

environmental degradation caused by facility and infrastructure development during their implementation and over their life cycle; and create environments that are livable and promote health, safety, and well-being. Sustainability is the concept of meeting present needs without compromising the ability of future generations to meet their own needs.

Energy-efficient design is the design of a project and the specification of materials to minimize the consumption of energy in the use of the project. The term includes energy efficiency strategies by design as well the incorporation of alternative energy systems.

#### >What are health, safety, and welfare?

Health may include aspects of design that have salutary effects among users of buildings or sites and address health and environmental issues. Safety may include aspects of design intended to limit or prevent accidental injury or death among users of buildings or sites. Welfare may include aspects of design that engender positive emotional responses among or enable equal access by users of buildings or sites.

#### >May I get an extension to complete my continuing education requirements?

Unfortunately, no. Your license may not be renewed until all continuing education requirements are completed, and late fees will apply.

#### >When am I required to have my CE completed? Is it by calendar year?

Yes, CE reporting is now done by calendar year, not by registration renewal period (which is still based on your birth month).

## Got an audit letter? Here's what you do.

If you receive a letter from TBAE requesting your CE documentation, that means you're being audited. But don't panic! The process is quite simple. Here's what you'll need to do.

The letter will say, "Re: Continuing Education—Audit Notice" Read the letter carefully. It will tell you all the basics. It also has contact information, useful if you have questions.

Fill out the included CEPH Log, and compile your supporting documentation for the Audit Period noted in the letter.

Send the CEPH Log and documentation to the address listed in the letter; if you're using a courier service, use the physical address in the letterhead at the top. You're also welcome to email your digital documents to [ce@tbae.state.tx.us](mailto:ce@tbae.state.tx.us) (which gets you an emailed confirmation of receipt within a few days). Without documentation of your attendance, you will be subject to a fine.

Within 15 or so business days, you'll receive an email (hopefully) saying everything is in order and that you are fully compliant. If something is amiss, you'll be notified of what you need to do and how to do it.

TBAE CONTACT  
Continuing Education Coordinator  
(512) 305-8528 Phone  
(512) 305-8900 Fax  
[ce@tbae.state.tx.us](mailto:ce@tbae.state.tx.us)



**TEXAS** Board of  
**Architectural Examiners**  
Architects • Landscape Architects • Registered Interior Designers

# Continuing Education Guide

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# CONTINUING EDUCATION REQUIREMENTS

All registrants with an active registration with the Texas Board of Architectural Examiners (TBAE) must complete 12 hours of Continuing Education (CE) each calendar year (January 1 through December 31).

All continuing education activities must include subjects pertinent to the health, safety, and welfare (HSW) of the public.

At least 1 hour must be related to barrier-free design, and at least 1 must be related to sustainable or energy-efficient design. Even if you file for an exemption as a registrant from another jurisdiction with similar CE requirements, you must complete the Texas requirement for 1 hour of continuing education in sustainable or energy efficient design each calendar year.

At least 8 hours must be in structured activities.

Up to 4 hours may be self-directed study.

Acceptable supporting documentation is required for all CEPH credits.

Each registrant is encouraged to visit [www.tbae.state.tx.us](http://www.tbae.state.tx.us) to read the full text of the continuing education rule for his or her profession:

Architects – Rule 1.69

Registered Interior Designers – Rule 5.79

Landscape Architects – Rule 3.69

## FREQUENTLY ASKED QUESTIONS

### >What is a CEPH (Continuing Education Program Hour)?

The rule defines 1 CEPH as a minimum of 50 minutes of actual course time.

### >How do I report my continuing education activities to the board? Should I send TBAE proof of every program I complete?

When you renew your license, you must attest to completion of the continuing education requirements. You must maintain your documentation, but you need not send it to the Board unless we request it.

### >How long should I keep my CEPH Log?

Keep your CEPH Log and supporting documentation for at least five years after the end of the registration period.

### >Can I carry over excess hours?

Yes. Excess hours earned in one registration period may be carried forward and applied to the next registration period only.

### >Where can I find a list of approved continuing education programs?

TBAE does not pre-approve any course for CE credit, and there is no direct reporting between TBAE and any continuing education provider. To determine if a course is acceptable, carefully consider whether it addresses subjects that are directly related to your profession and that are pertinent to the HSW of the public.

### >I am registered in more than one profession. Do I have to complete Continuing Education credits for each profession?

You are required to maintain a separate log for each profession, but if you take a course that applies to both professions, you may claim credit and record that course on both CEPH logs.

### >What kind of documentation do I need to keep with my CEPH Log?

For structured courses, keep your certificate of completion. An AIA or professional transcript is

also acceptable. Remember: you are responsible for providing verification of attendance, should you be audited. If a course completion certificate is not provided, a letter from the provider indicating the date of the course, the title, and the duration of the course is acceptable. Without verification of attendance, structured course credit cannot be granted.

### >How should I document self-directed study?

Documentation for self-directed study may include a printed copy of the front cover of a book and the table of contents, or a copy of the article. Include your signed and dated statement indicating that you have reviewed the material, and the number of CEPH you are claiming.

### >Can I send in my AIA, IDCEC, or CLARB LA CES transcript instead of completing the TBAE CEPH Log?

You may attach your transcript as supporting documentation, but you are still required to list those courses you wish to claim for credit on your CEPH Log. Please circle or highlight the activities on your professional transcript that you wish to apply for credit, and label with the corresponding item's letter from the CEPH Log.

### >What is barrier-free design?

Barrier-free design is the design of a building or a facility, or the design of an alteration of a building or a facility, which complies with the Texas Accessibility Standards, the American with Disabilities Act, the Fair Housing Accessibility Guidelines, or similarly accepted standards for accessible design.

### >What are sustainable and energy efficient design?

Sustainable design is an integrative approach to the process of design which seeks to avoid depletion of energy, water, and raw material resources; prevent