

Frequently Asked Continuing Education Questions

1. How many contact hours must be obtained?

A. A minimum of 24 CE hours. (Regulation 11-8.1(C)(1)) Each South Carolina Registered architect shall complete a minimum of twelve (12) continuing education hours each calendar year in topics related to health, safety and welfare. No carry-over of continuing education hours into the next biennial licensure period is permitted. However, carry-over within the licensing period is allowed. All hours must be in the study of relevant technical and professional architectural subjects related to safeguarding life, health, property, and promoting the public welfare.

*Continuing Education Hour means one (1) contact hour of participation in a continuing education activity. One contact hour means a minimum of fifty (50) minutes of instruction.

2. How will I file? Is there a special form?

A. The online renewal form contains a statement that you must check off affirming that you have met the CE requirements or that you are exempt for one of the listed reasons. **DO NOT** renew until you have completed the required CE.

3. What documentation do I need?

A. If you are selected for audit, you must submit documentation of attendance at events for which you claim credit. "Proof" of attendance may be a certificate of attendance issued by the sponsoring organization, an AIA/CES transcript, a letter verifying your attendance from the sponsor, or similar verifiable documents.

4. Can I send in information on CE events I've attended all during the year?

A. You should send documentation **ONLY** if you are selected for audit. You do not have to submit proof of attendance unless you are requested to do so.

5. What if I'm not a member of the AIA?

A. Non-AIA members may attend CE events sponsored by the AIA by paying the non-member fee. For information on events sponsored by the South Carolina AIA, access their website at www.aiasc.org. There are many opportunities to obtain continuing education credits from national organizations, local businesses, and from publications that include a test of knowledge gained. NCARB monographs are an excellent way to obtain 10-14 hours of HSW credit with successful completion of the test (either online or by paper).

6. How do I know what classes/events the Board will accept?

A. The Board does not pre-approve continuing education events or CE sponsors. If the activity meets the criteria established in the law and regulations, the Board will accept it. In 2008, the South Carolina Board adopted the following policy:

The Board would like to make all South Carolina registrants aware that individual registrants are responsible for ascertaining that any credits claimed for purposes of annual renewal of the license in South Carolina do, in fact, comply with S.C. Regulation 11-8.1 (C)3(a) and Reg. 11-8.1.6 and as further defined in the NCARB model law Section 100.006. Any HSW continuing education credits accrued after June 30, 2008, will be subject to audit and the individual registrant must be prepared to provide evidence as required by the South Carolina Board of Architectural Examiners that such continuing education activities meet South Carolina requirements.

7. If I accrue more than the required 24 continuing education hours within the two-year period, may I carry extra hours over to the next reporting period?

A. No carry-over of continuing education hours into the next biennial licensure period is permitted. However, carry-over within the licensing period is allowed.

8. May I get CE for attending a trade show?

A. No. However, if you attend an educational event during the trade show that meets the criteria and if your attendance can be verified, you may count hours toward CE for that activity. Mere attendance at a trade show, however, will not be acceptable CE. If audited, you must be able to provide proof of attendance and details of the education event.

9. What if I attend a seminar or workshop and no certificate of attendance is given to participants?

A. The best thing to do in this situation is keep documentation that could prove you attended: the agenda, handouts, promotional material, notes taken during the workshop. Ask if the presenter/sponsor is keeping a sign-in log; get information on how to get a copy if you need it.

10. How can I get information about CE events being held in South Carolina?

A. The answer applies to all states: You may contact the AIA state chapter if you are not a member; you may access lists of events on sponsors' web sites. Don't overlook state agencies that may sponsor relevant events. Also, ICC and other code groups sponsor workshops on current codes.

11. Will reading magazine articles count towards continuing education hours?

A. Magazine articles related to architecture and containing a graded test will count if they are "presented" by a group or individual qualified by professional, practical or academic

experience. No credit may be claimed for reading magazine articles (or the like) that do not include a test. [Architectural Record](#) is a magazine that offers CE articles with a test.

12. If the Board does not pre-approve a course or workshop, how do I know the workshop I attend will be accepted for renewal of my license?

A. If the activity is presented by individuals or groups qualified by professional, practical or academic experience, it will be counted. Health, safety and welfare hours will be credited for “the study of relevant technical and professional architectural subjects related to safeguarding life, health, property and promoting the public welfare.” [\[Reg. 11-8.1\(C\)\]](#)

13. We are an architectural firm, and we sometimes have a speaker come in for “Lunch and Learn” sessions. How do we report that?

A. Giving out certificates would be easy for such sessions; these should list the name/topic of the session, the date, the length of time, as well as the presenter’s name and the participant’s name.

14. What if I don’t have the required 24 hours of CE?

A. Individuals who do not have the required CE hours should not renew their SC license until the 24 hours of continuing education credit are obtained.

15. Are the continuing education hours pro-rated if I become licensed in the middle of the renewal period?

A. No. You are exempt from obtaining CE for your first renewal. For example, if you became licensed in August 2011, you would not be required to obtain CE for renewal in June 2013. You will be required to obtain CE thereafter for renewal.

16. What if I am licensed in another state that requires the same amount of CE required by South Carolina?

A. We will accept your statement that you have obtained a minimum of 24 hours of continuing education for renewal in any state in which you are currently licensed. However, if you are selected for audit, you must be able to document your attendance. You do not have to obtain ADDITIONAL continuing education hours to meet South Carolina requirements.

17. Will architects who serve on Boards dealing with aesthetic issues (example: Boards of Architectural Review) be allowed credit?

A. No, this type of activity is not related to protection of health, safety and welfare.

18. Can Architects get CE credit for “pro bono” work?

A. No.

19. Can I get credit for taking and passing the LEED exam?

A. No, but if you attend a LEED instructional class that is profession-oriented, you may get credit if it can be verified by a third party. Credit for self-study and time spent taking the exam is NOT allowed.

20. Can I get credit for writing books or articles about architecture or the profession?

A. No.