

**Document:** Final Rule, **Register Page Number:** 28 IR 2377

**Source:** May 1, 2005, Indiana Register, Volume 28, Number 8

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**TITLE 804 BOARD OF REGISTRATION FOR  
ARCHITECTS AND LANDSCAPE ARCHITECTS**

LSA Document #04-156(F)

DIGEST

Amends 804 IAC 1.1-1-1 to revise the definition of valid certificate. Adds 804 IAC 1.1-8 to establish the continuing education requirements for registered architects and landscape architects. Effective 30 days after filing with the secretary of state.

**804 IAC 1.1-1-1**

**804 IAC 1.1-8**

SECTION 1. 804 IAC 1.1-1-1 IS AMENDED TO READ AS FOLLOWS:

**804 IAC 1.1-1-1 Definitions and abbreviations**

**Authority:** IC 25-4-1-3; IC 25-4-2

**Affected:** IC 25-4-1-8

Sec. 1. (a) ~~NCARB Appendix A, Circular of Information #1, Table of Equivalents for Education, Training, and Experience will be used by the board as a guide.~~ The following definitions apply throughout this rule:

- (1) "Accredited degree program" means a program leading to a professional degree which is accredited by the NAAB or the LAAB or certified equivalent by NCARB or CLARB guidelines.
- (2) "Act" means IC 25-4 creating a board to regulate the practice of architecture and the practice of landscape architecture in Indiana.
- (3) "Applicant" means an individual whose application has been received by the board for registration as an architect or a landscape architect.
- (4) "Approved department, school, or college of architecture or landscape architecture" means a department, school, or college with an architecture or landscape architecture professional degree program recognized by the board at the time of an applicant's graduation.
- (5) "Architect" means a person registered under IC 25-4-1 and this article and thereby entitled to use the title architect and engage in the practice of architecture in Indiana.
- (6) "A.R.E." means the architect registration examination prepared by NCARB.
- (7) "Board" means the board of registration for architects and landscape architects.
- (8) "CLARB" means the Council of Landscape Architectural Registration Boards.
- (9) "Council record-CLARB" means a detailed, authenticated record of an applicant's activities and accomplishments, factual data of education, training, practice, character, examination, and registration.
- (10) "Council record-NCARB" means a detailed, authenticated record of an applicant's education, training, experience, examination, registration, and character. Council record prepared by NCARB.
- (11) "Degree in a design discipline", as used in IC 25-4-1-8, means a preprofessional bachelor degree with a major in architecture such as would admit the applicant to an accredited professional master of architecture degree program of four (4) semesters or shorter.
- (12) "EESA" means a program approved by NCARB known as Education Evaluation Services for Architects.
- (13) "IDP" means Intern Development Program.
- (14) "LAAB" means the Landscape Architectural Accreditation Board.
- (15) "LARE" means the landscape architect registration examination prepared by CLARB.
- (16) "Landscape architect" means a person registered under IC 25-4-2 and this article and thereby entitled to use the title landscape architect and engage in the practice of landscape architecture in Indiana.
- (17) "NAAB" means the National Architectural Accrediting Board.
- (18) "NCARB" means the National Council of Architectural Registration Boards.

- (19) “Professional examination” means the former architects registration examination prepared by NCARB.
- (20) “Qualifying test” means the examination formerly prepared by NCARB to qualify applicants without an accredited architectural degree for admission to the professional examination.
- (21) “Registrant” means a registered architect or landscape architect, unless the context clearly indicates otherwise, whose qualifications have been examined by the board and a certificate of registration granted.
- (22) “Valid certificate - **architect**” means a certificate of registration held by an individual that is current and in good standing. A certificate shall have the effect of a license to practice architecture in Indiana, subject to IC 25-4-1. ~~A certificate shall have the effect of a license to use the title landscape architect in Indiana subject to IC 25-4-1.~~
- (23) “Valid certificate – landscape architect” means a certificate of registration held by an individual that is current and in good standing. A certificate shall have the effect of a license to practice landscape architecture in Indiana subject to IC 25-4-2.**
- ~~(23)~~ **(24)** “Week” means a thirty-five (35) hour work week. (No more than thirty-five (35) hours shall be counted toward requirements in any given calendar week.)
- ~~(24)~~ **(25)** “Year” means fifty (50) calendar weeks not including vacation.

(b) When the masculine pronoun is used, it shall include the feminine. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-1-1; filed Mar 25, 1980, 9:15 a.m.: 3 IR 949; filed Jan 8, 1982, 10:10 a.m.: 5 IR 387; filed Apr 26, 1983, 9:31 a.m.: 6 IR 1075; filed Nov 14, 1985, 8:39 a.m.: 9 IR 752; filed Oct 28, 1998, 3:35 p.m.: 22 IR 756; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235; filed Jan 24, 2002, 12:05 p.m.: 25 IR 1903; filed Sep 5, 2003, 8:25 a.m.: 27 IR 180; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2377*)

SECTION 2. 804 IAC 1.1-8 IS ADDED TO READ AS FOLLOWS:

### **Rule 8. Continuing Education**

#### **804 IAC 1.1-8-1 Continuing education**

**Authority:** IC 25-4-1-31; IC 25-4-2-13

**Affected:** IC 25-4-1; IC 25-4-2

**Sec. 1. This rule establishes the continuing education requirements for registered architects and landscape architects.** (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-1; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2378*)

#### **804 IAC 1.1-8-2 Definitions**

**Authority:** IC 25-4-1-31; IC 25-4-2-13

**Affected:** IC 25-4-1; IC 25-4-2

**Sec. 2. (a) The definitions in this section apply throughout this rule.**

**(b) “Contact hour” means one (1) sixty (60) minute clock hour of an educational activity with no less than fifty (50) minutes of instructional content within the hour.**

**(c) “Continuing education unit” or “CEU” means the number of continuing education credits, measured in contact hours. The provider of the material or activity may determine the number of CEUs or credits. For the entities listed in section 7(b) of this rule, the board will accept the hours established by each organization. Where the number of CEUs are established by others, the board may require additional evidence supporting the CEUs claimed.**

**(d) “Health, safety, and welfare” means the planning and designing of buildings and structures and the spaces within and surrounding the buildings and structures that:**

- (1) minimize the risk of injury to persons or property and comply with applicable building and safety codes;**
- (2) are durable, environmentally friendly, cost effective, and conserve resources;**
- (3) are aesthetically appealing;**
- (4) function properly in all relevant respects; and**
- (5) enhance the public’s overall sense of well-being, harmony, and community and integrate effectively with the surrounding environment.**

(*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-2; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2378*)

**804 IAC 1.1-8-3 Continuing education requirements**

**Authority:** IC 25-4-1-31; IC 25-4-2-13

**Affected:** IC 25-4

**Sec. 3. (a) Registered architects and landscape architects must complete during each two (2) year licensure period twenty-four (24) hours of continuing education in order to qualify for renewal of an active license.**

**(b) Continuing education is first required for the December 1, 2007, renewal.**

**(c) No credit will be given for courses completed before June 1, 2005.** *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-3; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379)*

**804 IAC 1.1-8-4 First-time registrants exempted**

**Authority:** IC 25-4-1-31; IC 25-4-2-13

**Affected:** IC 25-4-1; IC 25-4-2

**Sec. 4. First-time registrants are not required to comply with these continuing education requirements at the first renewal.** *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-4; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379)*

**804 IAC 1.1-8-5 Waiver of continuing education requirements**

**Authority:** IC 25-4-1-31; IC 25-4-2-13

**Affected:** IC 25-1-12; IC 25-4-1; IC 25-4-2

**Sec. 5. (a) An applicant for license renewal who was unable to fulfill the continuing education requirements in section 3 of this rule may be granted a waiver of the continuing education requirement by the board.**

**(b) An applicant requesting a waiver of the continuing education requirements in section 3 of this rule must certify under penalty of perjury that the applicant was unable to fulfill the continuing education due to hardship resulting from any of the following:**

- (1) Service in the armed forces of the United States under IC 25-1-12.**
- (2) An incapacitating illness or injury.**
- (3) Other circumstances determined by the board or agency.**

**(c) An individual who applies for a waiver of the continuing education requirements must request the waiver in writing.**

**(d) The board may seek verification of the applicant's request for a waiver of continuing education requirements under this rule.** *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-5; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379)*

**804 IAC 1.1-8-6 Continuing education from another jurisdiction**

**Authority:** IC 25-4-1-31; IC 25-4-2-13

**Affected:** IC 25-4-1; IC 25-4-2

**Sec. 6. The board may accept for credit toward the Indiana architect and landscape architect continuing education requirement, courses that are accepted for credit toward the continuing education requirements for architects and landscape architects in another state.** *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-6; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379)*

**804 IAC 1.1-8-7 Mandatory and elective topics**

**Authority:** IC 25-4-1-31; IC 25-4-2-13

**Affected:** IC 25-4-1; IC 25-4-2

**Sec. 7. (a) Credit may be granted for education offerings that cover architecture and landscape architecture and related technical and professional topics and contribute directly to the improvement of the professional knowledge and competence to practice architecture and landscape architecture.**

**(b) Continuing education activities or courses may be provided by any of the following organizations:**

- (1) Accredited colleges, universities, or other postsecondary educational institutions.**
- (2) American Institute of Architects.**
- (3) American Society of Landscape Architects.**
- (4) American Planning Association.**
- (5) Board of Registration for Architects and Landscape Architects.**
- (6) Council of Landscape Architectural Registration Boards.**
- (7) Construction Specifications Institute.**
- (8) National Council of Architectural Registration Boards.**
- (9) Other related technical or professional societies, organizations, or institutions.**

**The board shall not preapprove continuing education activities or courses.**

**(c) At least sixteen (16) hours of the required continuing education requirements for architects and landscape architects must pertain to technical and professional topics related to the protection of the public health, safety, and welfare. These topics include, but are not limited to, the following:**

- (1) Codes, statutes, and administrative regulations governing the practice of architecture or landscape architecture.**
- (2) Environmental and ecological resources.**
- (3) Professional ethics.**
- (4) Indiana licensing statutes and rules.**
- (5) Legal aspects of contracts, documents, insurance, bonds, and project administration.**
- (6) Construction documents and services.**
- (7) Materials and methods.**
- (8) Mechanical, plumbing, electrical, and life safety.**
- (9) Structural technology.**
- (10) Energy efficiency.**
- (11) Project administration.**
- (12) Accessibility issues.**
- (13) Security and safety issues.**
- (14) New technical and professional skills.**

**(d) The following types of activities may qualify to fulfill the requirements for a minimum of sixteen (16) contact hours to be acquired in structured educational activities (all twenty-four (24) hours may be acquired in such activities):**

- (1) Contact hours in attendance at short courses or seminars dealing with architectural or landscape architectural subjects and sponsored by college or universities.**
- (2) Contact hours in attendance at presentations on architectural or landscape architectural subjects that are held in conjunction with meetings, conferences, or conventions of architect or landscape architect professional organizations recognized by the board to the extent that contact hours are credited only to that portion of the meeting, conference, or convention that comprises the educational program.**
- (3) Contact hours in attendance at short courses or seminars relating to professional practice or new technology and offered by colleges, universities, professional organizations, or system suppliers.**
- (4) Teaching or instructing an architectural or landscape architectural course, seminar, lecture, presentation, or workshop shall constitute three (3) contact hours for each hour spent in the actual presentation. Teaching credit shall be valid for the initial presentation only. A maximum of nine (9) hours may be accumulated over a two (2) year licensure period.**
- (5) Contact hours spent in architectural or landscape architectural research that is published or is formally presented to the profession or public. A maximum of nine (9) total contact hours may be accumulated over the two (2) year licensure period.**
- (6) Successfully completing structured architectural or landscape architectural self-study courses, presented by correspondence, Internet, television, video, or audio, ending with an examination or other verification process. The contact hours acquired for this activity shall be established by the program sponsor.**
- (7) College or university credit courses dealing with architectural or landscape architectural subjects. Each academic semester hour shall equal fifteen (15) contact hours. Each academic quarterly hour shall equal ten (10) contact hours.**
- (8) Contact hours spent in educational tours of architecturally or landscape architecturally significant projects, where the tour is sponsored by a college, university, professional organization, or system supplier. A maximum of eight (8) total contact hours may be accumulated over the two (2) year licensure period.**
- (9) Contact hours spent in professional services to the public that draw upon the licensee's professional architectural or**

landscape architectural expertise on boards and commissions, such as, serving on any of the following:

- (A) Planning commissions.
- (B) Building code advisory boards.
- (C) Urban renewal boards.
- (D) Code study committees.
- (E) Regulatory boards.
- (F) Professional accreditation teams.

A maximum of eight (8) total contact hours may be accumulated over the two (2) year licensure period.

(e) The following types of activities in individually planned educational activities that are self-directed may qualify for the maximum of eight (8) contact hours over the two (2) year licensure period:

(1) Contact hours for serving as an architectural mentor or supervisor for the Intern Development Program (IDP) required to satisfy that diversified professional training requirements under 804 IAC 1.1-7. Such service to an intern or interns shall be consistent with the responsibilities set forth in the NCARB IDP Guidelines for an intern's mentor and supervisor, which is hereby incorporated by reference.

(2) Contact hours spent in planned activities, related to the practice of architecture or landscape architecture, which include the following:

- (A) Business and practice efficiency.
- (B) Business development.
- (C) Personal improvement.
- (D) New skills.

(3) Actively participating in a technical or professional society or organization shall be the equivalent to two (2) contact hours. An individual shall serve as an officer or actively participate in a committee of the organization to receive credit for this activity. Contact hours shall be limited to two (2) per organization and shall not be acquired until the completion of each year of service.

*(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-7; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379)*

#### **804 IAC 1.1-8-8 Retention of certificates of completion**

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

**Sec. 8. Registered architects and landscape architects must retain certificates of completion for continuing education courses for three (3) years after the end of the licensing period for which the continuing education applied.** *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-8; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2380)*

#### **804 IAC 1.1-8-9 No carry over to next license period**

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

**Sec. 9. Hours for continuing education units earned in one (1) license period may not be used in a subsequent license period.** *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-9; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2380)*

#### **804 IAC 1.1-8-10 Inactive status**

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

**Sec. 10. Registered architects or landscape architects may apply to the board to renew their licenses in an inactive status. No continuing education is required to renew inactive. An inactive registered architect or landscape architect may not practice architecture or landscape architecture while in an inactive status.** *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-10; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2381)*

#### **804 IAC 1.1-8-11 Reactivation of inactive, expired, or retired license**

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

Sec. 11. (a) In order to reactivate an inactive, expired, or retired license, the registered architect or landscape architect must have obtained all twenty-four (24) hours of continuing education units, which would have been required had the license been active.

(b) In order to reactivate an inactive, expired, or retired license during a two (2) year licensure period, the registered architect or landscape architect must:

- (1) apply to the board for reactivation on the application form supplied by the board; and
- (2) submit evidence of completion of twenty-four (24) CEU hours within the two (2) year period immediately before the date the reactivation application is filed.

*(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-11; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2381)*

#### **804 IAC 1.1-8-12 Continuing education required after reactivation**

**Authority:** IC 25-4-1-31; IC 25-4-2-13

**Affected:** IC 25-4-1; IC 25-4-2

Sec. 12. This section applies to all registered architects or landscape architects who reactivate an inactive, expired, or retired license by establishing the number of hours of continuing education required for the time period between reactivation and the following renewal date in order to qualify to renew active. Registered architects or landscape architects must complete the mandatory continuing education required in section 7 of this rule unless the requirement in the table in this section is zero (0). Additional hours of continuing education required in this table may be met by taking courses that meet the requirements of section 7 of this rule.

<b>Date of Activation</b>	<b>Hours Required to Renew Active</b>
January 1 – March 31 of first 12 months of license period	24
April 1- June 30 of first 12 months of license period	21
July 1 – September 30 of first 12 months of license period	18
October 1 – December 31 of first and second months of license period	15
January 1 – March 31 of second 12 months of license period	12
April 1 – June 30 of second 12 months of license period	9
July 1 – September 30 of second 12 months of license period	6
October 1 – December 31 of second 12 months of license period	0

*(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-12; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2381)*

#### **804 IAC 1.1-8-13 Audits of continuing education compliance**

**Authority:** IC 25-4-1-31; IC 25-4-2-13

**Affected:** IC 25-1-11; IC 25-4-1-31; IC 25-4-2-13

Sec. 13. (a) The board shall conduct audits of registered architects under IC 25-4-1-31 and landscape architects under IC 25-4-2-13 for continuing education compliance. The board may audit continuing education providers. For purposes of this section, the board may designate a board member or staff member to act on behalf of or in the name of the board.

(b) If, as a result of an audit or other review, the board determines that hours of continuing education units a registered architect or landscape architect has claimed do not meet the continuing education requirements of this article, the board shall notify the registered architect or landscape architect of that determination.

(c) A registered architect or landscape architect, who has been notified under subsection (b), may, within thirty (30) days, submit information to the board giving all the substantive reasons in support of the registered architect's or landscape architect's position that an adequate number of hours of continuing education have been completed.

(d) A registered architect or landscape architect that submits false information shall be subject to sanctions provided for under IC 25-1-11.

(e) Registered architects or landscape architects that are found not to be in compliance shall be subject to discipline under IC 25-1-11. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-13; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2381)*

*LSA Document #04-156(F)*

*Notice of Intent Published: July 1, 2004; 27 IR 3099*

*Proposed Rule Published: December 1, 2004; 28 IR 1054*

*Hearing Held: January 12, 2005*

*Approved by Attorney General: February 23, 2005*

*Approved by Governor: March 17, 2005*

*Filed with Secretary of State: March 18, 2005, 10:50 a.m.*

*IC 4-22-7-5(c) Notice from Secretary of State Regarding Documents Incorporated by Reference: None Received by Publisher*