News from the Ohio Architects Board

New Continuing Education Requirements

We hope you are aware of the new Continuing Education requirements! If not, you can download a copy of the new rules from the Ohio Architects Board website at http://www.arc.ohio.gov/ContinuingEducation.aspx

In brief, the new requirements are as follows:

- All architects must complete 12 hours per calendar year
- All courses must be Health, Safety and Welfare (HSW)
- All activities must be structured courses

Many architects wonder why professional and community service are no longer allowed as a approved activity. The reasons are two-fold: during audits, we have found that this type of activity has proven especially difficult for architects to understand and document, leading to many activities being disallowed. The second reason is that Ohio has adopted the new NCARB Model Continuing Education Regulations, which provides greater assurance that activities you complete in Ohio will be accepted by other states, especially when the typical architect is licensed in 4.5 states!

How can you ensure that you will successfully pass the inevitable audit? By keeping good records! If all of your Continuing Education activities are included on your AIA transcript, the transcript is all you have to supply to the Board and the audit is quick and simple. If you have activities which are not listed on your transcript, be sure to insist the provider supply you with a Certificate of Completion. The Board does not accept event schedules, programs or receipts as verification of the hours. Without appropriate documentation, you will not receive credit for an activity!

Another important point to keep in mind is to be sure the provider has been pre-approved by the AIA or another organization recognized by the AIA. Red flags that a provider is not an AIA-approved provider is one who asks you to self-report hours (and the AIA no longer accepts self-reported HSW hours) or where the certificate does not include the AIA CES logo! If the provider is not pre-approved, the Ohio Architects Board will not accept the activity!

Please feel free to call or email the Board staff with any questions you may have about the new requirements!

New Sealing Procedure Beginning July 1, 2012

Ohio sealing procedures have been modified effective July 1, 2012. Starting July 1, architects must include their printed name, license number and license expiration date below the seal when stamping drawings or other documents. This does not mean you will have to purchase a new seal.
The Board anticipates that architects will be less likely to practice on a lapsed license when they are required to include the license expiration date on the title page. Other states have adopted this safeguard as well.

As a reminder:

All documents prepared by the licensed architect shall be sealed. Only the title sheet of a set of plans must be signed and sealed. Corporate or firm seals are not permitted in Ohio. Only one name may appear on a seal.

Example:

![Example Image]

John Doe, License #00000
Expiration Date 12/31/2013

For more information on any of the Ohio Architects Board’s policies, please contact Amy Kobe at amy.kobe@arla.state.oh.us or by phone at 614-466-1327 or Chad Holland at chad.holland@arla.state.oh.us or by phone at 614-466-1476.