

## **Audit – Monitoring Compliance for Continuing Education Requirements**

Acceptable documentation are attendance certificates that must include your name, license number, address, provider name and address, provider number, course number, instructor name, number of contact hours, course date, and signature of the provider. Florida recognizes courses approved by the National American Institute of Architects (AIA National), National Council of Architect Registration Boards (NCARB), Interior Design Continuing Education Council (IDCEC), National Council for Interior Design Qualification (NCIDQ), the Building Code Administrators and Inspectors Board (BCAIB), and the Construction Industry Licensing Board (CILB).

**Transcripts from AIA National and NCIDQ are also acceptable forms of documentation for course completion.**

You may visit the board's web page at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Architecture and Interior Design to review the Continuing Education Handbook and Forms for additional information regarding Board Approved Courses, Automatic Providers, Self Study Courses (Optional Credits Limited to 4 hours), Courses Approved by Out of State Boards, and Continuing Education for Instructors.

### **Disciplinary Action for Failure to Comply with CE Requirements:**

Licenses that did not complete any or all CE requirements should also notify the department in writing. Such individuals may be subject to disciplinary action by the board.

**All licensees who receive this correspondence are required to respond in writing within 30 days with proof of continuing education compliance. Telephone confirmation will not satisfy the audit requirements. Failure to respond timely may result in disciplinary action.**

The Bureau of Education and Testing [BET] mailed audit letters to selected Board of Architecture and Interior Design licensees on October 14, 2011. As inquiries are received in the call center relative to the audit letters, please advise the CCC staff that all inquiries should be directed to BET at 850.921.8582.

## Continuing Education Requirements for 2011 Renewal

If you were licensed prior to February 28, 2010, you are required to complete 20 hours of continuing education. If you were licensed after March 1, 2010 you are not required to complete continuing education for the 2011 renewal but will be required to complete the following for subsequent renewals.

- 14 hours in health, safety, and welfare related courses
- 2 hours in Florida Building Code advanced courses
- 4 hours in optional **or** health, safety, and welfare related courses

Please visit the board's web page to obtain an updated copy of the Architecture and Interior Design Continuing Education Handbooks at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Doing Business with Us > Architecture and Interior Design > Information for Licensees. The handbooks provide information on approved courses, automatic providers, and out of state licensed continuing education credit.

Architects and Interior Designers are required to maintain proof of completion certificates in the event they are requested to document continuing education compliance. Proof of compliance with the continuing education requirement is reviewed shortly after the renewal cycle.

## Locating the Florida Building Code course

The Florida Building Code 4 hour "core" course is no longer required. You **must**; however, complete a Florida Building Code 2 hour "advanced" course for this renewal. You may obtain information regarding the Florida Building Code **Advanced** Courses approved by the Board of Architecture and Interior Design:

- access [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)
- click on "Our Businesses & Professions"
- click on "Find a CE Course"
- select the "Board of Architecture and Interior Design" from the drop down menu for board
- select the "Advanced Course" from the drop down menu for requirement
- leave the course name area blank
- click on search (This will provide you with a list of the board approved Florida Building advanced courses)
- to navigate the list use the arrow buttons located at the top and bottom of the page
- selecting the "info" button will give you the name and contact information of the course provider who is authorized to teach the course as well as the delivery method, i.e. internet, correspondence, classroom, etc.

## Locating all board approved providers and courses

To obtain a list of board approved providers and courses for architects and interior designers.

- access [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)
- click on "Our Businesses & Professions"
- click on "Architecture and Interior Design"
- scroll down the page to, Information for Licensees
- click on "List of continuing education providers and courses, and hours required"

For a list of automatic approved providers, please refer to the Continuing Education Handbooks on the board's main web page.