

ARCHITECTS AND PROFESSIONAL
ENGINEERS IN CINCINNATI SERVICE
(APECS)

CONTINUING PROFESSIONAL
DEVELOPMENT GUIDELINES

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I. Purpose

The purpose of this document is to provide information to Architects and Professional Engineers in Cincinnati Service (APECS) members concerning the development and execution of continuing professional development (CPD) programs held by APECS.

II. Definitions

- A. Continuing education – Continuing education is post-licensure learning that enables a registered architect, professional engineer or professional surveyor to increase or update knowledge of and competence in technical and professional subjects/activities related to their professional field.
- B. Continuing education hour – One continuous instructional hour (fifty to sixty minutes of contact) or actual clock hour spent in structured educational subjects/activities intended to increase or update knowledge and competence related to their professional field.
- C. Structured educational subjects/activities – Educational subjects/activities in which at least seventy-five percent of an activity's content and instructional time must be devoted to the practice of architecture, engineering or surveying, including courses of study or other subjects/activities and provided by qualified individuals or organizations, whether delivered by direct contact or distance learning methods.
- D. Qualified individuals or organizations – All programs and providers shall ensure compliancy to the current guidelines of the appropriate governing board.

III. Who Must Comply

All registered architects, professional engineers and professional surveyors.

IV. Continuing Professional Development Requirements

- A. CPD requirements for registered architects include:
 - 1. All registered architects must comply with Ohio Revised Code section 4703-2-07.
 - 2. In addition to all other requirements for registration renewal or reinstatement per the Ohio Architects Board and/or Ohio Landscape Architects Board, an architect shall complete a minimum of twelve continuing education hours each calendar year unless otherwise exempt. The twelve continuing education hours shall be completed in health, safety, and welfare subjects/activities acquired in structured educational subjects/activities. Excess continuing education hours shall not be credited to a future calendar year.
 - 3. As modified and updated per the current requirements of the Ohio Architects Board and/or Ohio Landscape Architects Board.
- B. CPD requirements for registered professional engineers and registered professional surveyors include:

1. All registered professional engineers and professional surveyors must comply with Ohio Revised Code section 4733.151.
2. Beginning January 1, 2012, registered professional engineers and professional surveyors must complete 30 hours of continuing education during the two-year (biennial) renewal period unless otherwise exempt. Continuing Professional Development (CPD) hours shall be relevant to the practice of engineering or surveying and must include technical, ethical or managerial material.
3. A registrant is exempt from the CPD requirements during the first calendar year of registration; however, they will be required to complete 15 hours of continuing education during the subsequent year.
4. Each registrant must complete 30 hours of continuing education during the two-year period immediately preceding the biennial renewal expiration date.
5. A person registered as both a professional engineer and professional surveyor shall complete at least 10 of the 30 hours in engineering-related coursework or subjects/activities and at least 10 of those 30 hours in surveying-related coursework or subjects/activities.
6. If the registrant earns more than the required 30 hours in any biennial renewal period, a maximum of 15 of the remaining hours may be carried forward into the following renewal period.
7. As modified and updated per the current requirements of the State Board of Registration for Professional Engineers and Surveyors.

V. Qualifying Subjects/Activities

A. Acceptable CPD hours for registered architects include:

Technical and professional subjects/activities that the Ohio Architects Board and/or Ohio Landscape Architects Board deems appropriate to safeguard the public and that are within the following enumerated areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment and may include the following health, safety, and welfare subjects/activities:

1. Legal: laws, codes, zoning, regulations, standards, life safety, accessibility, ethics, insurance to protect owners and public.
2. Building systems: structural, mechanical, electrical, plumbing, communications, security, fire protection.
3. Environmental: energy efficiency, sustainability, natural resources, natural hazards, hazardous materials, weatherproofing, insulation.
4. Occupant comfort: air quality, lighting, acoustics, ergonomics.
5. Materials and Methods: construction systems, products, finishes, furnishings, equipment.
6. Preservation: historic, reuse, adaptation.
7. Pre-design: land use analysis, programming, site selection, site and soils analysis, surveying.
8. Design: urban planning, master planning, building design, site design, interiors, safety and security measures.
9. Construction documents: drawings, specifications, delivery methods.

10. Construction contract administration: contracts, bidding, contract negotiations.
11. As modified and updated per the current requirements of the Ohio Architects Board and/or Ohio Landscape Architects Board.

B. Acceptable CPD hours for registered professional engineers and registered professional surveyors may include the following:

1. Successful completion or auditing of college credit courses relevant to the practice of engineering or surveying.
2. Successful completion of continuing education courses offered by a professional or trade organization, university or college, or offered in-house by a corporation relevant to the practice of engineering or surveying.
3. Completing or attending a seminar, conference, convention or workshop, relevant to the practice of engineering or surveying. Successful completion of online courses relevant to the practice of engineering or surveying.
4. Successful completion of structured engineering or surveying related LEED coursework, with credit granted for verified class attendance on an hour-for-hour basis, provided the coursework meets the requirements of Ohio law.
5. Authoring published papers, articles or books (to be used only once and only in the year that it was published).
6. Teaching or instructing relevant courses, seminars or workshops for the first time only.
7. For full time faculty teaching at a college or university, a total of 15 hours may be claimed one-time only for teaching an engineering or surveying course in an ABET accredited curriculum.
8. Being an officer or active committee member of an engineering or surveying society.
9. Attending satellite downlink video courses where attendance is verified and program material meets requirements.
10. Completing advanced computer software instructional courses that relate to the improvement of one's profession or business. Advanced computer software instruction courses do not include spreadsheet, word processing, presentation, or web design software (e.g. Excel, Word, Dreamweaver, etc.).
11. Spreadsheet courses can be accepted only if the course incorporates engineering or surveying applications. Documentation must prove that engineering or surveying applications were included in the spreadsheet course.
12. Technical articles found in publications, trade journals, or trade magazines requiring successful completion of a test — the Board will allow a maximum of 3.0 hours per year.
13. Patents granted in the United States (to be used only once and only in the year that it was awarded).
14. Live web seminars — the Board will not allow credit for live web seminars unless the provider is able to verify and confirm attendance and participation.
15. Financial Management courses.
16. As modified and updated per the current requirements of the State Board of Registration for Professional Engineers and Surveyors.

VI. Nonqualifying Subjects/Activities

A. Unacceptable CPD hours for registered architects include:

1. Any items not specifically included under the qualifying subjects/activities listed above for registered architects.

2. As modified and updated per the current requirements of the Ohio Architects Board and/or Ohio Landscape Architects Board.
- B. Unacceptable CPD hours for registered professional engineers and registered professional surveyors include:
1. Elementary and entry-level training normally expected to have been completed by registered engineers and registered surveyors prior to registration.
 2. Regular full-time employment.
 3. Any level of computer courses in spreadsheet, word processing, presentation, or web design software (Excel, Word, Dreamweaver, etc.).
 4. Real estate courses, financial planning, foreign language courses, attending trade show displays.
 5. Self directed study.
 6. Topics not relevant to the engineering or surveying profession.
 7. Personal self-improvement.
 8. Attending general committee or business meetings as required by your employment.
 9. A patent or a published book, article, or paper prior to the applicable reporting period.
 10. Speed Reading courses.
 11. State-specific courses that are specific to, and based on, another state's laws, rules, policies and practices.
 12. The Board does not give credit for examinations.
 13. Peer-review of professional papers, articles, books or manuscripts.
 14. As modified and updated per the current requirements of the State Board of Registration for Professional Engineers and Surveyors.

VII. CPD Conversion Hours

- A. 1 continuing education unit (CEU) = 10 CPD hours
- B. 1 professional development hour (PDH) = 1 CPD hour
- C. 1 university or college semester hour = 45 CPD hours
- D. 1 university or college quarter hour = 30 CPD hours
- E. 1 published paper, article or book (only in the year published) = 10 CPD hours
- F. 1 patent awarded (ONLY U.S. patents in the year awarded) = 10 CPD hours
- G. 1 year of service as an officer or active committee member of a professional or technical society or association = 2 CPD hours
- H. 1 year of participation on the Ohio professional surveyor exam workshop committee or member of the Board's expert panel = 2 CPD hours
- I. 1 hour of attendance at a conference, seminar or workshop = 1 CPD hour
- J. 1 contact hour of teaching a class for the first time (NOT full time faculty) = 1 CPD hour

K. The above is subject to changes as the current rules allow.

VIII. Continuing Professional Development Hours Offered by APECS

- A. APECS will establish a Continuing Professional Development (CPD) Committee with a registered professional engineer, professional surveyor or registered architect as the chair.
- B. The CPD Committee will consist of a minimum of three members.
- C. The CPD Committee will check annually with the respective state licensing boards to determine changes or updates to the state specific requirements, if any, for awarding CPDs.
- D. The CPD Committee will review all proposed sponsored seminars, workshops, meeting and conference lectures and topics, for content and appropriateness for awarding of CPDs.
- E. Attainment of CPD units should be rounded and reported to the nearest half hour. No activity of under a half hour should be accepted as qualifying for CPD credit. For example, a qualifying activity of 50 minutes should be reported as one CPD, and an activity of 40 minutes should be reported as a half CPD.
- F. In approving subjects/activities for award of CPDs, the CPD Committee should ensure that the subjects/activities:
 - 1. Are in response to needs of the membership.
 - 2. Identify the expected outcome of the activity.
 - 3. Are presented by qualified individuals using methods appropriate to the expected outcome.
 - 4. Have identified expectations for satisfactory completion on the CPD Committee Approval Form.
 - 5. Provide for post-facto CPD Committee assessment of success in achieving the planned outcome.
 - 6. Provide for participant evaluation of the activity to include the instructor, the activity content, success in achieving the proposed outcome and activity logistics.
 - 7. The CPD Committee should ensure that CPD reviews and decisions to award credit are performed in advance of the presentations being made, and that the availability of CPD credit is noted in the publicity used to solicit attendance at the event.
 - 8. A written record of the decision must be maintained.

IX. Record Keeping

Individual record keeping is generally the responsibility of each registrant who must keep a record of information that can support (by audit) the CPD, CEU or PDH credits claimed. Each individual is responsible in providing the necessary documentation on the proper forms to their reporting agency.

Records required include a log showing the type of activity claimed, sponsoring organization, location, duration, instructors or speaker's name and hours earned.

Documents supporting evidence of attendance include completion certificates, attendance log or other documents supporting evidence of completion.

For registered architects, the documentation of reported continuing education hours must be maintained by the individual for a minimum of six years.

For registered professional engineers and registered professional surveyors, the documentation of reported continuing education hours must be maintained by the individual for a minimum of three years, unless otherwise required by the approving state.

The CPD Committee should ensure that a record is made and retained by APECS of all APECS issued CPD, CEU or PDH events. This should include a list of attendees, a record of the CPD committee review and decision to award CPD, CEU or PDH credit, copies of publicity, the name and title of the presenter, date and location of the event, and any other relevant information. The record should be retained for 10 years.