

## ARCHITECTURE CONTINUING EDUCATION HANDBOOK

### INSTRUCTIONS, APPLICATIONS AND GENERAL INFORMATION FOR ARCHITECTURE CONTINUING EDUCATION

**Application Checklist begins on page 11**

*If you have any questions or need assistance completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.*

Applicants are cautioned to read questions thoroughly. Be certain that all questions are answered truthfully and that all requested information is submitted with the application.

#### **PREAMBLE**

The Florida Board of Architecture and Interior Design recognizes continuing education for the sole purpose of building upon the basic knowledge of architecture, thereby increasing protection of public health, safety and welfare. Section 481.215(3), Florida Statutes (F.S.) requires architects licensed by the state to complete 24 hours of continuing education within a given renewal cycle in order to renew a license. Courses taken to fulfill this requirement must be approved by the board or department. This handbook is generated to familiarize those interested in becoming a provider with established requirements and afford licensees an in-depth understanding of the criteria necessary to maintain this mission. Courses taken to fulfill the required number of hours in specialized or advanced topics of the Florida Building Code, must be approved as such by the Florida Building Commission.

For further information, you may contact the department at 850.487.1395 or write to the Department of Business and Professional Regulation, Division of Professions – Bureau of Education and Testing, 2601 Blair Stone Road, Tallahassee, Florida 32399-0791.

## TABLE OF CONTENTS

	Page Number
Definitions.....	3
Continuing Education Requirement Overview .....	4
Course Information.....	6
Provider Information.....	7
Licensee Responsibilities.....	9
Licensees Seeking Individual Credit .....	9
Board Responsibilities.....	9
Department Responsibilities .....	10
Provider and Course Fees and Checklist .....	11
Provider and Course Application.....	12
Forms for Provider Use	
Continuing Education Evaluation Summary Form .....	15
Provider Course Evaluation Summary Form .....	16

## DEFINITIONS

**Automatic Provider and Course:**

Organizations recognized by the board and department whose courses are automatically accepted for architecture continuing education without pre-review or approval including: The American Institute of Architects (AIA) (national level only) as reflected in their Continuing Education System (CES), the National Council of Architectural Registration Boards (NCARB), the Interior Design Continuing Education Council (IDCEC), the National Council of Interior Design Qualifications (NCIDQ), Construction Industry Licensing Board, Building Code Administrators and Inspectors Board, and providers and courses that have been approved for interior design continuing education. The automatically accepted courses must have been designated as public health, safety, and welfare courses by the approving organization.

**Board:**

The Board of Architecture and Interior Design establishes rules for the effective implementation of Chapter 481, Part I, F.S.

**CEH:**

Continuing education hour. One CEH is equal to 50 minutes. Non-classroom hours will be reviewed on an hour-for-hour basis.

**Continuing Education:** Programs of learning which contribute directly to professional competency following licensure in areas of knowledge related to health, safety, and welfare of the public in the practice of architecture.

**Department:**

The Department of Business and Professional Regulation (DBPR).

**Florida Building Code**

**Advanced Course:**

Advanced instruction in the Florida Building Code curriculum as established or accredited by the Florida Building Commission. The course is a renewal requirement for February 28, 2007 and subsequent renewals.

**Provider:**

A person or entity approved by the board or department who is directly responsible for making continuing education courses available to licensees.

**Qualified Course:**

A course that meets the board's standard in the topics of study and has been approved by the board or department.

**Qualified Instructor:**

An individual or group, who by virtue of education, training or experience; possess knowledge on a topic of study.

**Renewal Cycle:**

A period of time consisting of two, 12-month years at the end of which the architect renews his/her license. The renewal cycle for architecture license begins each odd-numbered year on March 1 and continues for two consecutive years until February 28 of the next odd-numbered year.

**Reporting Cycle:**

A period of time consisting of the two calendar years immediately prior to an architect's licensure renewal during which an architect will complete the 24 hours of continuing education. The reporting cycle shall begin on January 1<sup>st</sup> of each odd numbered year and end on December 31<sup>st</sup> of the next even numbered year. At the time of licensure renewal, an architect will certify completion of 24 hours for the prior reporting cycle.

**Reporting Certificates:** Forms which verify licensee attendance during continuing education courses.

**Topics of Study:**

Technical and professional architectural subjects relative to safeguarding the public health, safety, and welfare.

## CONTINUING EDUCATION REQUIREMENT OVERVIEW

### **Requirements**

Each registered architect must complete 24 CEHs of educational instruction or training of study approved by the board or department prior to licensure renewal. The licensee must acquire the necessary hours within the reporting cycle ending prior to licensure renewal. Thus, when an architect renews on February 28, odd numbered year, he/she will certify completion of 24 hours for the previous two calendar years, for a total of 24 CEHs upon renewal.

Example:

Architect renews on February 28, 2013. He/she must certify completion of HSW CEHs in the 2011 -2012 (Jan – Dec).

Board or department approved programs are intended to:

- Enhance the quality of the existing technical knowledge;
- Fill voids that may exist in the professional education and internship training;
- Provide knowledge of new technical areas; and/or
- Programs intended to focus on the practical applications that impact the public health, safety and welfare. Refer to Section 455.201(2), Florida Statutes.

A person initially licensed for less than 24 months prior to the end of a renewal cycle need not complete any continuing education as a condition of the first renewal.

All subsequent renewals require 24 hours of continuing education.

All continuing education hours are required in health, safety, and welfare topics of study.

Each licensee shall complete two (2) hours of specialized or advanced study on the Florida Building Code. The two (2) hours shall count toward the 24 hours of continuing education required and is considered public health, safety, and welfare topic of study. You are not required to take this course each calendar year. You must take the course once during each reporting cycle.

### **Disallowances**

If the board or department determines that continuing education credits are to be disallowed, licensees shall have 60 calendar days after notification to substantiate the original claim or earn other continuing education hours to meet the minimum requirements.

Fraud or misrepresentation in certification of course attendance or any other aspect of fulfilling continuing education requirements will be disciplined in accordance with Section 481.225(1)(e), F.S.

### **Exemptions or Deferrals**

A licensee's continuing education requirement may be deferred if one of the following conditions apply:

- 1) Placement of a license into an inactive status. However, in order to reactivate a license, the licensee must provide evidence of completing 24 hours of continuing education based on the requirements that would have been in place in order to maintain the license in an active status.
- 2) A request for deferral based on personal hardship shall be made prior to an applicant submitting an application for licensure renewal. Personal hardship is limited to illness, death within an immediate family or acts of God, and will be considered on an individual basis provided that appropriate evidence substantiating the hardship is submitted.

## **Record Keeping**

The licensee is responsible for retaining proof of participation in continuing education activities. Such verification includes the following as applicable:

- 1) A transcript or list showing activity claimed, sponsoring organization, location, and duration;
- 2) Attendance certificates;
- 3) Signed attendance receipts; or
- 4) Sponsor's list of attendees (signed by a person in responsible charge of the activity).

Records must be retained for a period of two (2) years following the last day of the applicable renewal cycle. Copies must be furnished to the board for monitoring compliance with the continuing education requirements if requested.

## **Reporting**

Payment of fees associated with the timely renewal of a license will signify successful completion of continuing education requirements. Reporting or course completion certificates should be maintained by each licensee.

Architect and Interior Design continuing education course providers are exempt from reporting attendance rosters. However, course providers who have department-assigned provider and course numbers have the option to report continuing education credit hours. If reported, such hours will be posted to an individual's license record and will be reflected on the department's online services at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com).

Courses that are automatically accepted for continuing education credit but not specifically assigned a course number by the department (i.e. AIA, IDCEC, NCARB, etc.) cannot be reported or manually entered into the department's computer system.

Please be advised that your online account will only reflect the hours voluntarily reported by course providers and may not be an actual reflection of the hours you have completed. This will not affect your ability to renew your license. In accordance with this continuing education handbook, you are required to maintain course completion certificates for two (2) years following the last day of the applicable renewal cycle.

If you are selected by the department for monitoring of compliance with continuing education requirements you will be required to produce documents as provided above under Record Keeping. If you are an out of state licensee, you will also be required to submit a copy of your resident state statutes and rules as they pertain to continuing education. Please refer to the Out of State Licensee Information section.

## **Failure to Fulfill Required Hours**

Failure to fulfill continuing education requirements may result in disciplinary action as outlined in Section 481.215(3), F.S. and Rule 61G1-12, Florida Administrative Code (F.A.C).

- 1) If a license is placed into inactive status, licensees will be required to verify completion of all continuing education requirements as established for each renewal cycle the license remained inactive, not to exceed 24 hours. Licensees are prohibited from the practice of architecture during periods of inactive licensure status.
- 2) If a license is placed into a delinquent status, licensees will be required to immediately cease the practice of architecture in the state of Florida until such time as the license is fully renewed and activated. Licensees who continue to practice architecture during the time of license delinquency are subject to being fined in accordance with Rule 61G1-12.004(2)(i), F.A.C.

## **Out of State Licensee Information**

Florida will, in full or in part, recognize continuing education requirements of any NCARB jurisdiction or American Institute of Architects Continuing Education System with a monitored program as long as course content standards established by Florida are met.

The continuing education requirement can be met through the submission of proof of compliance with the continuing education requirements of another state in which the architect is licensed, provided that the requirements of the other state are equal or exceed the completion of a total of 24 hours in a two (2) year period, and that the education builds upon the basic knowledge of architecture. Requirements for completing hours for the Florida Building Commission advanced code course still apply.

Licensees wishing to apply credits received from other jurisdictions or AIA should at all times be prepared to certify completion of same.

## **COURSE INFORMATION**

The board has designated an application fee of \$25 for all course evaluations. Once approved, courses will be valid for two (2) years from the date of approval. Providers should apply for approval at least ninety (90) days prior to the initial offering of the course or expiration date of a previously approved course. The course application fee is waived for the Florida Building Commission.

Continuing education courses presented for approval must be at least one hour in length and meet topic area guidelines as described herein. However, conference or seminar courses which contain both approved and non-approved content subjects may be submitted for approval provided the program is clearly divided into segments which contain no overlap of approved and non-approved topic areas and provided that a request for segment approval is sought in advance of the initial course approval.

Courses are approved based upon the information presented at the time of application. Changes to course content, structure or delivery method made after approval and that are not submitted for re-approval, may result in the suspension, revocation or removal of course certification.

### **Course Delivery Guidelines**

Continuing education requirements can be satisfied through various course delivery methods. Licensees may secure credit through courses taught in traditional classroom settings, informal type gatherings or electronic means of study. Unless otherwise approved, courses of study acceptable for this purpose shall be limited to:

- 1) The Florida Building Code advanced courses will count towards health, safety, and welfare topics of study.
- 2) College or university sponsored courses which monitor student performance.
- 3) Correspondence courses which monitor student performance.
- 4) Courses offered by a professional or technical organization.
- 5) Courses offered by architectural firms.
- 6) Courses organized by individual practitioners who come together for such purpose.
- 7) Courses offered by individuals or organizations who demonstrate the ability to comply with the requirement of this rule.
- 8) Instructors, lecturers, panelists and discussion leaders for professional development courses shall be credited for continuing professional education purposes at twice the credit granted licensees for the first presentation of a specific course or program, the same as the credit granted a licensee for the second presentation and none thereafter. Co-panelists and co-discussion leaders shall be credited for the portion of specific courses or programs they must prepare to discuss and lead as a co-panelist or co-discussion leader.
- 9) Licensees may receive up to four (4) hours of continuing education credit for attending a Florida Board of Architecture and Interior Design meeting which will count toward health, safety, and welfare topics of study. This credit is granted one time per reporting cycle and is not granted to licensees attending the meeting for disciplinary action against their license.

## Method of Instruction Guidelines

Methods of instruction used for course delivery includes in-person presentation, on-line or internet, correspondence and video courses or other learning techniques which may be approved. Instructional guidelines for the presentation of such courses include the following:

- 1) In-person presentation courses include any of the following:
  - a. Pre-course instruction book;
  - b. Course presentation and materials;
  - c. Question and answer; and
  - d. Evaluation by the licensees (non-classroom).
- 2) Correspondence, video, and internet courses may include any of the following:
  - a. Pre-course instruction book;
  - b. Lecture;
  - c. Questions and answer;
  - d. Evaluation; and
  - e. Testing.

Please note that in-person classroom courses are evaluated on at least 50 minutes of instruction and non-classroom courses are evaluated on an hour for hour basis pursuant to Section 481.215(3)(4), F.S.

## Course Content and Subject Matter Guidelines

Unless otherwise approved by the board or department, subject content acceptable for purposes of architecture continuing education shall be limited to:

### Topics of Study:

- 1) Study of codes including life safety codes, acts, laws, and regulations governing the practice of architecture.
- 2) Environmental issues.
- 3) Design proficiency.
- 4) Study within planning, engineering, interior design, construction contracting and related disciplines.
- 5) Legal aspects of contracts, documents, insurance, bonds, project administration, etc.
- 6) Specialization (preservation, adaptive reuse, building types), etc.
- 7) Construction documents and services.
- 8) Materials and methods.
- 9) Mechanical, plumbing, electrical and life safety.
- 10) Structural technology.
- 11) Energy efficiency.
- 12) New technical/professional skills.
- 13) Project administration.
- 14) Professional ethics.

## PROVIDER INFORMATION

The board and department have set forth the following criteria which will be reviewed in approving course providers, institutions, or persons:

- 1) Subject area expertise of provider(s) and/or instructor(s);
- 2) Experience or demonstrated ability in written instructional material and testing;
- 3) Experience of provider and/or instructor;
- 4) Provider's ability to meet deadlines;
- 5) Ability of provider to provide course evaluation forms to licensees, if applicable; and
- 6) Ability of provider to provide reporting certificates to licensees.

The following organizations are recognized by the board and department as approved course providers; however, their courses must be reviewed and approved:

- 1) Universities or colleges with National Architectural Accrediting Board (NAAB) accredited programs.

## **Provider Fees**

The following fees are hereby established:

The application fee for a new provider is \$25. The provider application fee is waived for applications made by the Florida Building Commission. Continuing Education Providers are approved only for the renewal cycle during which they apply or for which they have been renewed. Continuing Education Providers shall renew by May 31<sup>st</sup> of odd-numbered years. The provider renewal fee is \$25.

## **Provider Responsibilities**

- 1) Course must be presented in the complete form as submitted for approval including all handouts, scheduling and course content.
- 2) Providers are required to identify on the information sent to licensees, whether the topic of study is related to public health, safety, and welfare or an advanced Florida Building Code course.
- 3) Providers are required to update any changes to their program in writing to the board or department within 30 days of making the change. If a course is substantially revised it must be resubmitted to the board or department for re-approval. If an instructor(s) change takes place, an updated resume and credentials must be submitted for approval.
- 4) Providers are required to dispense a reporting certificate to licensees upon completion of a course. To complete an in person course, a licensee must attend until the end of the course; no partial credit will be awarded. Reporting certificates are to be distributed only at the completion of a course. Reporting certificates should contain no less than the following information: licensee's name; license number; address; phone number; provider name and address; provider number; course title; approved course number; instructor name; number of hours; date course given; provider or monitor signature.
- 5) Providers must maintain a copy of each reporting certificate dispensed for a period of two (2) years following the last day of a licensee's reporting cycle.
- 6) Providers must maintain security regarding the release of reporting certificates. Reporting certificates should only be completed and released to a licensee upon course completion. Duplication or falsification, as well as misuse, are grounds for disciplinary action.
- 7) Providers must identify course participants by way of their department license and one form of recognized official photographic identification, e.g. passport, driver license, student identification, etc., at both the beginning and end of the course.
- 8) Providers may contact licensees regarding courses. Providers can obtain a list of licensees on the department's web site at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Public Records.
- 9) Providers cannot award partial credit for portions of courses taken. Only courses which are approved by the board or department to be offered in segments may have credits awarded for each part.
- 10) Providers shall monitor all attendees to ensure attendance for complete CEH credit as follows.
  - a. Identify all attendees seeking department credit;
  - b. Provide reasonable times for break and meal recesses;
  - c. Review attendance after each break and recess; and
  - d. Other brief absences or tardiness during a course offering are discouraged; however, if necessary the total of the absence of the attendee from the course shall not exceed 10% of the course hour(s).
- 11) Administrative procedures and introductions shall be limited to no more than 10% of the course's approved hour credits. Specific course content shall utilize no less than 90% of the course hours.
- 12) It is the responsibility of the provider to offer a course in an environment and atmosphere appropriate to learning and the course being presented.
- 13) Providers must issue an Architecture Education Course Evaluation Form (DBPR AID 4003 – Part A) to attendees seeking department credit. The Provider should utilize the Provider Course Evaluation Summary Form (DBPR AID 4003 – Part B) to evaluate the overall course. The provider shall maintain both forms along with the course attendance roster for a period of three (3) years in the event the department monitors compliance with continuing education requirements and/or a complaint is filed against the provider.
- 14) All fees (optional or required) related to a course must be fully disclosed in all course offering materials prior to the registration including: all meals; administrative fees; fees charged for form processing; course books and/or materials, etc. Course offering materials include all brochures, newsletter bulletins, registration forms, etc.



## Miscellaneous

- 1) Members of the Florida Board of Architecture and Interior Design and/or its Continuing Education delegatee may visit courses for the purpose of reviewing content and rule compliance. For this purpose there shall be no fee charged to attend the course and no credit granted to the reviewer.
- 2) Providers are encouraged to publicize their Florida approved courses whenever and wherever offered, and to provide opportunities for taking courses outside the state of Florida.

## Provider Discipline

- 1) Failure of a provider to comply with the requirements contained herein will result in suspension, revocation or removal of a provider approval.

## LICENSEE RESPONSIBILITIES

Upon course attendance, licensees are required to:

- 1) Show the provider one form of official photograph identification and department license at the beginning and end of each course.
- 2) Obtain a reporting certificate at the end of a course.
- 3) Return one copy of a completed reporting certificate and *Course Evaluation Summary Form* to each course provider upon request.
- 4) Release copies of reporting certificates to the department only upon specific request by the department for that form.
- 5) Advise the board or department of any courses attended which were approved but which:
  - a. Did not adhere to the guidelines and content; or
  - b. Were taught by a course instructor who did not utilize 90% of the hours for instruction.
- 6) Be present at all courses for the full approved number of course credit hours.
- 7) Maintain all reporting certificates for two (2) years following the last day of the applicable renewal cycle.

## LICENSEES SEEKING INDIVIDUAL CREDIT

Individual licensees may request review and approval for courses other than those approved by the board or department by submitting a completed Continuing Education Program application along with any handout material supplied during course administration and a \$25 application fee. The course must meet all continuing education guidelines and rules. Although retroactive approval of a course may be secured, it is suggested reviews for approval be requested prior to course attendance.

Professors and Educators should use this method to apply for course curriculum taught at a University or College. Refer to the course delivery guidelines for credit allowance information.

Groups of licensees, who wish to submit courses for approval, may do so by following the aforementioned procedure.

## BOARD RESPONSIBILITIES

The board shall endeavor to work with the department to:

- 1) Determine if courses address the health, safety and welfare of the public;
- 2) Regulate the performance of approved courses and providers to insure the course and provider meet standards set by rule and statute;
- 3) Discipline providers and licensees as may be appropriate;
- 4) Timely review each application; and
- 5) Appoint Architecture Continuing Education delegatee to perform the following:
  - a. Review program and provider applications;
  - b. Evaluate course material against course content guidelines; and
  - c. Verify course hours per actual hour and approve all applicable parts.

## DEPARTMENT RESPONSIBILITIES

The department shall endeavor to work with the board to:

- 1) Determine if courses address the health, safety and welfare of the public;
- 2) Timely review each application;
- 3) Provide information on courses to licensees;
- 4) Make available licensee information via web site;
- 5) Maintain files regarding course content;
- 6) Perform monitoring of compliance with continuing education requirements of licensees;
- 7) Perform monitoring of compliance with continuing education requirements of providers (as directed by the board);
- 8) Collect applicable fees from providers; and
- 9) Provide licensees completion certificates for attendance at board meetings.

**FEES DEFINED:**

<b>Architecture Continuing Education Handbook and Forms</b>	
Architecture Continuing Education Provider/Course Application:	
Licensees seeking individual credit, including educational instructors	\$25
Established providers submitting one course	\$25
Non-established providers submitting one course (individual or business)	\$50
Provider only	\$25
Course is being submitted in conjunction with a department review to monitor compliance with continuing education requirements	\$0

**APPLICATION CHECKLIST:**

<b>TRANSACTION</b>	<b>APPLICATION REQUIREMENTS</b>
<b>Architecture Continuing Education Provider/Course Application</b>	<input type="checkbox"/> Complete DBPR AID 4003 Architecture Continuing Education Provider and Course Application

Please send your completed application, documentation and required fee(s) to:

Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, FL 32399-0783

[www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)

**DBPR AID 4003 Architecture Continuing Education Providers and Course Application**

*If you have any questions or need assistance completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at 850.487.1395.*

<b>ARCHITECTURE CONTINUING EDUCATION PROVIDER/COURSE APPLICATION</b>			
To ensure a complete and timely review, all questions must be answered even if N/A is appropriate. The program review will take approximately 90 days following receipt. Submit two (2) copies of the program for review.			
1. This program/course is submitted by:			
<input type="checkbox"/> A licensee seeking individual credit, including educational instructors; <input type="checkbox"/> Established provider (# _____ expiration _____) submitting one course; <input type="checkbox"/> Non-Established provider submitting one course (individual or business); <input type="checkbox"/> Provider only; or <input type="checkbox"/> Course is being submitted in conjunction with a department review to monitor compliance with continuing education requirements			
Applicant Name			
Address			
City	State	Zip	
Telephone Number	Contact Person Name		
Fax Number	E-mail address		
2. Program Title			
3. Description of the Program			
4. Identify the total number of hours being requested.		Number of Hours:	Health, safety, and welfare related? Yes                  No
5. Suggest program schedule: Days of week:			
6. <b>NOTE:</b> Submit a step-by-step typewritten outline of the course, which must include specific time allocations for each portion of the program. If a program will be offered in segments, the course outline must clearly reflect the same. Individual course numbers will be assigned to segmented programs.			
7. Indicate teaching methods to be employed:			
<input type="checkbox"/> Individual speakers <input type="checkbox"/> Panel <input type="checkbox"/> Workshop <input type="checkbox"/> Audio/Visual aids <input type="checkbox"/> Case Studies <input type="checkbox"/> Group participation <input type="checkbox"/> Individual projects		<input type="checkbox"/> Group projects <input type="checkbox"/> Video tapes <input type="checkbox"/> Handout materials <input type="checkbox"/> Case studies <input type="checkbox"/> Internet	
8. Identify specific skills and/or knowledge the practicing architect can expect to gain from the course.			
9. What education and/or experience are prerequisites for this program?			

10. What category would best describe this course?

- Topics of Study** (Health, safety, and welfare.)
- Florida Building Code Advanced** (teaches advanced knowledge of the Florida Building Code.)

11. Provide copies of all actual handout material and list of publications required.

12. Total fee to program attendant:

13. List all instructors, panel members and alternates. Supply biographical data on each, with specific reference to qualifications to present this program.

14. Indicate if the program has been offered before: where, when, and to what audiences.

15. Target Audience:

	a. Identify the typical licensee of this program. <input type="checkbox"/> Principal/Partner <input type="checkbox"/> Architect <input type="checkbox"/> Project Manager <input type="checkbox"/> Interior Designer		
	b. Check those who may be interested in this program. <input type="checkbox"/> Contractors <input type="checkbox"/> Engineers <input type="checkbox"/> Students <input type="checkbox"/> Interns/Associates <input type="checkbox"/> Other Design Professionals <input type="checkbox"/> Other Construction Professionals <input type="checkbox"/> Manufacturer's Representatives <input type="checkbox"/> Facilities Managers and Space Planners <input type="checkbox"/> Others _____ _____		
	c. Maximum class size		
	d. Minimum class size		
16. Indicate if this course is to be: <input type="checkbox"/> A one-time course offering; or <input type="checkbox"/> An ongoing course offering			
<b>17. Instructor(s) Name      Address      Phone Number</b>			
<b>18. Reference(s) for instructor(s) teaching/public speaking ability</b>			
<b>Instructor Name &amp; Firm      Address      Phone Number</b>			
<b>19. Individual to contact for additional information</b>			
Name _____			
Address _____			
City _____	State _____	Zip _____	
Phone Number _____			
Signature _____ Date _____			
Print Name _____			

**ARCHITECTURE EDUCATION COURSE EVALUATION SUMMARY FORM (DBPR AID 4003 – Part A)**

**This form must be filled out completely and returned to the provider.**

Licensee Name (optional)	Date
Course Title	Course Number

Course Location (including city and state)

PLEASE CHECK THE MOST APPROPRIATE RATING FOR EACH QUESTION  
 Poor = 1, Fair = 2, Good = 3, Very Good = 4, Excellent = 5

	1	2	3	4	5	Total
A. Overall, I felt the course was:						
B. Instructor(s) ability to communicate:						
C. Presentation techniques used:						
D. Support material – handouts, etc.: (respond on if applicable)						
E. Course met personal expectations:						
F. The degree to which I can actually apply these techniques: (circle one)						
20%	40%	60%	80%	100%		

PLEASE CHECK THE MOST APPROPRIATE RESPONSE FOR EACH QUESTION

	Adequate	Inadequate
A. Instructor's use of visual aids		
B. Facilities were		

Comment section

The best feature(s) of this class

The worst feature(s) of this class

Additional comments

**PROVIDER COURSE EVALUATION SUMMARY FORM (DBPR AID 4003 – Part B)**

Course Title				
Course number				
Date(s) course offered				
Total Attendees				
1.	.-.		=	
Total sum question A		Number of attendees		Average
2.	.-.		=	
Total sum question B		Number of attendees		Average
3.	.-.		=	
Total sum question C		Number of attendees		Average
4.	.-.		=	
Total sum question D		Number of attendees		Average
5.	.-.		=	
Total sum question E		Number of attendees		Average
<b>Total:</b>	.-.	<b>5</b>	=	<b>Overall Score</b>

The aforementioned compilation is a true and accurate reflection of the information provided by course attendees.

Signature of Provider or Designee

Printed Signature

Date

**IMPORTANT NOTICE TO PROVIDERS:** Falsification of the information provided above may result in course and/or provider suspension. Please utilize this form to better evaluate your course. This provider course evaluation summary form, attendance roster and architecture education course evaluation summary form (DBPR AID 4003 – Part A) shall be maintained with your records for a period of 3 years in the event of a department review to monitor compliance with continuing education requirements and/or a complaint is filed against the provider.