

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?

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 continuing education completed? Is it by calendar year?

No. Your registration period runs from your expiration date from year to year. (Your expiration date is the last day of the month in which you were born.) All CEHP credits must be completed within your registration period, unless you are using carryover credits from the previous period only.

Learn more at [www.tbae.state.tx.us](http://www.tbae.state.tx.us)!

## CEPH RESOURCES

### Architecture

American Institute of Architects (AIA)  
[www.aia.org](http://www.aia.org)  
(800) AIA-3837  
National Council of Architectural Registration Boards (NCARB)  
[www.ncarb.org](http://www.ncarb.org)  
(202) 783-6500  
Texas Society of Architects (TSA)  
[www.texasarchitect.org](http://www.texasarchitect.org)  
(512) 478-7386

### Interior Design

Nat'l Council of Interior Design Qualification (NCIDQ)  
[www.ncidq.org](http://www.ncidq.org)  
(202) 721-0220  
International Interior Design Association (IIDA)  
[www.iida.org](http://www.iida.org)  
(888) 799-4432  
American Society of Interior Designers (ASID)  
[www.asid.org](http://www.asid.org)  
(202) 546-3480  
Texas Association for Interior Design (TAID)  
[www.supporttaid.org](http://www.supporttaid.org)  
(281) 257-3523

### Landscape Architecture

Council of Landscape Architectural Registration Boards (CLARB)  
[www.clarb.org](http://www.clarb.org)  
(571) 432-0332  
American Society of Landscape Architects (ASLA)  
[www.asla.org](http://www.asla.org)  
(202) 898-2444

***An organization's inclusion on this list does not ensure that all courses provided by the organization will satisfy the TBAE continuing education requirements.***

### TBAE CONTACT

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**TEXAS** Board of  
**Architectural Examiners**

Architects • Interior Designers • Landscape Architects

*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 8 Continuing Education Program Hour (CEPH) credits each registration period.

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

At least 1 of the 8 CEPH credits must be related to barrier-free design, and at least 1 must be related to sustainable or energy-efficient design. *Even if you live out-of-state, you must complete the Texas requirement for 1 hour of continuing education in sustainable or energy efficient design each year.*

A minimum of 5 CEPH credits must be in structured (classroom) activities.

A maximum of 3 CEPH credits 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 rules for his or her profession:

- Architects – Rule 1.69
- 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. For a program providing 3 hours of instruction, not including meals, breaks or introductory remarks, you should record 3 CEPH credits on your TBAE log.

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

When you renew, you must verify that you have fulfilled the continuing education requirements. You must complete the CEPH Log, 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.

### >If I earn more than 8 CEPH in one year, can I carry them over to the next year?

Up to 8 excess CEPH 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 CEPH credit, and there is no direct reporting between TBAE and any continuing education provider. To determine if a course is acceptable, carefully consider the content of the course to determine whether it addresses subjects that are directly related to your profession and that are pertinent to the health, safety, and welfare of the public. A list of resources for continuing education activities is included in this brochure.

### >I am registered in more than one profession. Do I have to complete 8 CEPH 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. If none is given, keep the course handouts, agenda, syllabus, conference book, and your own notes and registration materials. Be sure you have the provider's name and contact information also.

### >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. Included 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 or ASLA 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 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 environmental degradation caused by facility and infrastructure