

Architects and Landscape Architects, Board of

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Chapter 8: Renewal and Continuing Licensure

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CHAPTER 8

RENEWAL AND CONTINUING LICENSURE

Section 1. Authority. The Board is authorized under Wyoming Statute 33-4-107 and the WAPA to promulgate rules and regulations related to the continuing licensure of architects and landscape architects.

Section 2. Issue and Renewal. The initial license shall expire on December 31st of the year following the year of issue. Thereafter, each license shall expire on December 31st every two (2) years.

Section 3. Requirements for License Renewal. Each licensee shall have acquired twenty-four (24) CEHs during the twenty-four (24) month period prior to the license expiration date. Licensees who have not held a license in Wyoming for a full twenty-four (24) month period shall have acquired a prorated number of CEHs for the time frame in which they have held a Wyoming license.

- (a) All twenty-four (24) CEHs shall be in HSW subjects.
- (b) CEHs may be acquired in any jurisdiction.
- (c) CEHs earned in excess of the twenty-four (24) required for renewal may not be carried forward to apply toward the next renewal period.

Section 4. Health, Safety and Welfare (HSW) Subjects.

(a) HSW subjects include technical and professional subjects related to the practice of architecture or landscape architecture that the Board deems appropriate to safeguard the public and that are within the following continuing education subject areas necessary for the proper evaluation, design, and construction of architecture and landscape architecture projects:

(i) Practice Management: This category focuses on areas related to the management of architectural and landscape architectural practice and the details of running a business.

(ii) Project Management: This category focuses on areas related to the management of architectural and landscape architectural projects through execution.

(iii) Programming and Analysis: This category focuses on areas related to the evaluation of project requirements, constraints, and opportunities.

(iv) Project Planning and Design: This category focuses on areas related to the preliminary design of sites and buildings.

(v) Project Development and Documentation: For the purpose of architecture, this category focuses on areas related to the integration and documentation of building systems, material selection, and material assemblies into a project. For the purpose of landscape architecture, this category focuses on areas related to the integration and documentation of site development, material selection, and material assemblies into a project.

(vi) Construction and Evaluation: This category focuses on areas related to construction contract administration and post-occupancy evaluation of projects.

(b) All courses are subject to auditing and the Board may disapprove any course not meeting the intended continuing education criteria for HSW subjects.

(c) To qualify for CEH credit, the course must be a structured educational activity meeting the following criteria:

(i) Include technical and practical applications that impact public HSW;

(ii) Maintain, improve, expand, or enhance the quality of the existing technical knowledge;

(iii) Fill voids that may exist in the professional education and internship training or develop new and relevant professional skills and knowledge;

(iv) Have clear purposes and objectives;

(v) Be presented by persons who are qualified by education or experience in the field being taught; and

(vi) Provide the participant documentation for individual record keeping and reporting.

(d) HSW subject content acceptable for CEH includes the following:

(i) Codes, laws, and regulations;

(ii) Environmental issues;

(iii) Programming, planning, or design proficiency;

(iv) Legal aspects of contracts, documents, insurance, bonds, project administration, etc. This does not include business practice or money management;

(v) Construction means, methods, products, and materials;

(vi) Construction documents and services. This does not include technical training such as CAD classes;

- (vii) Project administration;
- (viii) Professional ethics;
- (ix) Safety issues; and
- (x) Accessibility.

(e) Additional HSW subject content acceptable for landscape architectural CEH includes the following:

- (i) Planning, engineering, horticulture, construction contracting, and related disciplines;
- (ii) Irrigation system design; and
- (iii) Grading and drainage.

(f) Additional HSW subject content acceptable for architectural CEH includes the following:

- (i) Planning, engineering, interior design, construction contracting, and related disciplines; and
- (ii) Building system evaluation and selection.

Section 5. Continuing Education Hour (CEH). One (1) CEH consists of not less than fifty (50) minutes of actual instruction or presentation, spent in structured educational activities intended to increase the licensee's knowledge and competence in HSW subjects. CEHs will be awarded only for that portion of the activity that meets the definition of a HSW subject.

(a) The following types of activities have been deemed by the Board to be acceptable CEH activities:

- (i) Subjects for design professionals sponsored by organizations such as CLARB, NCARB, AIA, and ASLA.
- (ii) Courses of study taught in person or by correspondence, organized lectures, presentations, or workshops.
- (iii) University or college courses. One (1) Semester credit hour may be counted for a maximum of fifteen (15) CEHs. One (1) Quarter credit hour may be counted for a maximum of ten (10) CEHs.
- (iv) Writing articles or papers that have been published in peer-reviewed publications, publishing a book, or writing a CEH course on architectural or landscape

architectural subject matters. Up to a maximum of eight (8) CEHs are allowed per renewal biennium.

- (b) The following types of activities are unacceptable CEH activities:
 - (i) Serving on federal, state or municipal boards or commissions as a design professional;
 - (ii) Rendering pro bono services; and
 - (iii) Participation on a public board.

Section 6. Reporting and Recordkeeping.

(a) CEHs shall be reported and documented at the time of renewal and in the manner prescribed upon the license renewal form provided by the Board.

(b) Copies of certificates of attendance, letters certifying attendance, transcripts, or any official documents that serve as proof of participation or attendance are acceptable documents for evidence of compliance.

(c) Evidence of compliance shall contain the following information:

- (i) Participant's name;
- (ii) Sponsor name and address;
- (iii) Activity type;
- (iv) Course location and date given;
- (v) Course title and brief description of content;
- (vi) Instructor or speaker name;
- (vii) Monitor signature;
- (viii) Number of CEHs; and
- (ix) A declaration that the CEHs are considered HSW.

(d) The licensee shall maintain evidence of CEH compliance for at least two (2) years after the renewal period in which the course was applied.

Section 7. Reciprocity. A licensee who holds a current license in good standing in another jurisdiction may verify compliance with Wyoming's CEH requirements by providing a copy of their most current renewal card in that jurisdiction provided:

- (a) The jurisdiction requires a minimum twenty-four (24) CEHs in HSW subjects per biennium; and
- (b) The licensee has renewed the license in that jurisdiction within one (1) year of renewing their Wyoming license.

Section 8. Exemptions. A licensee shall not be subject to the requirement for CEHs during the current renewal period if:

- (a) The licensee experiences physical disability, illness, or other extenuating circumstance exceeding one hundred and eighty (180) consecutive days causing them to suspend all professional activities during that time. The licensee shall provide supporting documentation from a third party acceptable to the Board. The exemption shall be for a maximum of twelve (12) CEHs for each calendar year that the licensee experiences such circumstances;
- (b) The licensee was initially issued their Wyoming license by examination within the twenty-four (24) months immediately preceding the license expiration date; or
- (c) The licensee requests and remains in retired status.

Section 9. Audits. CEHs may be audited by the Board for verification of compliance with these requirements.

- (a) Failure to provide the documents requested for audit within thirty (30) days may subject the licensee to disciplinary action.
- (b) If the Board disallows any CEHs, the licensee shall have one hundred twenty (120) days from notice of such disallowance to:
 - (i) Provide evidence that the disallowed CEHs meet the criteria established by these rules;
 - (ii) Provide documentation of having acquired additional CEHs during the required time frame; or
 - (iii) Cure the disallowance by acquiring the required number of CEHs.
 - (A) Any CEH activity completed past the renewal date to cure a disallowance may not be reported on subsequent applications for license renewal.
 - (B) If a licensee fails to complete the required number of CEHs, the licensee shall be subject to disciplinary action.

Section 10. Reissuance. Any license allowed to expire may be reissued by the Board within three (3) years of the date expired. The Board shall require:

- (a) A complete application for reissuance and application fee; and
- (b) Verification that the applicant has completed twenty-four (24) CEH's in HSW courses within the twenty-four (24) months immediately preceding the date the complete application for reissuance was received by the Board.

Section 11. Retired Status. In order to be eligible for retired status, the Wyoming licensee shall:

- (a) Have held a valid license as an architect or landscape architect in any jurisdiction for at least ten (10) consecutive years.
- (b) Notify the Board, in writing prior to or at renewal, that they have retired and are not practicing, and will not practice, architecture or landscape architecture in any jurisdiction.
- (c) The retired license shall expire and be renewable on the same two (2) year cycle as an original Wyoming active license.

Section 12. Reactivation of a Retired Status License. Any license in retired status may be reactivated by the Board. The Board shall require:

- (a) A complete application for reactivation and application fee; and
- (b) Verification that the licensee has completed twenty-four (24) CEH's in HSW courses within the twenty-four (24) months immediately preceding the date the complete application for reactivation was received by the Board.