naab.org). An applicant for an architect license shall submit 1 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 the applicant for architect licensure has met the NCARB education standard established in the NCARB education guidelines.**

**(c) A credentials evaluation that verifies he or she received a first professional degree in architecture from an educational program that is substantially equivalent to a first professional degree in architectur from an architectural program that is accredited by NAAB. The credentials evaluation must be generated by a company that is a current member of the National Association of Credential Evaluation Services (NACES).**

~~(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](http://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](http://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 the acceptable examination for licensure, as required by MCL 339.2004 (1)(b).~~ **An applicant for an architect license shall submit proof of obtaining a passing score as determined by NCARB on the NCARB Architectural Registration Examination.**

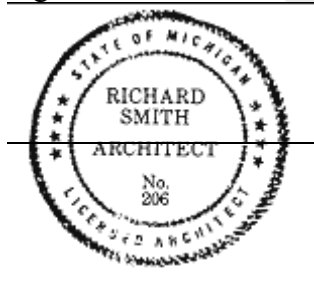
PART 3. ~~RELICENSURE LICENSURE AND SEAL REQUIREMENTS~~

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

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 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 339.15304 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 339.15201, R 339.15202, and R 339.15204.**

#### **PART 4. STANDARDS OF PRACTICE AND PROFESSIONAL CONDUCT**

~~R 339.15401—Standard of care and competence; responsibility for complying with building laws and regulations; professional services.~~ **Professional standards and rules of conduct; adoption by reference.**

~~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.~~ **A licensee shall comply with the model rules of conduct adopted by reference in this rule.**

~~(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.~~ **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 of 10 cents per page 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 no cost from NCARB at [www.ncarb.org](http://www.ncarb.org) or National Council of Architectural Registration Boards, 1801 K Street NW, Suite 700K, Washington, D.C. 20006.**

~~(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.~~

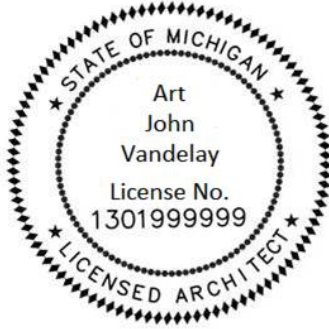
~~(4) An architect shall report a violation of these rules by another architect to the board.~~

**R 339.15404 Licensure; seal design, use, security, and validation.**

**Rule 404. (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**



## PART 5. LICENSE RENEWAL AND CONTINUING EDUCATION

R 339.15501—Continuing education in HSW subjects; license renewal; requirements.  
**License renewal requirement; continuing education waiver.**

Rule 501. (1) ~~A licensee shall obtain continuing education in HSW subjects as specified in R 339.15503.~~ **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) 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.~~ **Submission of an application for renewal constitutes the applicant's certification of compliance with this rule and R 339.15404.**

~~(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.~~ **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 339.15502 Acceptable continuing education in HSW subjects; limitations.

Rule 502. (1) ~~Continuing education may be acquired in another jurisdiction.~~ **The department shall grant credit for continuing education hours that satisfy the requirements in the following chart:**

~~(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><del>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:</del> <b>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 339.15506 and is approved or offered for continuing education by any of the following:</b></p> <ul style="list-style-type: none"> <li>• Another state board of architects.</li> <li>• <b>NCARB, National Council of Architectural Registration Boards</b></li> <li>• American Institute of Architects.</li> <li>• Construction Specifications</li> </ul>	The number of credits approved by the sponsor or the approving organization.

	<p>Institute.</p> <ul style="list-style-type: none"> <li>• University of Michigan.</li> <li>• Lawrence Technological University.</li> <li>• University of Detroit Mercy Andrews University.</li> <li>• United States Green Building Council.</li> </ul> <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 <b>in an HSW subject under R 339.15506 that is related to architecture</b> offered by a <b>architectural program that is accredited by NAAB or CACB</b> 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 <b>NAAB-accredited or CACB-accredited architectural program</b> showing the number of completed credit hours for the academic courses related to architecture.</p>	<p><del>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.</del></p> <p><b>Fifteen continuing education hours are granted for each semester credit or 10 continuing education hours are granted for each quarter credit.</b></p> <p><b>A maximum of 15 continuing education hours are granted for this activity in each renewal period.</b></p>
3	<p><del>Successfully completing a continuing education course or activity related to architecture.</del></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</p>	

	<p><del>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.</del></p>	
4	<p><del>Successfully completing a distance learning course related to architecture.</del></p> <p><del>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.</del></p>	
5-3	<p>Attending a seminar, in-house course, workshop, or professional or technical presentation made at a meeting, convention, or conference <b>in which in the subject matter is an HSW subject under R 339.15506.</b></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><b>Two continuing education hours are granted for every 50 minutes of continuous instruction.</b></p>
6-4	<p>Teaching, instructing, or presenting a <b>subject that is an HSW subject under R 339.15506</b> <del>an acceptable course or activity related to architecture listed in activity codes 2 through 5, above.</del></p>	<p><b>Two continuing education hours are granted for every 50 minutes continuous instruction.</b></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>	
7-5	<p>Publishing a peer-reviewed paper, article, or book <b>on a subject that is an HSW subject under R 339.15506</b> 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><del>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.</del></p> <p><b>Six continuing education hours are granted for this activity.</b></p> <p><b>Credit for continuing education hours is not granted for multiple publications of the same peer-review paper, article, or book.</b></p> <p><b>A maximum of 12 continuing education hours are granted for this activity during each renewal period.</b></p>
8-6	<p><del>Serving as a member of the Michigan board of architects.</del> <b>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.</b></p> <p><b>If audited, a licensee shall submit documentation satisfactory to the</b></p>	<p><del>Two continuing education hours in HSW shall be earned for serving as a member of the Michigan board of architects.</del></p> <p><b>Three continuing education hours are granted for each committee, board, council, or association on which the licensee is a member.</b></p> <p><b>A maximum of 3 continuing education hours are granted for this activity during each renewal period.</b></p>

	<p><b>department verifying the licensee’s participation in at least 50% of the regularly scheduled meetings of the committee, board, council, or association and provide verification of the licensee’s status as a voting member on the committee, board, council, or association.</b></p> <p>If audited, a licensee shall submit documentation satisfactory to the department verifying the licensee’s participation in <b>at least 50% of the regularly scheduled meetings of the committee, board, council, or association</b> <del>the board meetings.</del></p>	
9	<p>Participating in a company-sponsored seminar or training that is <b>on an HSW subject under R 339.15506</b> <del>designed to enhance professional development in the licensee’s area of professional practice.</del></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><b>One continuing education hour is granted for every 50 minutes of continuous instruction.</b></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, fifty minutes of continuous instruction is equal to 1 continuing education hour. 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 339.15502a—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.

~~—Rule 506. HSW subjects acceptable for continuing education may include any of the following:~~ **The following continuing education subjects are approved HSW Subjects:**

~~(a) Building systems: Structural, mechanical, electrical, plumbing, communications, security, and fire protection.~~ **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) Construction contract administration: Contracts, bidding, and contract negotiations.~~ **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) Construction documents: Drawings, specifications, and delivery methods.~~

**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) Design: Urban planning, master planning, building design, site design, interiors, safety and security measures.~~ **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) Environmental: Energy efficiency, sustainability, natural resources, natural hazards, hazardous materials, weatherproofing, and insulation.~~ **Project development and documentation in 1 of the following topics:**

- (i) Construction documents.
- (ii) Materials and assemblies.
- (iii) Fixtures, furnishings, and equipment.

~~(f) Legal: Laws, codes, zoning, regulations, standards, life safety, accessibility, ethics, and insurance to protect owners and the public.~~ **Construction and evaluation in 1 of the following topics:**

- (i) Construction contract administration.

- (ii) Bidding and negotiation.**
- (iii) Post occupancy evaluation.**
- (iv) Building commissioning.**

- ~~—(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.~~

DRAFT